

Agenda for Training of Trainers (ToT) on Evaluation Management

The main purpose of the ToT is to equip future trainers from Mongolian Evaluation Association with teaching skills on ‘evaluation management’ training. The ToT is made possible within the scope of MoU between MEA and DEval with generous support of DEval.

Specific objectives of the ToT are:

- Joint development of ‘Evaluation Management’ training programme
- Theoretical input on how to teach/learn well
- Getting to know and applying teaching methods

What we expect from you:

- Active engagement with fellow evaluators through proactive group exercises/role modelling
- Active contribution to developing/commenting on designing MEA’s training programme on ‘evaluation management’
- Commitment to become MEA’s trainers on ‘evaluation management’ whenever requests are made by external stakeholders such as government, international and national organizations, private sectors and individuals

Benefits for you:

- Geared with teaching and facilitation skills on delivering ‘evaluation management’ training
- Certificate of successful completion for the ToT by MEA and DEval
- To be registered in the MEA’s pool of trainers for ‘evaluation management’ trainings

Application criteria:

- Have experience in conducting or managing evaluation
- Have intermediate or higher knowledge on evaluation methods
- Have intermediate or higher competency in English (training is fully conducted in English)
- Commitment to participate full 3 days in-person
- Commitment to become MEA trainers on ‘evaluation management’ training

Application deadline: October 21, 2025

Application form:

https://docs.google.com/forms/d/e/1FAIpQLScUhTW7p8PniFRNzhY4yw1kFanZsuDJTXhLFTtg_cdY1ZkU8Q/viewform

Note: *This training is not designed to teach the participants ‘evaluation methods’ but to teach ‘evaluation management’, with the focus on “How” knowledge is conveyed to ensure engagement, retention, and practical application*

Administrative notes:

Duration:	9:00-17:00, Tuesday-Thursday, Nov 4-6, 2025
Venue:	Day 1 at Vesper VIP room at Twin Tower-2 on Seoul street, UB Day 2 & 3 at GIZ office on Seoul street, UB
Modality:	Full in-person 3 days
Main organizers:	Mongolian Evaluation Association (MEA) German Institute for Development Evaluation (DEval)
Participants:	Up to 20 MEA members
Instructors:	Dr. Anna Werthern, Evaluator, DEval Sabine M. Palmreuther, Evaluator, DEval
Application submission requirements:	- CV highlighting evaluation experiences in conducting and managing evaluations - Cover letter outlining (i) your motivation to take part in the training; (ii) your expectation for the training (what would success look like for you after completing the training)?; (iii) what kind of training do you intend to deliver after participating in the training? - Please emphasize if you have your own training agenda drafted/used in the past (if that is the case, there is a chance we can improve your training programme during the training)
Application deadline:	Oct 21, 2025
Cost:	DEval covers the full cost of the training. Lunch and coffee breaks will be provided for the 3 days.