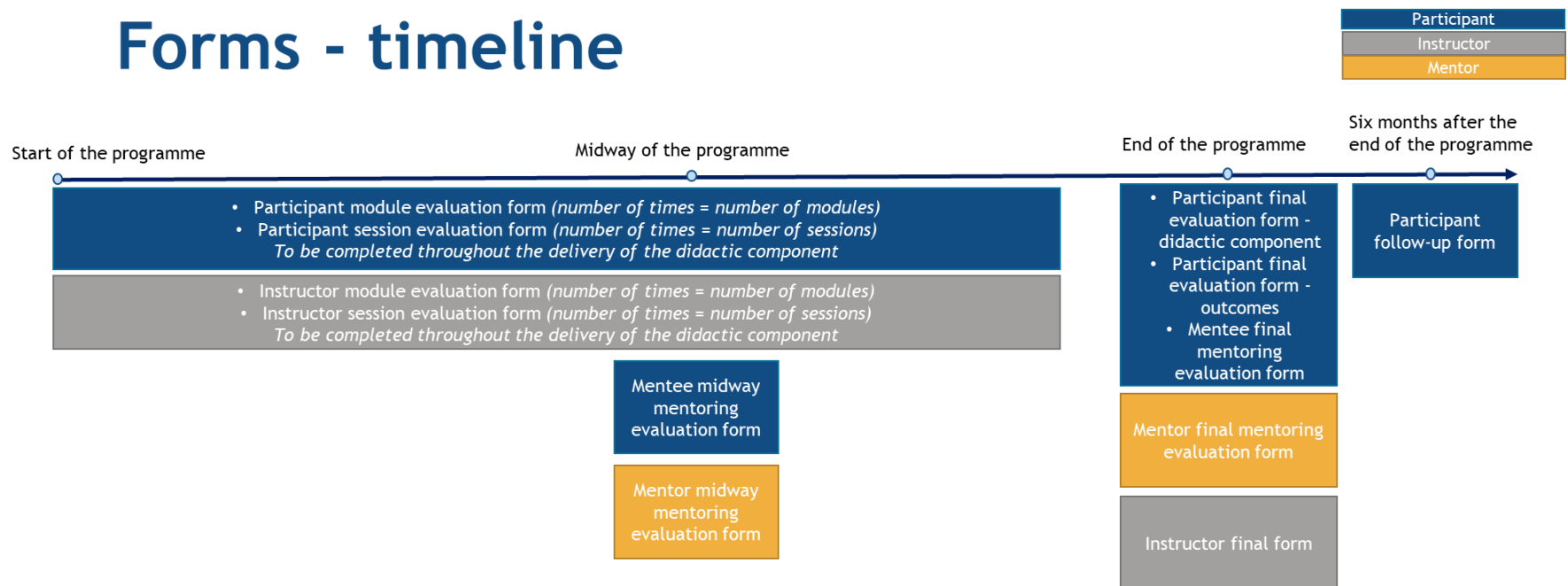


GLLP monitoring and evaluation framework – Evaluation forms

GLLP monitoring and evaluation framework includes 12 evaluation forms designed to assess the programme at different timepoints through feedback from participants, instructors, and mentors. The information from the evaluation forms will be helpful for implementers to evaluate the implementation of their ongoing programme and improve it for the current and future iterations. Below is the proposed timeline for the 12 forms and brief description of each form with **Why: Purpose of the form**; **What: Sections/structure of the form**; and **When: Time/stage for use of the form**.

Forms - timeline



1. Participant module evaluation form

Why: To collect feedback from participants on each module's content and learning materials, on instructors that deliver the modules and their delivery methods, and on inclusion of One Health considerations in each module, to inform their fitness for purpose and to take actions to improve the content and teaching methods for future modules and iterations.

What: Three sections: Module content and learning materials; Instructor and delivery methods (per each instructor); One Health considerations.

When: The form should be completed by participants for each module following completion of the module¹ (e.g., if a programme uses all GLLP modules as defined in the learning package, then the form is collected 43 times). *{In case the programme merges or organizes module(s) differently, the frequency of data collection will be changed accordingly}*

2. Participant session evaluation form

Why: To collect feedback from participants on implementation of the programme as well as on the mix of participants, and to take actions to improve implementation for the current and future iterations.

What: Four sections: Organization, Infrastructure and logistics; Communication from the implementer; Length/format; Participants.

When: The form should be completed by participants for each session following completion of the session² (e.g., if a programme has 10 sessions for the whole duration, then the form is collected 10 times).

¹ If the module is conducted in hybrid mode but online and in-person components are separated apart, the module should be evaluated twice – once for in-person, and the other for online (make sure to choose the correct modality). On the contrary, if the module is conducted in hybrid mode with in-person and online components around the same time, only one evaluation is needed – hybrid.

² A session is defined as a scheduled block of didactic time within the programme duration designed to deliver one or more modules (e.g., one week to deliver 4 modules at once is one session; in one month from then another 3 days at once would be another session, etc.).

3. Mentee midway mentoring evaluation form

Why: To collect feedback from participants on the mentorship component of the programme, and to take actions to improve it for the current and future iterations.

What: Four sections: Support with professional development; Small projects; Mentor-mentee relationship; Self-reflection.

When: The form should be completed by participants in the middle of the programme³ (once).

4. Mentee final mentoring evaluation form

Why: To collect feedback from participants on mentorship component of the programme, assess effectiveness of any steps taken after the midway mentoring evaluation, and to take actions to improve mentoring for future iterations.

What: Six sections: Support with professional development; Small projects; Capstone project; Mentor-mentee relationship; Self-reflection; General evaluation.

When: The form should be completed by participants at the end of the programme after their capstone project is complete and after their final mentoring session has occurred (once).

5. GLLP Participant final evaluation form – Didactic component

Why: To collect feedback from participants on the didactic component of the programme, to inform its fitness for purpose, and to take actions to improve mentoring for future iterations.

What: One section: Didactic component of the programme.

When: The form should be completed by participants at the end of the didactic component of the programme (once).

³ “Middle” is defined as either the half of the overall programme duration (e.g. after 1 year if the overall programme covering all components is scheduled for 2 years), or towards the end of the didactic component (noting that implementation and completion of capstone projects would be next).

6. GLLP Participant final evaluation form – Projects and learning outcomes

Why: To collect feedback from participants on the project component of the programme and on the achieved outcomes of participants, and to take actions to improve the project component and the programme in general for future iterations.

What: Five sections: Programme delivery; Small projects; Capstone projects; Learning outcomes; General evaluation.

When: The form should be completed by participants at the end of the programme (once).

7. Participant follow-up form

Why: To collect feedback from participants on the outcomes of the programme, including use of competencies on the job, interaction with other sectors, career advancement, and contribution to development of the national laboratory systems, and to take actions to improve the programme for future iterations.

What: One section: Follow up after the programme.

When: The form should be completed by participants approximately 6 months following completion of the programme (once).

8. Instructor module evaluation form

Why: To collect feedback from instructors on each module's content to inform evaluation of the fitness for purpose of the Learning package⁴.

What: Two sections: Learning package (module's materials); Adaptation of the learning package (module's materials).

When: The form should be completed by instructors for each module following completion of the module (e.g., if a programme uses all GLLP modules, then the form is collected 43 times).

9. Instructor session evaluation form

Why: To collect feedback from instructors on implementation of the programme as well as on the mix of participants, and to take actions to improve implementation for the current and future iterations.

What: Four sections: Organization, Infrastructure and logistics; Communication from the implementer; Length/format; Participants.

When: The form should be completed by instructors for each session following completion of the session⁵ (e.g., if a programme has 10 sessions for the whole duration, then the form is collected 10 times).

10. Instructor final evaluation form

Why: To collect feedback from instructors on what worked well and what did not work well to inform improvement of programme for the future iterations.

What: One section: General evaluation.

When: The form should be completed by instructors at the end of the didactic component (once).

⁴ Learning package refers to all learning materials developed by the GLLP Partners.

⁵ A session is defined as a scheduled block of didactic time within the programme duration designed to deliver one or more modules (e.g., one week to deliver 4 modules at once is one session; in one month from then another 3 days at once would be another session, etc.).

11. Mentor midway mentoring evaluation form

Why: To collect feedback from mentors on implementation of the mentorship component of the programme as well as on the content of the support documents for mentorship, to take actions to improve implementation for the current and future iterations.

What: Six sections: Organization, infrastructure and logistics; Communication from the implementer; Length/format; Mentor-mentee relationship; Learning package – mentoring component; Adaptation of the learning package.

When: The form should be completed by mentors in the middle of the programme⁶ (once).

12. Mentor final mentoring evaluation form

Why: To collect feedback from mentors on implementation of the mentorship component of the programme and on what worked well and what did not work well to inform improvement for the future iterations.

What: Four sections: Organization, Infrastructure and logistics; Communication from the implementer; Length/format; General evaluation.

When: The form should be completed by mentors at the end of the programme after capstone project is complete and after the final mentoring session has occurred (once).

⁶ “Middle” is defined as either the half of the overall programme duration (e.g. after 1 year if the overall programme covering all components is scheduled for 2 years), or towards the end of the didactic component (noting that implementation and completion of capstone projects would be next).