



In-Tray Exercise

Reference: EoT-21

Correspondence from: CEO

Addressed to: EoT StipTrainer (you)

Subject: Impact Evaluation

The head of 'E' has contacted me about what might be an interesting opportunity. A large international funding agency (which he didn't name) is inviting proposals from organisations (such as 'E') to set up and run a system for evaluating training, which they are funding.

According to the head of 'E', the funding agency is concerned about the efficient use of funds and what is being accomplished. Although the funding agency already uses Logical Framework Analysis, they require a more thorough, professional, evaluation of training and development activities. Currently, funding covers the support of training courses and certain on-job-training; this will shortly be extended to include open, distance and e-learning initiatives.

I have been asked whether we wish to work with 'E' to submit a joint proposal - something I feel we should do. Therefore will you please outline what is required and the resource implications for both us and 'E'.

p. s. Should we be successful in our joint bid, I expect you would want to lead the project!