

**ទស្សនវិស័យៈ** **ការអភិវឌ្ឍប្រកបដោយនិរន្តរភាពសម្រាប់ប្រទេសកម្ពុជា**

**Vision:** Sustainable development for Cambodia

# Concept Note

## The 21st of Monitoring & Evaluation Learning Forum

**On**

**“Effective Project Monitoring”**

**21st June 2019, 8:00am – 5:00pm, at *Diakonia Center***

#19-21, Street 330, Boeung Keng Kang III, Chamkamorn, Phnom Penh

**I. Introduction**

As the largest membership-based platform for Non-Governmental Organizations (NGOs) in Cambodia. By end of 2018, the Cooperation Committee for Cambodia (CCC) has 181 international and local NGOs as members, working on different development sectors in the country.

One of seven program strategies is Learning and Capacity Development for CCC members and other interested CSOs. Normally, CCC organizes four learning forum platform every year, learning forum on Human Resource Management (HRM), Monitoring and Evaluation (M&E), Information Communication Technology (ICT) and Finance Management, they are very importance to build the capacity of its members for better performance of their service delivery.

To ensure the quality of the learning forum CCC has formed the Working Groups to provide inputs and advice for NGO learning community in Cambodia. The Working Group will play role as an oversight committee to provide strategic and technical support to NGO community for effectiveness and efficiency development in Cambodia.

To keep responding to the needs of the NGO community, CCC will conducted the 21st Monitoring and Evaluation Learning Forum on **“Effective Project Monitoring” on 21st June 2019, at Diakonia Center.**

**II. Objectives of the M&E Learning Forum**

* To review the outcome and impact of the last M&E learning forum
* To have better understand on the process of project monitoring including data collection, data analysis
* To get more knowledge of how to write monitoring report
* To create a learning and sharing environment and build a stronger network each other

**III. Expected outputs**

* The participants will have idea to strengthen the monitoring system by integrating techniques and tools from the learning forum
* The participants will use the tips to improve the monitoring report writing in its organization
* Practitioner participants will have more chance to learn, share and strong more relationship

**IV. Target Participants**

This M&E learning forum is offered to a maximum of 100 participants from organizations who are ***M&E practitioners and Program/Project Manager***. Each participant should be assigned by the senior management of their organization and committed to apply what has been learned from the forum to its organization.

* There are 2 available seats per NGO who are CCC members (free of charge)
* Participants from non‐CCC members are welcomed with fee charge US$ 50.00 per person

***Note:*** *Fee charge is based on CCC charging fee policy, and the fee will use as a contribution to support the forum’s logistic arrangement.*

**V. Detailed Agenda**

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| **Time** | **Key Contents** | **Resource Facilitators** |
| 07:45‐08:30am | * Registration | **CCC Team** |
| 08:30‐08:40am | * National Anthem * Welcome and Introduction of the forum objectives | **CCC staff** |
| 08:40‐09:00am | Welcome and opening Remarks | **SMT of CCC** |
| 09:00‐09:30am | **Session 1:Review the last M&E learning forum on “Case Study & Success Story Writing”** | **Ms. Laing Thyda**  Development Manager,  RUA |
| 9:30-10:00am | **Session 2:Introduction to process of project monitoring** | **(TBC)** |
| 10:00-10:15am | **Coffee Break** | **All** |
| 10:15‐11:15pm | **Session 3: Data collection** | **(TBC)** |
| 11:15-12:00pm | **Session 4: Data Analysis** | **(TBC)** |
| 12:00‐01:30pm | **Lunch Break** | All |
| 1:30-03:00pm | **Session 5: Monitoring report writing**   * Contents and tips * Example of monitoring report * Case of NGO (monitoring report) | **(TBC)** |
| 3:00‐3:15pm | **Coffee Break** | All |
| 3:15-4:30pm | **Session 6: Monitoring report writing (cont.)**   * Practice * Presentation (group result) * Q&A * Feedback from speaker | **(TBC)** |
| 4:30‐4:45pm | * Selection topic for next learning forum * Forum Evaluation | **CCC Team** |
| 4:45‐5:00pm | **Conclusion and Closing** | **CCC** |

**Note:** *CCC reserves the rights to change the agenda based on the availability of the speakers and time ​constraints.*