

M&E Learning Forum

Concept Note

06th June 2014

At ICF/KSSA Building

I. Introduction

As the longest established membership organization in Cambodia, the Cooperation Committee for Cambodia (CCC) has been playing a unique role since 1990 in strengthening the cooperation, professionalism, accountability, governance, and development effectiveness of the Civil Society Organizations (CSOs) that are working across diverse sectors in Cambodia.

CCC delivers its mission and mandate through a five-year program entitled “Governance Hub Program (GHP)” for 2014–2018, aiming at building a more cohesive, accountable, transparent NGO sectors, contributing more effectively to the development of Cambodia. GHP focuses on three interconnected components: 1) Governance & Professional Practices (GPP) 2) Research and Learning (R&L) and 3) Coalition Building, Advocacy and Networking (CAN).

Responding to its vision which is for sustainable development for Cambodia, CCC offers a range of learning opportunities for NGO staff to influence their thinking and practices and to deliver high quality services appropriately respond to the true needs of those CSO.

One of many activities of the component 2 is to conduct various learning forums for CCC members such as Human Resource Management (HRM), Monitoring and Evaluation (M &E), Information Communication Technology (ICT) and Finance Management forum.

The M&E Learning Forum has been conducted since December 2009 and facilitated by CCC with technical support from M&E Working Group members who are M&E professionals and practitioners of CCC members. The forum is designed to:

- 1) Stimulate action learning to transform knowledge; skills and experiences of individual people and organizations into a community of practices for a betterment of NGO community in Cambodia in the field of M&E
- 2) Build a strong network among M&E practitioners and professionals for ongoing learning on M&E matters and issues related

To continually respond to the needs of the NGO community for good practice within the NGOs, in 2014 CCC will host two full day M&E learning forums for member and nonmember organizations; in which the first forum will be conducted on **06 June 2014** and the second will be on 24 October 2014. The objectives, expected outcome, and agenda for the 1st M&E learning forum are as below:

Partnerships for Sustainable Development in Cambodia

II. Objectives of the forum

- To enhance understanding on question development and data analysis by using Excel (Pivot Table).
- To discuss among participants to expand their learning insight of the key practical elements of data analysis.
- To build up more network and relationship among M&E practitioners and professionals for ongoing learning on M&E matters and related issues.

III. Expected outputs:

- Participants have better understood about how to analyze data by using Excel (Pivot Table).
- Participants have actively involved in class activity and shared knowledge and experience related to M&E.
- Participants have enhanced network of M&E practitioners and professionals.

VI. Target Participants

This M&E learning forum is offered to a maximum of 120 participants from CCC members and nonmember organizations who are M&E practitioners and professionals. Each participant should be assigned by the senior management of their organization and committed to apply what has been learned from the forum to their organization. Participants from non-CCC member are welcomed but are subjected to pay attendance fee as stated in the CCC Policy on Capacity Development and Learning Services as a contribution to support the forum's logistic arrangement.

V. Detailed Agendas:

Time	Key Contents	Resource persons
07:30-08:00	Registration	Mrs. Sam Vaddthanak , Learning Officer
08:00-08:10	Welcome and Introduction of the forum objectives	Mr. Lim Sokly , Learning Specialist, CCC
08:10-08:15	Opening remarks	Dr. El Sotheary , Head of Operation, CCC
08:15-08:30	<i>Session1: Review learning points from previous M&E learning forum</i>	Mr. Lim Sokly , Learning Specialist, CCC
09:00-10:30	<i>Session 2: Data Analysis by using Excel (Pivot Table)</i> <ul style="list-style-type: none">• Introduction on how to develop questionnaire	Mr. Seth Sopheap , Freelance Consultant or Research Team Leader.
10:30-10:45	Coffee Break	
10:45-12:00	<ul style="list-style-type: none">• Guideline for data entry and cleaning• Brief statistical methods for data analysis	
12:00-01:30	Lunch Break	

01:30-03:30	<ul style="list-style-type: none"> • Using Pivot Table for data analysis and exercise • Orientation on other data analysis tools in Excel 	
03:30-03:45	Coffee Break	
03:45-04:10	<u>Session 3:</u> Quality Assurance of GPP Standards	Ms. Keo Mara , Quality Assurance Specialist, CCC
04:10 – 04:30	Discussion by Table on the Next Topics and Forum Evaluation	Mr. Lim Sokly , Learning Specialist, CCC
04:30-04:40	Conclusion and closing	Mr. Soeung Typo , Research and Learning Manager, CCC.

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