

Concept Note The 19th M&E Learning Forum

On “Developing Tools for Project Monitoring”

14 June 2018, 8:00am – 5:00pm,
Diakonia Center (ICF Building) #19-21, Street 330, Boeung Keng Kang III, Chamkamorn, Phnom Penh

I. Introduction

As the longest established membership organization in Cambodia, the Cooperation Committee for Cambodia (CCC) has played 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.

Phase 3 of CCC’s Governance Hub Program (GHP) for the five year period 2017-2021, the goal of CCC is for a “strong and capable civil society, cooperating and responsive to Cambodia’s development challenges”. The GHP’s goals are 1) enhanced effectiveness and impact of civil society organizations (CSOs), and 2) improved enabling environment for CSOs. Responding to its goals CCC offers a range of capacity development and 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 seven program strategies is the **Learning and Capacity Development** for CCC members and other interested CSOs. Among this program the learning forum on Human Resource Management (HRM), Monitoring and Evaluation (M & E), Information Communication Technology (ICT) and Finance Management forum is 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 to promote and improve their Human Resource Management, Monitoring and Evaluation, Information Communication Technology and financial management system within their organizations for effectiveness and efficiency development in NGO sector of Cambodia.

To keep responding to the needs of the NGO community; CCC had conducted the **18th M&E Learning Forum on 06 September 2017 which focused on “Developing Project Logical Framework”**. In the other hand, to be more strengthen the capacity on NGO governance in Cambodia, the M&E Working Group decided to select the main topic which raised by NGO participants during learning forum is **“Developing Tools for Project Monitoring”**.

The 19th M&E Learning Forum is designed for M&E practitioners who come from members and non-members organizations of CCC. This event will be full-day conducted on **14 June 2018 at Diakonia center(ICF/KSSA)** Building with specific objectives, expected outputs, and agenda as below:

II. Objectives of the M&E Learning Forum

- To help participants strengthen their skill on how to develop tools for project monitoring.
- To help participants strengthen their skill on how to develop questionnaires for project monitoring.
- To create a learning and sharing environment and build a stronger network among M&E practitioners.

III. Expected outputs

- The participants can develop tools for their project monitoring
- The participants can develop good questionnaire for their data collection
- The participants had more chance to learn, share, and build up more relationship among people who have same interest from similar fields.

IV. Target Participants

This M&E learning forum is offered to a maximum of 80-100 participants from CCC members and non-member organizations who are M&E practitioners and professionals. Each participant should be assigned by the management level but open for all junior or mid-levels related M&E technical 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 Business Capacity Development Services as a contribution to support the forum's logistic arrangement.

V. Detailed Agenda

Time	Key Contents	Resource persons
07:30-08:20	Registration	<ul style="list-style-type: none"> • Ms. Sreng Sophornlakhena, Project Assistant, CCC
08:20-08:30	National Anthem	<ul style="list-style-type: none"> • Ms. Keo Mara, Learning Specialist, CCC
08:30-08:40	Introduction of the learning forum objectives	<ul style="list-style-type: none"> • Mr. Soeung Saroeun, Executive Director, CCC
08:30-08:40	Opening remarks	<ul style="list-style-type: none"> • Mr. Soeung Saroeun, Executive Director, CCC
08:40-09:00	Session1: - Review the learning points from the last M&E learning forum	<ul style="list-style-type: none"> • Ms. Kheang Sokleng, Independent Consultant
09:00-9:45	Session 2: Presentation on: - What is project monitoring? - Process of project monitoring - Tools for project monitoring Q&A	<ul style="list-style-type: none"> • Mr. Vang Sean M&E Specialist, CCC • All participants
9:45:-10:00	Coffee Break	All
10:00-12:00	Session 3 : Plenary Discussion and Sharing experience on "How to develop questionnaires"	<ul style="list-style-type: none"> • Mr. Khim Narith, Independent Consultant

	Q&A	
12:00-01:30	Lunch Break	All
01:30-01:35	Energize game	<ul style="list-style-type: none"> Ms. Keo Mara and participants
01:35-02:35	Session 3 : Continue <i>Group Discussion: (Each group will review a separate questionnaire to identify the mistakes/ weaknesses of the given questionnaire)</i>	<ul style="list-style-type: none"> Mr. Khim Narith, Independent Consultant All participants
02:35-3:15	Session 3 : Continue Sharing the identified mistakes/weakness to the plenary for further comment and discussion.	
3:15-3:30	Coffee Break	All
3:30-4:15	Session 3 : Continue Sharing the identified mistakes/weakness to the plenary for further comment and discussion.	<ul style="list-style-type: none"> Mr. Khim Narith, Independent Consultant All participants
4:15-4:30	Wrap up	
4:30-4:50	Session 7 : <ul style="list-style-type: none"> Discussion on the Next Topics Way forward M&E Tool Evaluation and Forum Evaluation 	<ul style="list-style-type: none"> Ms. Keo Mara, Learning Specialist, CCC All participants
4:50-05:00	Conclusion and Closing remarks	<ul style="list-style-type: none"> Dr. El Sotheary, Head Of Program, CCC

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