

Concept Note of The 28th Monitoring and Evaluation Learning Forum

“Data Cleaning and Data Analysis”

29th-30th March 2022, 8:00 am – 5:00 pm

Hybrid Platform at

I. Introduction

Cooperation Committee for Cambodia (CCC) is the largest and longest membership-based organization in Cambodia. By February 2022, CCC has 185 foreign and domestic NGOs as its members and provincial NGO networks in 15 provincial NGO networks. Currently, CCC is implementing its fourth phase Governance Hub Program (GHP 2021-2023) which consists of two goals: 1) Improved enabling environment for CSOs; and 2) Sustained functionality of CSO Resource Hub at national and sub national levels.

To respond to the needs on capacity development of Non-Governmental Organizations (NGOs), especially in the period of COVID-19 pandemic in Cambodia, CCC has conducted four learning platforms (HRM, FM, ICT, and M&E). M&E learning forum is one of the learning forum platforms that always gets active supports from the M&E working group members. To response to the needs of its members and their feedback from the previous learning forum, CCC will conduct the 28th Monitoring and Evaluation Learning Forum on “Data Cleaning and Data analysis” as Hybrid platform (Physical and Virtual) for two-day from 29th-30th March 2022.

II. Objectives of the Learning Forum

- To share the knowledge on how to do the Data Cleaning and Data Analysis to M&E practitioners and project/program staff.
- To build up more networks and relationships among M&E practitioners and professionals for ongoing learning on M&E and related issues.

III. Expected outputs

The audiences will:

- Be able to learn and practice how to do the data cleaning and data; analysis
- Enhance network with M&E practitioners and professionals.

IV. Participation and Fee

Due to limitation of the available seats, the M&E physical Learning Forum is offered only one seat per NGO member. The maximum seats are 30 participants from the NGOs/Associations who are **M&E practitioners, professionals, and project/program staff**.

While, this M&E Learning Forum is also available for Virtual platform which is offered to a maximum of 200 participants online from NGOs/Associations who are **M&E practitioners, professionals, and project/program staff**. The interested participants are required to have a prior online registration so that CCC's staff will be able to send the link (ZOOM) to the registrants through registered email addresses.

- **For CCC members:** two seats are provided free of charge per NGO. And, if there are more than two participants, the fee will be charged USD 10 per person/forum.
- **For Non-CCC members:** the fee will be charged USD 20 per person/forum.

***Note:

- *Prior registration is required for all participants to get confirmation on the physical or virtual participation and link.*
- *This Hybrid M&E Learning Forum **will be recorded** and conducted in **Khmer Language** only. Participants are required to use computers during the forum.*

V. Detailed Agenda

| Time | Key Contents | Resource persons |
|---|---|--|
| Day1: 29th March 2022 | | |
| 08:00AM-08:30AM | Register | CCC Team |
| 08:30AM-08:40AM | Introduction objectives and ground rules | CCC Team |
| 08:40AM-08:50AM | Welcome and Opening Remarks | Ms. Sin Putheary Executive Director, CCC |
| 8:50AM-10:00AM | Introduction to Data Analysis <ul style="list-style-type: none"> • What Is Data Analysis • Importance of Data Analysis • Data Analysis Process | Mr. Khim Narith M&E working group |
| 10:00AM-10:15AM | Break | All |
| 10:15AM-12:00PM | Developing Data Analysis Framework (Quantitative Data) | Mr. Khim Narith M&E working group |
| 12:00PM-1:30PM | Lunch | |
| 1:30PM-3:00PM | Data Preparation & Cleaning (Excel) <ul style="list-style-type: none"> • Creating Table • Cleaning data • Recoding value • Creating new variable | Mr. Khim Narith M&E working group |

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| 3:00PM-3:15PM | Break | All |
| 3:15PM-4:00PM | Basic Statistic for Data Analysis | Mr. Khim Narith M&E working group |
| 4:00PM-5:00PM | Introduction to Pivot Table (Excel) <ul style="list-style-type: none"> • What is Pivot Table? • When and why Pivot Table? • Limitations of Pivot Table | Mr. Khim Narith M&E working group |
| Day 2: 30th March 2022 | | |
| 08:30AM-09:00AM | Creating Basic Pivot Tables <ul style="list-style-type: none"> • Adding / Removing fields • Summarizing Values • Showing Values • Using Filter & Slicer • Formatting Pivot Table- Pivot Table Tool | Mr. Khim Narith M&E working group |
| 09:00AM-10:00AM | Practice Creating Basic Pivot Table | Mr. Khim Narith M&E working group |
| 10:00AM-10:15AM | Break | All |
| 10:20AM-12:00PM | Analyzing & Interpreting the Data | Mr. Khim Narith M&E working group |
| 12:00PM-1:30PM | Lunch Break | All |
| 1:30PM-2:30PM | Analyzing & Interpreting the Data (continue) | Mr. Khim Narith M&E working group |
| 2:30PM-3:30PM | How to Use Charts | Mr. Khim Narith M&E working group |
| 3:30PM-4:00PM | Questions and Answers | All |
| 4:00PM-4:15PM | Closing remark: | Mr. Mar Sophal M&E working group |

Note: CCC will use the event photos from the learning forum for posting in CCC's website and other official use. CCC reserves the right to change the agenda based on the availability of the speakers and time constraints.

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