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Concept Note of
The 29th Monitoring and Evaluation Learning Forum

"Result Oriented Reporting"

31st August 2022, 8:00 am – 5:00 pm

Physical Join at Diakonia Center

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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 29th Monitoring and Evaluation Learning Forum on **"Result Oriented Reporting"** as Physical join for full day on 31st August 2022.

II. Objectives of the Learning Forum

- To share how to develop result oriented reporting among practitioners
- To discuss on the steps of result oriented report writing
- To practice on writing result based report

III. Expected outputs

The audiences will:

- Be able to differentiate Output, Outcome, and Impact level
- Be aware on the importance of project report
- Be aware steps for result based report writing
- Be able to write result based report

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IV. Participation and contribution

Due to limitation of the available seats, the M&E physical Learning Forum is offered only two seats per NGO member. The maximum seats are 80 participants from the NGOs/Associations who are *M&E practitioners, professionals, and project/program staff*.

- **For CCC members:** two seats are provided free of charge per NGO. And, if there are more than two participants, the contribution will be charged USD 25 per person/forum.

- **For Non-CCC members:** the contribution will be charged USD 50 per person/forum.

***Note:*

- *Prior registration is required for all participants and CCC reserve the right for first come first serve due to the limited space.*

- *This 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

Date/Time	Content	Responsible by:
8:00AM – 8:30AM	Registration and welcome the arrival of participants	
8:30AM – 8:40AM	Open Remarks	By M&E Working Group
8:40AM -9:20AM	**Session 1: Key tasks for M&E in project life cycle**	**Mr. Khim Narith** M&E working group
9:20 AM-10:00 AM	Differentiate the Output, Outcome and Impact	**Mr. Vang Sean and Mr. Khim Narith** M&E working group
10:00 AM- 10:15 AM	**Break**	**All**
10:15 AM- 12:00 PM	**(Continued)** Differentiate the Output, Outcome and Impact	**Mr. Vang Sean and Mr. Khim Narith** M&E working group
12:00 PM- 1:30 PM	**Lunch**	**All**
1:30 PM-2:00 PM	**Session2: Basic concept of report** 1. The importance of report and its types 2. The difference between report, minute and note 3. Differentiate of data, information, and report.	**Mr. Khim Narith,** M&E working group
2:00 PM- 3:15PM	**Steps of result based report writing:** - Know your project/activities - Know the reader	**Mr. Khim Narith** M&E working group

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	- Develop tools and templates - Collect, analysis and interpret data - Writing report - Using report	
3:15 PM - 3:30 PM	**Break**	**All**
3:30 PM- 4:30PM	- Practice on writing result based report (20mn) - Plenary discussion (20mn) - Reflection on the discuss sample report (20mn)	**Ms. Laing Thyda** M&E working group
4:30PM- 4:50PM	Recap and reflection from participants	**Ms. Kheang Sokleng** M&E working group
04:50PM – 05:00PM	Closing Remarks	**Mr. Sun Buntha** 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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