

## Concept Note of The 30<sup>th</sup> Monitoring and Evaluation Learning Forum

### “Develop Project Monitoring and Reporting Tools”

28<sup>th</sup> April 2023, 8:00 am – 5:00 pm

Hybrid at Diakonia Center and Via Zoom meeting

<https://www.ccc-cambodia.org/en/resources/event-calendar/2023-04-28/me-learning-forum-5>

### I. Introduction

Cooperation Committee for Cambodia (CCC) is the largest and longest membership-based organization in Cambodia. By March of 2023, CCC has rose up to 191 NGOs, foreign and domestic NGOs as its members and provincial NGO networks in 16 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. CSOs empowered with enhance capacity, resiliency and representation is one out of the four Outcomes from CCC which mainly focus on capacity enhancement to its members.

The quality of a project or program depends on many factors. Two of them are the human (project staff) and M&E tools. Likewise, in the fifth version of the Governance and Professional Practices Standards (GPP Standards), indicator 3.1.1 states “the M&E tools and systems for program/ projects are developed with participation of program staff and implemented with relevant stakeholders”. The project staff have to understand and could use the M&E tools in the project. For example, they know how to use the M&E tools in the project effectively. Based on the result of the previous M&E learning forum which was held on 31 August 2022, the NGO participants wish to learn more the simple and practical M&E tools that can be developed and used by the NGOs themselves to effectively manage the project or program. With the suggestion from the NGOs participants/M&E practitioners, the CCC’s team and M&E working group discussed together deeply to find out the topic, practical tools and methodologies to share with NGO participants in the learning forum and make sure the tools to be shared with participants they are the practical tools that can make all sizes (small, medium, and large size) and all kinds of NGOs and all levels of program or project staff in the organization can develop and use the M&E tools by themselves to manage the project or program. At the end, one of the M&E working group who has a long and great experience with different local and foreign NGOs on developing and using the simple and practical M&E tools will be the resource person to share with NGOs participants the whole day on 28 April 2023.

## II. Objectives of the Learning Forum

- To share knowledge on how to determine simple M&E plan, data collection and consolidate progress result base on project indicators among the M&E practitioners
- To build more network among the participants
- To strengthen their M&E skills for better implementation in their tasks

## III. Expected outputs

The audiences will:

- Be able to determine simple M&E plan
- Be able to track routine data collection base on their project's indicators
- Be able to consolidate progress result for the indicators

## IV. Participation and contribution

Due to limitation of the available seats, this M&E Learning Forum is offered only two seats per NGO member to join as physical and two more spaces for online. The maximum seats are 120 participants from the NGOs/Associations who are **M&E practitioners, professionals, and project/program staff**. After the seat is full, the late registration (before the closing date) will be moved to join as Online.

Please see this detail condition:

	<u>Physical Join:</u>	<u>Online Join:</u>
<b>For CCC's Members:</b>	<p>Two seats are provided free of charge per NGO.</p> <p>And, if there are more than two participants, the fee will be charged USD 25\$ per person/forum. (If the space is available).</p>	<p>Two spaces for free for each NGO member.</p> <p>And if more than two participants, the fee will be charged 10\$ per person/forum.</p>
<b>Non-CCC's Members:</b>	<b>For CCC's member only</b>	<b>Non-member will be charged 20\$ per person/online</b>

**\*\*\*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.*

Partnerships for Sustainable and Democratic Development in Cambodia

## V. Detailed Agenda

Date/Time	Content	Responsible by:
8:00AM – 8:30AM	Registration	CCC
8:30AM – 8:40AM	Open Remarks	CCC
8:40AM -12:00PM	<b>Introduce M&amp;E tools</b> <ul style="list-style-type: none"> <li>- Performance Monitoring Plan (PMP)</li> <li>- Performance Indicator Tracking (PIT)</li> <li>- Consolidate indicator result</li> </ul>	<b>Mr. Yeng Seng</b> MEL Manager from RTI International & M&E working group member
10:00 AM- 10:15 AM	<b>Break</b>	<b>All</b>
12:00 PM- 1:30 PM	<b>Lunch</b>	<b>All</b>
1:30 PM-3:15 PM	Practice to develop by divide by sectors (4 groups) <ul style="list-style-type: none"> <li>- Performance Monitoring Plan (PMP)</li> <li>- Performance Indicator Tracking (PIT)</li> <li>- Consolidate indicator result</li> </ul>	<b>Mr. Yeng Seng</b> MEL Manager from RTI International & M&E working group member
3:15 PM - 3:30 PM	<b>Break</b>	<b>All</b>
3:30 PM- 4:00PM	Present and feedback from participant (30mn)	<b>Mr. Yeng Seng</b> MEL Manager from RTI International & M&E working group member
4:00 PM- 4:30PM	Presentation on: <ul style="list-style-type: none"> <li>- Debrief data source</li> <li>- Debrief data quality process</li> </ul>	<b>Mr. Yeng Seng</b> MEL Manager from RTI International & M&E working group member
4:30PM - 4:50PM	Recap and reflection from participants	<b>Mr. Vang Sean</b> MEAL Coordinator FCA & M&E working group member
4:50PM – 5:00PM	Closing Remarks	<b>Mr. Sun Buntha</b> MERL Manager Plan International Cambodia & M&E working group member

**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.