

Concept Note of The 32nd Monitoring and Evaluation Learning Forum

“How to manage the Project/Program Evaluation Process”

5th March 2024, 8:00 am – 5:00 pm

Physical at Diakonia Center (DK center)

I. Introduction

The Cooperation Committee for Cambodia (CCC) is the largest membership-based organization for civil society organizations in Cambodia, with around 181 Foreign (FNGO) and Domestic non-governmental organizations (DNGO) as members, and around 300 local organizations as partners and beneficiaries. CCC is currently implementing Phase V of its Governance Hub Program (GHP 2024-2028), an initiative intended to foster inclusive partnerships to promote good governance, a strong enabling environment, and ensure the sustainability of civil society organizations (CSOs) in Cambodia.

In 2022 and 2023, CCC provided the serial of learning forum which response to the participants' need on M&E such as: Data cleaning and data analysis, Resulted oriented reporting, Develop Project Monitoring and Reporting Tools, and KAP survey for baseline. The evaluation process for project/program team is the core part of project management which require staff to understand the process for analyze the result of their implementation.

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 select the practical tools for all kinds of NGOs and all levels of program or project staff in the organization which they can apply for managing the project/program. At the end of meeting, the members of the M&E working group who have great experience with different concept of 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 for the whole day on 5 March 2024 for the topic of “**How to manage the Project/Program Evaluation Process**” which will be organized at Diakonia Center

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II. Objectives of the Learning Forum

Participant shared experiences and learn related to:

- Why we conduct the evaluation
- What to be evaluated
- Discuss on the flow/key steps of evaluation process and introduction on the key steps

III. Participation and contribution

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

Please see this detail condition:

- **For CCC members only:** Two seats are provided for free per NGO. And, if there are more than two participants, the contribution will be USD 25\$ per person/forum (if the space is available).
- **For Non-CCC members:** the contribution will be USD 50\$ per person/forum (if the space is available)

*****Note:**

- *Prior registration is required for all participants. All successful participants will get confirmation through email from the organizer (CCC) on their eligible on the physical join to the event.*
- Please follow this link below for register:
<https://www.ccc-cambodia.org/en/resources/event-calendar/2024-03-05/me-learning-forum-7>
- The deadline for this registration is **on 27th February 2024 at 3PM**. *Late registration will not Acceptable.*
- *This M&E Learning Forum will be recorded and conducted in Khmer Language only.*

V. Detailed Agenda

Date/Time	Content	Responsible by:
8:00AM – 8:30AM	Registration	CCC
8:30AM – 8:40AM	Open Remarks	CCC
8:40AM -9:40PM	Sharing on: <ul style="list-style-type: none">- Reason for conducting evaluation- What to be evaluated	Mr. Khim Narith M&E and Learning Specialist from Solidarity organization and CCC's and M&E working group member

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	- When to start to think of evaluation for a project/program	
9:40AM -10:00AM	Sharing on: Process of evaluation: 1- Form project evaluation support team 2- Conceptualize stage and Develop ToR	Mr. Heng Kun MEAL Advisor from Terre des Hommes Netherlands, and CCC's and M&E working group member
10:00 AM- 10:15 AM	Break	All
10:15 AM- 12:00 PM	Continue to share on: 3- Recruitment consultant 4- Inception report and data collection tools	Mr. Heng Kun MEAL Advisor from Terre des Hommes Netherlands, and CCC's and M&E working group member
12:00 PM- 1:30 PM	Lunch	All
1:30 PM-2:30 PM	Continue to share on: 5- Research ethical approval 6- Data collection process (field data collection)	Mr. Sun Buntha M&E and Research Manager from Plan organization and CCC'M&E working group member
2:30 PM-3:30 PM	7- Field work report and dataset 8- Preliminary finding and draft report	Mr. Vang Sean MEL Associate from WINROCK International and CCC'M&E working group member
3:30 PM - 3:45 PM	Break	All
3:45 PM- 4:00PM	9- Final consultation workshop 10- Final report and dissemination	Mr. Kong Bunna Freeland consultant and CCC'M&E working group member
4:00 PM- 4:30PM	11- Design action plan and Follow up action (management response, adaptive management approach)	Ms. Laing Thyda Senior MEAL Officer from CRS, CCC'M&E working group member
4:30PM - 4:50PM	Recap and reflection from participants	Ms. Kheang Sokleng MAP-Project Manager-WWF and CCC'M&E working group member
4:50PM – 5:00PM	Closing Remarks	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.

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