



Note of the meeting on

'Capacity building Plan and GPP fast tracking for NPA partners' 07 June 2016, Sunway Hotel

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| Key Presenters/ Facilitators | Mr. Aksel Steen Nilsen, Country Director (NPA) Mr. Lun Borithy, Development Program Manager (NPA) Ms. Chea Sokta, Development Program Coordinator (NPA) Ms. Ly Huong, Development Program Coordinator (NPA) Mr. Pen Raingsey, Development Program Coordinator (NPA) Mr. Nuth Youthy, S Development Program Coordinator (NPA) Dr. El Sotheary, Program Manager (CCC) Mr. Typo Soeung, R&L Manager (CCC) Mr. Chhorn Vatanak, GPP Manager (CCC) |
| Group Facilitators | Mr. Phanith Long, M&E Project Coordinator (CCC) Mr. Chhorn Vatanak, GPP Manager (CCC) Mr. Meas Savath, Certificate Specialist (CCC) Ms. Kao Sokdeth, Certificate Officer (CCC) Ms. Tou Chandara, Certificate Officer (CCC) |
| MC and Minutes Takers: | Mr. Long Phanit and Mr. Meas Savath |
| ICT Supporter: | Mr. Seang Lida (Sound/visual system, photo taking and sound recording) |
| Participants: | 12 NPA's NGOs' partners |
| Date and Time: | 07 June 2016, 8:00am – 5:00pm |
| Location: | Sunway Hotel, Phnom Penh |
| Date of report: | June 9, 2016 |

Objectives

- To present and discuss capacity building objectives and plans
- To present status of NPA partners into the GPP scheme and fast tracking plans
- To gather feedback from partners and to agree on joint plans to improve reporting quality and institutional governance

Outputs

- Discussed and reflected capacity building possibilities and importance of GPP with NPA partners
- Discussed and reached joint commitment to improve reporting and internal governance
- Discussed and agreed on joint capacity building plans and GPP fast tracking plans

Participants

There were 47 participants (the Executive Director/or Board Director, 1 staff person tasked to report to NPA, 1 staff member assigned to handle the GPP).

Results of the Meeting

The meeting started from 8:30AM with the national anthem. To begin with, Mr. Long Phanith, MC, had a very warm welcome and expressed greetings to all participants, facilitators, speakers and organizing members. He introduced himself and Mr. Meas Savath, another MC for the afternoon session.

1. Introduction of meeting objectives and on the overall NPA's expectations, by Mr. Pen Raingsey, Development Program Coordinator, NPA.

The objectives of the meeting are to reflect on the report writing quality of NPA's partners and to discuss on capacity building initiatives for relevant report writing. The meeting also seeks for ways to fast-track the engagement of all NPA's partners within the GPP Voluntary Certification System.

2. Welcome and Opening remarks by Mr. Aksel Steen Nilsen , Country Director – NPA

- Mr. Aksel Steen Nilsen , Country Director – NPA had welcome and opening remark by expressing that this is very important event, even we are honor that everyone take the time to come today, in the sense that we see that our partners are doing a great deal of work. We need to be able to show development cases that work, in order to document them for evidence of development and changes we made for the society.
- To ensure continuous supports from back donor – NORAD, there are more and more recommendations through which you use to improve for better partnership and development work. To produce this foundation of recommendations we need that input from you who are implementers. You are the eyes and ears on the ground, actually doing the hard work.

3. Presentation on the results of desk review/rapid assessments on the reporting quality of NPA partners with the attention on the Deviation report, Case study, Narrative report. Co-presented and co-facilitated by Dr. El Sotheary, Head of Program, CCC, Ms. Ly Houng, Development Program Coordinator— NPA; Mr. Lun Borithy, Development Program Manager— NPA; Mr. Pen Raingsey, Development Program Coordinator— NPA

(Please check the meeting's handout: Launching of Capacity Development Initiative for detail)

4. Group reflection and discussions on the reporting quality (system, challenges and needs for improvement) and Discussion and agreement on capacity building plans, facilitated by Mr. Soeung Typo, Research and Learning Manager, CCC

Results of Group Discussion

The main challenges in M&E found: No standard M&E framework/tools/documents/systems; M&E framework not available for all projects and partners; No staff/officers who are responsible for M&E; Limited capacity in report writing; Most NGOs just used the M&E monitoring record; and Some NGOs have incomplete M&E framework (but lack of tools, data management)

The main challenges in writing a) deviation report, b) six month and annual report and c) case study found: Limited understanding on report templates (six month and annual reports); Limit capacity/skill in writing case studies and in consolidation report; Hard to identify outcomes to put in the case study papers and difficult to measure up the outcomes within the period of 3 months; Lack of instruction (expected points) on all types of reports, particularly for the deviation report; and lack of reporting skill, analysis skills; Lack of understanding on the result based management, evidence based reporting

The main solutions and supports found: Have proper orientation to all partners with clear instruction/explanation on report template; Conduct training on M&E tools, report writing, case study, outcome and result based management, analysis skills; Provide coaching and mentoring to partners; Regular internal reflection/lessons learnt/suggestions on the previous reports and how to improve the next reports; Conduct gradual review, improvement and training on the tools; Capacity development on report writing, case study, result based reporting; Set up clear tracking tool to measure the outcomes

* After 1 hour of lunch break, the meeting resumed at 1:30PM.

5. GPP certification system: Key features and benefits followed by Presentation on general status of NPA's partners within the GPP certification system and fast tracking Plans, followed by Open discussion and confirmation of Partner's commitment for certification, facilitated Mr. Chhorn Vatanak, Governance & Professional Practices Manager, CCC

(Please check Handout of slide presentation on Governance & Professional Practices (NGO GPP), as an attached file.)

6. Conclusion and Actions to be taken, by Dr. El Sotheary, Head of Program, CCC

- NPA's partners committed to assign a focal person for report writing and GPP.
- Most participants request for organization of inter-partner learning forum on M&E and reporting.
- NPA will not dictate format for 6 months/yearly report, but we will provide guiding notes;

- All partners agreed to join and follow/respect calendar of CP proposed by NPA/CCC which are set based on NPA reporting frequency;
- Case studies need not be aged within 3 months but over longer period of time – All partners agreed to commit to produce a minimum of 2 case studies per year based on NPA model.
- During the improving process, CCC has appointed Mr. Long Phanith, M&E Project Coordinator, who stands by to receive feedback and assist those who need some help in reviewing reports and case study papers prior submitting to NPA. However, you can send yours directly to NPA, if they are in high quality.
- Regarding action points for GPP, CCC's GPP officers are ready to assist you through the process, including, mentoring and coaching services for group and individuals and training or professional development and accountability for NPA's partners.
- The agreed point is that all partners agreed to take advantage of fast tracking themselves into GPP and CCC will need to ensure realistic measures.
- The key agreed activities mentioned above are for mutual benefits. We need shared responsibilities to implement and achieve the goal.

Activity Photos



Open remark by Mr. Aksel Steen Nilsen, NPA Country Director



Presentation on a good sample case study, Mr. Lun Borithy, NPA



Presentation on by Dr. El Sotheary



Group Discussion: GROUP 1 (BS, NTFP, CHRAC and NGOF), facilitated by Mr. Soeung Typo, Ms. Ly Huong and Ms. Chea Sokta



Group Discussion: GROUP 2 (HRTF, YRDP, PKH, DPA), facilitated by Dr. El Sotheary and Mr. Nuth Youthy



Group Discussion: GROUP 3 (COMFREL, EC, LICADHO), facilitated by Mr. Pen Raingsey and Mr. Long Phanith

Attendance Lists



Partnerships for Sustainable Development in Cambodia
ប្រតិបត្តិការណ៍ / Attendance List



Prepared by: *Syryt*
Verified by: *Syryt*

កាលបរិច្ឆេទ / Date: 07 June 2016
ឈ្មោះកម្មវិធី / Event Name: Kick Start Meeting
for NPA Partner

ទីកន្លែង / Location: Sunway Hotel

| ល.រ # | ឈ្មោះ Name | ភេទ M/F | អង្គការ/ស្ថាប័ន Organization | តួនាទី Title | អ៊ីមែល Email | លេខទូរស័ព្ទ Phone | ហត្ថលេខា Signature |
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| 14 | <i>ស៊ី វិស័យ</i> | M | NPA | PRC | | 011662626 | <i>[Signature]</i> |



Partnerships for Sustainable Development in Cambodia
មជ្ឈមណ្ឌលសម្រាប់អភិវឌ្ឍន៍ចីរភាព / Attendance List



កាលបរិច្ឆេទ / Date: 07 June 2016
 ឈ្មោះកម្មវិធី / Event Name: Kick Start Meeting
 សម្រាប់ ដៃគូសហប្រតិបត្តិការ / For NPA Partner
 ទីកន្លែង / Location: Sunway Hotel

Prepared by: *Soung*
 Verified by: *Sokha*

| ល.រ # | ឈ្មោះ Name | ភេទ M/F | អង្គការ/ស្ថាប័ន Organization | តួនាទី Title | អ៊ីមែល Email | លេខទូរស័ព្ទ Phone | ហត្ថលេខា Signature |
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កាលបរិច្ឆេទ / Date: 07 June 2016
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 ទីកន្លែង / Location: Sunway Hotel

Prepared by: *Soeng*
 Verified by: *Sotheara*

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|----------|--------------------|------------|---------------------------------|-----------------|---------------------------------|----------------------|-----------------------|
| 1 | Cheang Sovannurath | M | Licadho | MBO | wre@licadho-cambodia.org | 012964402 | <i>Sotheara</i> |
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កាលបរិច្ឆេទ / Date: 07 June 2016
 ឈ្មោះកម្មវិធី / Event Name: Kick Start Meeting
 របស់ NPA Partner
 ទីកន្លែង / Location: Suway Hotel

រៀបចំដោយ / Prepared by: *Souy*
 ត្រួតពិនិត្យដោយ / Verified by: *Sokleat*

| ល.រ # | ឈ្មោះ Name | ភេទ M/F | អង្គការ/ស្ថាប័ន Organization | តួនាទី Title | អ៊ីមែល Email | លេខទូរស័ព្ទ Phone | ហត្ថលេខា Signature |
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PROPOSED M&E TRAINING WORK PLAN FOR 2016 (new)

| Activities | What to do | Outcomes | Timeline |
|--|--|--|--|
| First training session | Hosting training session- Focus on NPA Quarterly Deviation Report and Case Study Writing | NPA partners can deliver quality Quarterly Deviation Report and Case Study based on NPA format. | 30/06/16 |
| Second training session | Hosting training session on general M&E Concept and result based management – Focus on 6 Month and annual narrative report | NPA partners improved their understanding on the general M&E and its tools. NPA partners can deliver quality and result based 6 month report, annual report and case study. | 14-15/07/16 |
| Follow up support for mentoring and coaching | | NPA partners can deliver quality of Quarterly Deviation Report, progress report and case study. | Jul-Dec 2016 (01/07/16 to 30/12/16) |
| Follow up 1 | Hosting back to class training – Focus on Quarterly Deviation report and Case Study Writing (coinciding with NPA QDR Q3) | NPA partners can deliver quality case study and Quarterly Deviation Report | 23/09/16 |
| Follow up 2 | Hosting back to class training – All types of reporting and Case Study [This may include a reflection session of entire course) | NPA partners can deliver all reports with quality. | 17/11/16 |
| Reflection Workshop | | General reflection on what went well and what need to be improved. Follow up plan for the next years activities. | 30 /11/16 |