Welcome to

The 20th Monitoring and Evaluation Learning Forum

On

"Case study and Successful Story"

**25 October 2018, 8:00-5:00pm,
Diakonia Center**

Cooperation Committee
for Cambodia
Comité de Coopération
Pour le Cambodge

Vision: Sustainable development for Cambodia.

Accountability

15/01/2009

GPP

Symbol of Trust

24/11/2014

Objectives of M&E Learning Forum

To Strengthen participants:

How to develop effective case study and success story

How to identify common challenges in developing case study and success story

Learning and sharing environment and build a stronger network.

Key Agendas	Speakers
• **Introduction Objectives of learning forum**	Ms. Keo Mara, Learning Specialist, CCC
• **Open Remarks**	Dr. El Sotheary, HOP , CCC
• **Reviewing Sessions on " Developing Tools for Project Monitoring"**	**Mr. Vang Sean, M&E and Reporting Specialist, CCC**
• **"Case Study and Successful Story"**	**Mr. Lim Phai Program Director, VBNK**
• **Expression** • **Discussion on the Next Topics** • **Evaluation forum**	Ms. Keo Mara, Learning Specialist, CCC
• **Closing Remarks**	Ms. Sin Putheary, COMS, CCC

Welcome & Open Remarks

Dr. El Sotheary
Head Of Program, CCC

Reviewing the Last Sessions
" Developing Tools for Project Monitoring"
Mr. Vang Sean,
M&E and Reporting Specialist, CCC

Key Contents

What is Project Monitoring?

The process or step and Project Monitoring Tools

Questionnaire Development

What is project monitoring?

- Is a continuous & systematic process of observation, systematic documentation, critical reflection

- More frequent depending on the occurrence of achievements / changes.

- It is for plan adjustments and learning / capacity development

- Mostly done by NGO staff and/or community

Process or Staff of Project Monitoring

Project Monitoring Tools

Reporting and Analysis	Validation
• Annual Project Report (APR) • Progress and/or Quarterly report • Work plan • Project /program delivery report and combine delivery report • Substantive project documents • Project/ Program Database Management	• Field visits • Spot check visit • External assessment /Monitoring • Clients survey

Questionnaire Development

Mr. Khim Narith
Freelance Consultant, M&E Specialist

Outlines

1. **Introduction to Questionnaire**

2. **Understanding Your Objectives**

3. **Sources of Information**

4. **Data Collection Techniques**

5. **Determining the Content of Individual Question**

6. **Designing the Question to Overcome the Respondent's Inability to Answer**

Outlines

7. **Designing the Question to Overcome the Respondent's Unwillingness to Answer**

8. **Selecting the Question Structures**

9. **Determining the Question Wording**

10. **Arranging the Questions in Proper Oder**

11. **Choosing the Form and Layout**

12. **Pretesting the Questionnaire**

Thank You For Attention

" Case Study & Success Story "

Mr. Lim Phai
Program Director, VBNK