

Concept Note of The 23rd Monitoring and Evaluation Learning Forum

“Online Data Collection and Analysis Tools (Google Form)”

29 June 2020, 9:30 am – 11:30 am

Virtual Platform through Google Meet

I. Introduction

In order to respond to the needs of NGOs/Associations’ Capacity Development and join to prevent and protect the spread of Covid-19 through implementing Cambodian Government’s Instruction and Advisory, CCC will conduct the 23rd Virtual platform of Monitoring and Evaluation Learning Forum on **Online Data Collection and Analysis Tools** (Google Form) through Google Meet.

As the largest membership-based platform for Non-Governmental Organizations (NGOs) in Cambodia. December 2019, the Cooperation Committee for Cambodia (CCC) has 208 International and Local NGOs as members and other networking with NGOs and Associations in 15 provinces, working on different development sectors in the country.

II. Objectives of the Learning Forum

- To increase understanding and knowledge on questionnaire development, data collection and analysis tools by Google Form
- To build up more network and relationship among M&E practitioners and professionals for ongoing learning on M&E and related issues through online monitoring.

III. Expected outputs

- Participants will get better understand about Google Form for data collection and analysis tool
- Participants have enhanced online network of M&E practitioners and professionals.

IV. Target Participants

This M&E Virtual Learning Forum is offered to participants from NGOs/Associations who are **M&E practitioners, professionals and project/program managers**.

- There are 2 available seats per NGO who are CCC members and 1 seat per NGO who are non-CCC members.
- It is conducted by Khmer language and free of charge.

VI. Detailed Agenda

Time	Key Contents	Resource persons
09:00-09:30	Online registration to join the learning forum	○ CCC Team
09:30-09:35	Introduction objectives of learning forum and general announcements	Mr. Sok Neng Learning Specialist, CCC
09:35-09:45	Welcome and Opening Remarks	Mr. Soeung Saroeun Executive Director, CCC
09:45-10:00	<u>Session 1:</u> Review last session on M&E Plan	Mr. Vang Sean ME&R Specialist, CCC
10:00-11:30	<u>Session 2:</u> Data collection tool ○ Questionnaire development	Speaker: Mr. Vang Sean ME&R Specialist, CCC
10:30-11:25	<u>Session 3:</u> Data collection and Analysis ○ Google Form	Speaker: Ms. Luy Theary Capacity Development Manager, CCC
11:25-11:30	Closing the event	Representative of M&E WG members

Note: CCC reserves the rights to change the agenda based on the availability of the speakers and time constraints.