

Minutes

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

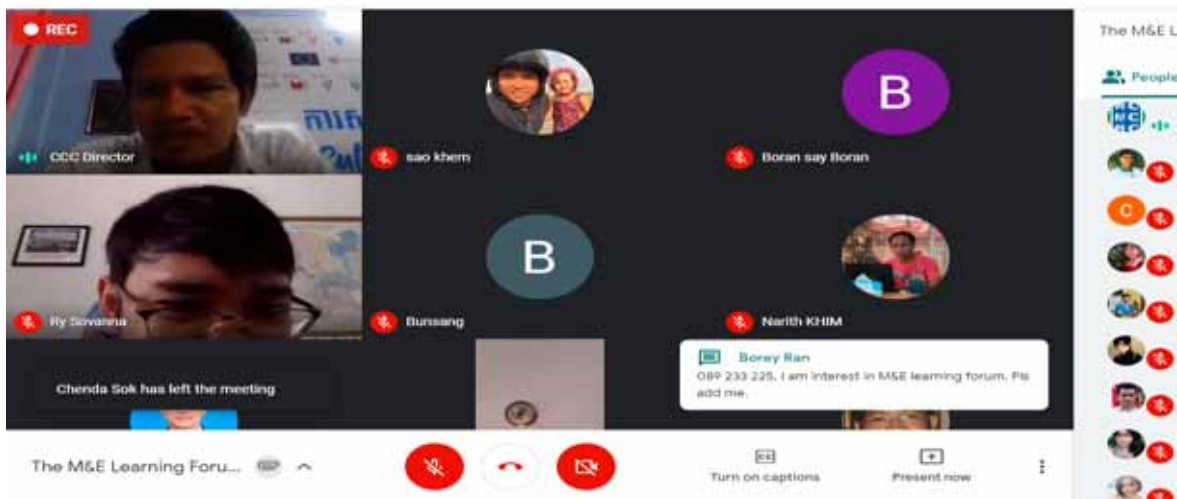


M&E Learning Forum:
Online Data Collection and Analysis Tools (Google Form)
 29 June 2020 | 9:30 am to 11:30 am
 Virtual Forum: **Google Meet**

Sessions:

1. Data Collection Tool
2. Data Collection and Analysis (Google Form)

Registration:
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1. 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.

2. 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.

3. 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.

4. 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.

5. The Process and Results

The forum was conducted via online (Google Meet) which there were 132 participants from both Local

and International NGOs including CCC members and non-CCC members.

5.1. Introduction objectives of learning forum and general announcements

Mr. Sok Neng, CCC Learning Specialist, has presented the objectives of the learning forum and set the ground rules:

- a. Ask the consent agreement from the speakers and the participants to record the virtual learning forum for the minute writing purpose.
- b. Make sure the internet stability location and avoid the interrupted voice from the background,
- c. If it is not necessary should not turn on the video webcam and mute the mice mode.
- d. Please do not mute the speaker in case it is happened again and again; CCC has right reserve to remove that participant from the learning forum.
- e. Use chart box to introduce your name, position and your organization's name.
- f. If you have questions please drop questions or concerns in the chart box, the facilitator will collect all those questions to the speakers for responding to the participants.

5.2. Welcome and Opening Remarks by Mr. Soeung Saroeun, Executive Director, CCC

Mr. Soeung Saroeun said, I would like to warm greeting to all of you in this learning forum's room and hope everyone is doing well and safe from the Covid-19 in the second waves and they are imported cases. Truly, everything has happened always comes along with the opportunity. As today, we try to find out the means to continue the communication, learning and sharing the experience together. This platform is very important to M&E practitioners because today will learning how to use Google Form on Online Data Collection and Analysis Tool.

The M&E specialist play the important role in the organization because the data will lead to decision makers in the organization to make the right decision. In this situation, organization also needs to be quick responded to the outbreak of Covid-19's awareness, so the Information and Technology such as ZOOM, Google Meet is one of the important tool support us implementation of the activities and quickly respond to the situation, like our learning forum today (M&E Virtual Learning Forum) and Virtual Meeting. Based on the experiences, I would like to recommend that an organization should have specific platform and system to implement activities such as collect data, storage data and use data. And, it is very and make the organization to be strong even though something changes in terms of staffing and organization, the replacement can continue the work smoothly.

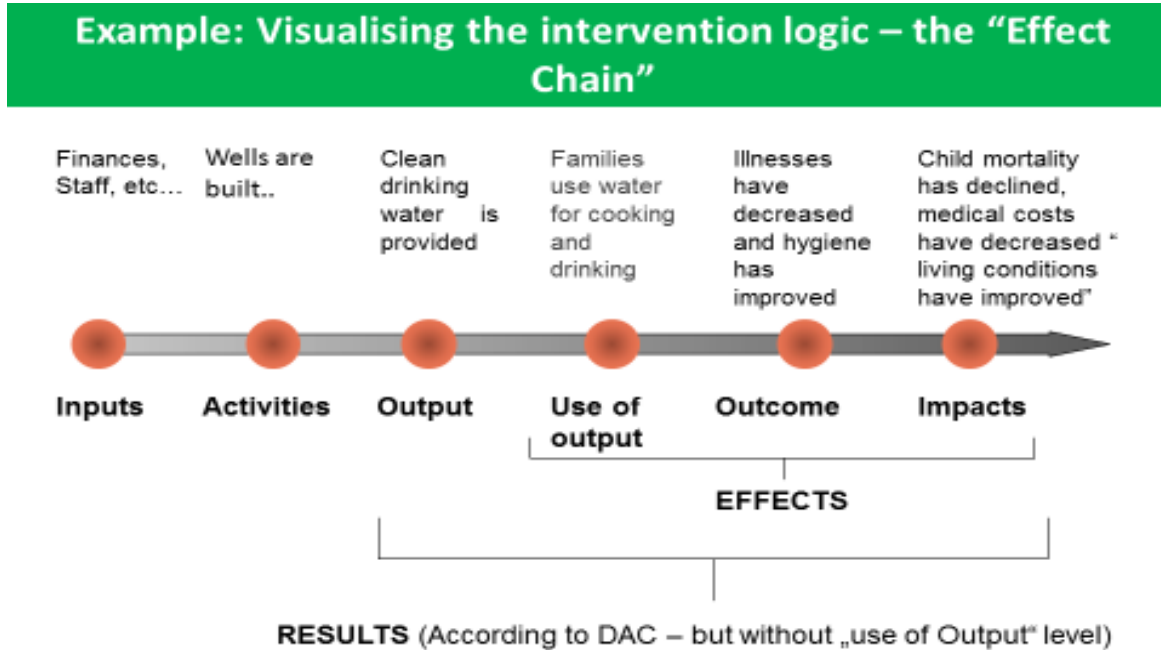
I encourage M&E specialist to continue to collect, monitor and store the data and use it to organization to make the decision to benefit to the organization and community. The resource persons for the Virtual Learning Forum are Mr. Vang Sean, ME&R specialist, Ms. Luy Theary, Capacity Development manger, and Miss Thyda as the member of M&E working group.

At the end, I would like to wish you all the best and great thank to you all.

5.3. The Presentations of the Learning Forum

Session 1: Review last session on M&E Plan by Mr. Vang Sean, ME&R Specialist

Mr. Sean reviewed the session of last learning forum:



- M&E framework in 2019 effects change from input (resource), activities and output are rapid result of our implementation, use of output how to the result used, outcome change in medium and long term, impact change in long-term.
- What is DAC stand for? It stands for Development Aid Criteria (DAC).
Please find the detail from the link attached!

<https://www.ccc-cambodia.org/en/resources/event-archives/me-learning-forum-2>

Session 2: Questionnaire Development by Mr. Vang Sean ME&R Specialist

- Specific objective
- Number of participants, people, NGOs, topics of learning forum 2019,
- What the participant have learn 2019?
- How many participants applied lesson?
- After applied what is change both personal and institution
- Recording system as CCC (SRI) to record any result of intervention
- Method (individual survey, case study...)

Before login to Google Form you need to prepare question then use these questionnaires into Google Form.

Questionnaire Development				
Specific Objectives	Indicators	Info needed	source	methods
Increased capacity of CSOs for innovative response to development challenges	At least 65% of capacitated NGOs and CBOs integrated lessons gained from capacity development, learning exchange platform, and innovative practice (target 2020=60%)	1- # participants (Total, female)	- SRI - Forum Minutes	- Desk review
		2- # NGOs of participant (CCC's Member, Non CCC's Member)	- Forum Minutes - Forum Minute	- Desk review
		3- Topics provided in 2019	- Learning forum participants in 2019	- Individual survey with learning forum participants
		4- Topic learned from learning forum in 2019		
		5- # participants applied learning lesson from forum		
		6- Topic they applied		
		7- Change after applied both individual and organization level		

Please find the presentation for further detail below.



Data collection tools.pptx

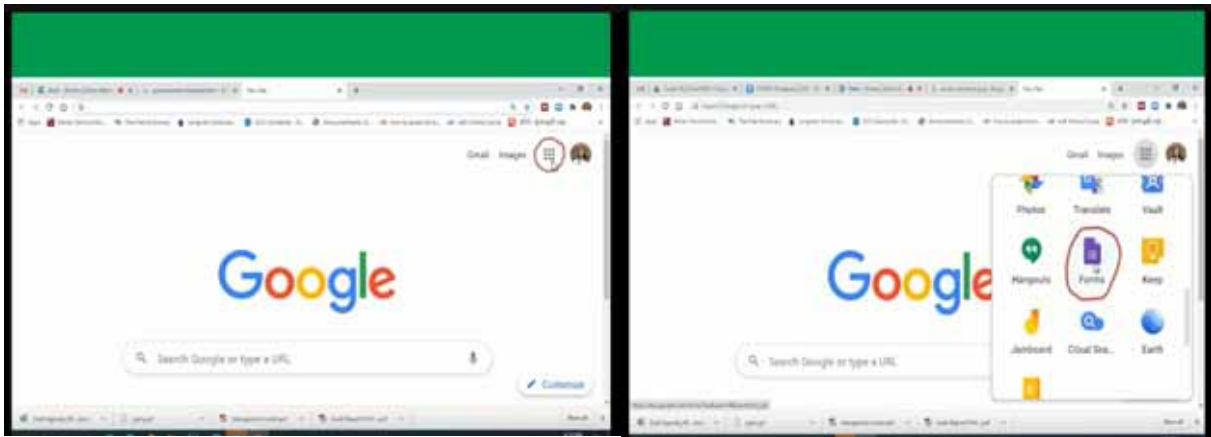
Session 3: Online Data Collection and Analysis Tool (Google Form) presented by Ms. Luy Theory, Capacity Development Manager

She gave the greeting to all participants and asked the participants to drop in the chart box “who are the new and who are used to join in M&E learning forum?”

She started the presentation by showed how to convert questionnaire into Google Form. Questionnaires should be prepared on word documents then copy and paste to Google Form.

She also suggested that anyone who want to use Google Form should have Gmail account and Google Form it can be used in differences language like Khmer or English. Google Form, it could not analyze everything of what you want, but it helped us a lot. Its capacity could analyze on the quantitative data but it limited in capacity of analyzing the qualitative data.





There are two types of forms, the blank form and system created form. The blank form, we can use it to design the questionnaires as needed. She presented to the participants and then demonstrated it in the web to show to the participants.

Please find the presentation and recording for further detail:



Data collection
tools and analysis.p

6. Questions and Answers Session

Question 1: What is SRI stand for?

Answer 1: It is the CCC's system and it stands for System for Result and Impact.

Question 2: What is the specific objective of each indicator?

Answer 2: The specific objective of each indicator, it needs to be understood the indicator clearly based on its definition and identify the specific objective from that indicators respectively.

Question 3: In the beginning we develop form, then can we copy questions into form?

Answer 3: Yes you can. When you copy in Google Form you can only copy form not able to copy the answer.

Question 4: How many question can you used in the Google form?

Answer 4: 50 questions max. There is also a maximum runtime for a script and so the total questions you can create using Google Apps Script is less than 500 questions. Beyond that length, the form page simply will not respond in time and Google will timeout the request before finishing.

Questions 5: Do respondents need Gmail account to fill the form? And how could we limit the unique submission (only one time submission) of each respondent?

Answer 5: No, they do not need a Gmail account. However, if you selected the option "Can submit only 1 response" in your Google form, that will require the users to login. So, if it's necessary to allow anonymous users, you should uncheck that option.

Question 6: Google provide me free only 14 days free trail for Google form?

Answer 6: No. It is free for 100%.

Question 7: Can Google Form use with both close and open questions?

Answer 7: Yes, you can use both close and open questions.

Question 8: Can we use the Google form for staff to collect data from beneficiary from field? Can it be used for offline?

Answer 8: Staff can use it for tracking activities and it is also good for project management. No, you must connect to internet.

Question 9: How to upload form from desktop?

Answer 9: You need to make it in Good Doc first, if you want to transfer from Doc to Google Form.

Question 10: Is there any skip function if we don't need the response?

Answer 10: Yes, there is a skip function for section.

Question 11: Is it able to use offline for data collection?

Answer 11: No. it is not able to use for offline.

Question 12: How many steps of M&E?

Answer 12: Accordingly, it is different M&E steps from NGOs to NGOs. According to World Bank, there are 10 steps.



Question 13: What should we do if donor would like to have outcome and impact?

Answer 13: You should follow the 10 steps of M&E. In practical, I used M&E plan, the participant list, data entry, data sheet to tracking data (tracking on indicator, activities, M&E guideline and program report.

Question 14: Can we create it as the table form?

Answer 14: No, it is only question by question.

7. Closing the Event by Miss Laing Thyda

Miss. Laing Thyda, the representative of M&E WG members, she introduced herself to the Learning Forum. She gave thanks to all participants and encouraged them to apply this online monitoring during this situation. She wishes all the best to all participants and safe from Covid-19.

8. Feedback Survey Result

After the M&E virtual learning forum, Mr. Sok Neng, Learning Specialist, requested the participants to provide feedback on the Learning Forum through Google Form. Below is the result of feedback survey's result on the M&E learning forum which were 30 responses who provided the feedback among 132 participants participated the virtual learning forum.

8.1. Overall Learning Forum

Based on the result, the total average was 37 (37/10=4); it meant that the participant is strong satisfaction to the learning forum. The topic covered were relevant to me was provided 43% at the highest percentage and this forum experience would be useful in my work was 53%. The forum objectives were met given 47% and 30% as the participants agreed that it was reached to the objectives. However, the time allocated for the forum was sufficient was 20% unsatisfied. This reflected that the next forum should improve on time management and allocation for each session. Please see the table below:

How do you feel about the statement below? Rating Scale from 1 to 5. 1=Very Unsatisfied, 5=Very Satisfied	1	2	3	4	5	Total	Average
	%	%	%	%	%	%	
1.Participation and interaction were encouraged.	0	3	43	27	27	100	4
2.The topic covered were relevant to me.	0	7	30	20	43	100	4
3.The content was organized and easy to follow.	0	3	47	33	17	100	4
4.The documents shared were helpful.	0	17	30	33	20	100	4
5.This forum experience will be useful in my work.	0	3	23	53	20	100	4
6.The speaker/facilitator was knowledgeable about the forum topics.	0	0	40	40	20	100	4
7.The speaker/facilitator was ready.	0	0	34	47	20	100	4
8.The forum objectives were met.	0	7	30	47	17	100	4
9.The time allocated for the forum was sufficient.	0	20	33	37	10	100	3
10. Overall feeling about this forum.	0	0	33	53	13	100	4
Total Average							37/10=4

9. Annex

1. Feedback Survey Report

1.1. Feedback Survey Result

After the M&E virtual learning forum, Mr. Sok Neng, Learning Specialist, requested the participants to provide feedback on the Learning Forum through Google Form. Below is the result of feedback survey's result on the M&E learning forum which were 30 responses who provided the feedback among 132 participants participated the virtual learning forum.

1.2. Overall Learning Forum

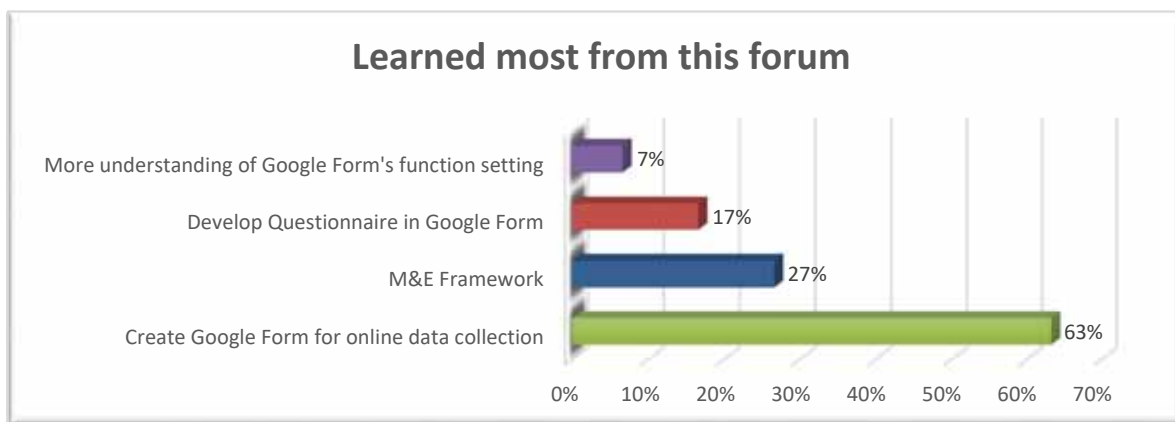
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8. The forum objectives were met.	0	7	30	47	17	100	4
9. The time allocated for the forum was sufficient.	0	20	33	37	10	100	3
10. Overall feeling about this forum.	0	0	33	53	13	100	4
Total Average							37/10=4

1.3. Areas that participants Learned Most from the Forum

According to the graphic below showed that four areas that participants indicated to learned most from the forum but there was only one area of create Google Form for online data collection was 63% among the four areas and followed by M&E Framework was 27%. This indicated that these areas were the participants learned most from the forum. Please see the graphic 1.

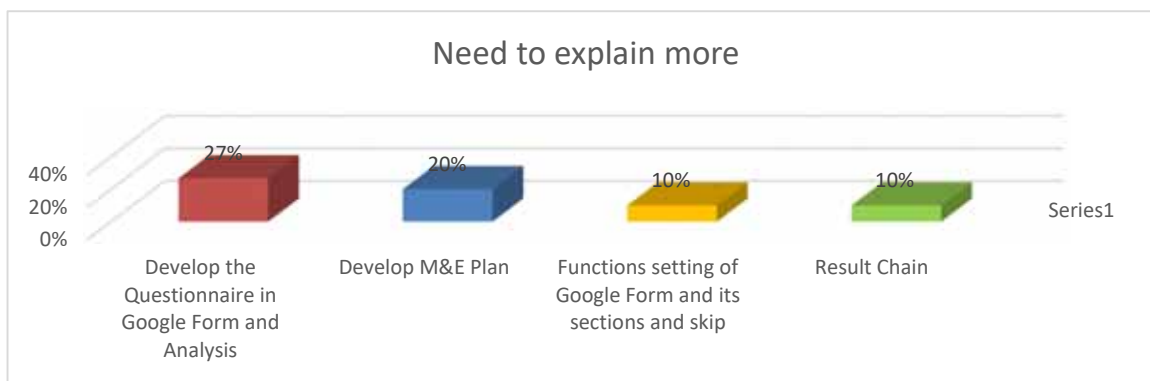
Graphic 1:



1.4. Participants need more explanation from the Forum

According to the graphic 2, there were four areas that participants needed more explanation such as Develop the Questionnaire in Google Form and Analysis, Develop M&E Plan, Functions setting of Google Form and its sections and skip and Result Chain. The area of Develop the Questionnaire in Google Form and Analysis was 27%, the highest rating and followed by M&E Plan was 20%. Please see the graphic 2.

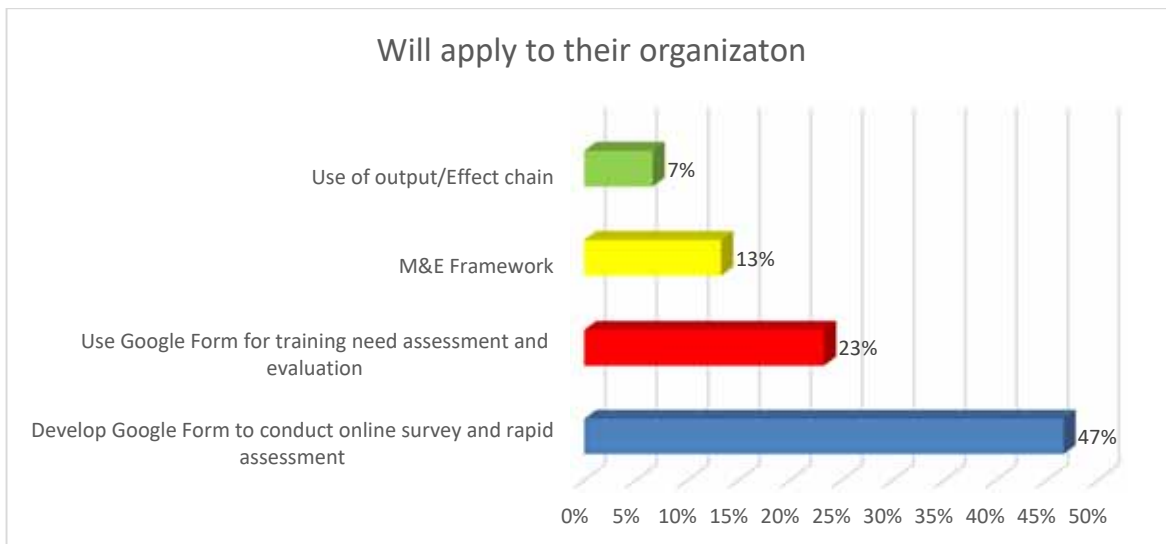
Graphic 2:



1.5. The areas will be applied into their organization

According to the graphic 3 showed that there were four areas that will be applied into their organization. Those areas are Develop Google Form to conduct online survey and rapid assessment, Use Google Form for training need assessment and evaluation, M&E Framework and Use of output and effect chain. The area of Develop Google Form to conduct online survey and rapid assessment the highest rating 47% and followed by use Google Form for training need assessment and evaluation 23%. Please see the graphic 3.

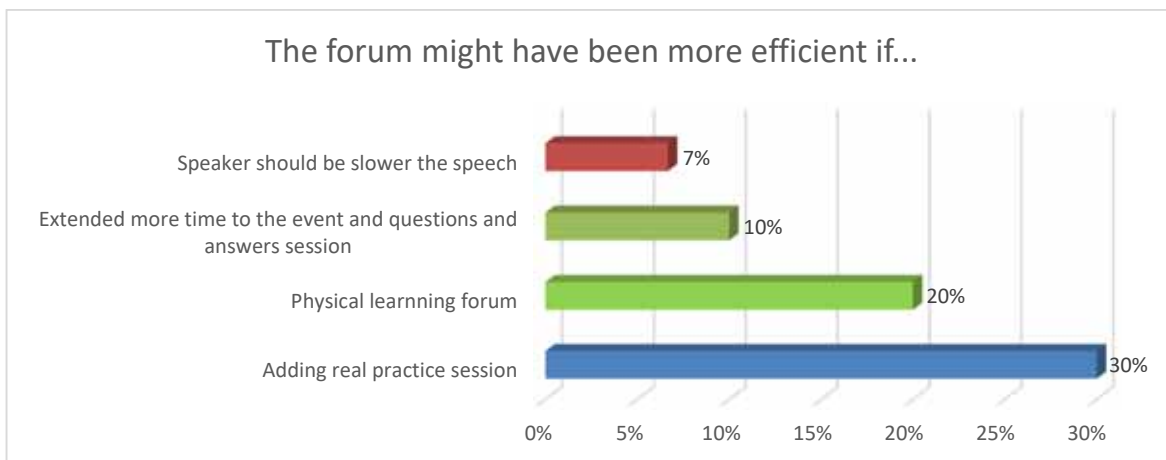
Graphic 3:



1.6. The areas need to be improved for the next forum

According to the graphic 4, four areas were provided to be improved for the next forum. The area of adding real practice session was 30%, the highest rating, physical learning forum was 20% and followed by extended more time to the event and questions and answers session. There were three areas were 23%, the highest area. Please see the graphic 4.

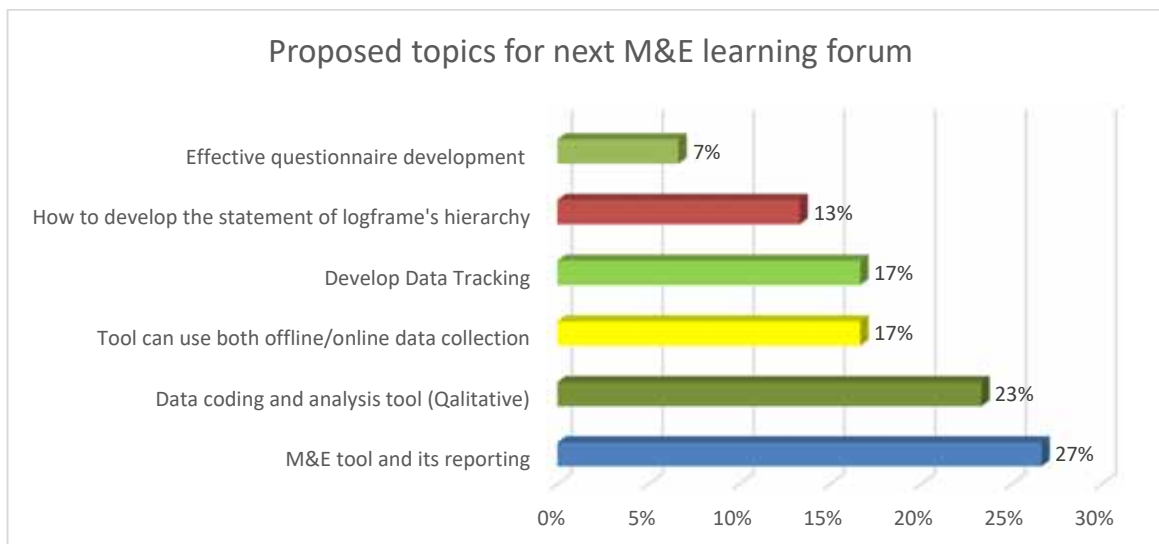
Graphic 4:



1.7. Proposed topic for the next forum

The result showed that there were six topics proposed for the next M&E learning forum. The proposed topic of M&E tool and its reporting was the highest rating 27% and data coding and analysis tool (qualitative) was the second rank and followed by the other four. Please see the graphic 5.

Graphic 5:



2. 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
10:00-10:30	<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 Theory Capacity Development Manager, CCC

11:25- 11:30	Closing the event	Miss. Laing Thyda, Representative of M&E WG members
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