

Concept Note of The 27th Monitoring and Evaluation Learning Forum

“Kobo Toolbox - Online & Offline Data Collection”

20 October 2021, 8:00 am – 5:00 pm

Virtual Platform via ZOOM

I. Introduction

To respond to the needs on capacity development of Non-Governmental Organizations (NGOs), especially in the period of COVID-19 pandemic in Cambodia, Cooperation Committee for Cambodia (CCC) has conducted several virtual learning fora. Among those learning fora, the M&E learning forum is one component. With the support from the M&E working group, CCC will conduct the 27th Monitoring and Evaluation Learning Forum virtually on the topic of “**Kobo Toolbox - Online & Offline Data Collection**” on 20 October 2021.

As the largest membership-based platform for NGO in Cambodia, by June 2021 CCC has 178 foreign and domestic NGOs as members and provincial NGO networks in 15 provinces of Cambodia who are working in different development sectors.

II. Objectives of the Learning Forum

- To share the basic knowledge on data collection tool through Kobo Toolbox to M&E practitioners and project/program staff.
- To build up more networks and relationships among M&E practitioners and professionals for ongoing learning on M&E and related issues.

III. Expected outputs

The audiences will

- Be able to understand how to use Kobo Toolbox for data collection, especially during the Covid-19 context.
- Enhance network with M&E practitioners and professionals.

IV. Participation and Fee

The M&E Virtual Learning Forum is offered to a maximum of 200 participants from NGOs/Associations who are **M&E practitioners, professionals, and project/program staff**. The interested participants are required to have a prior online registration so that CCC's staff will be able to send the link (ZOOM) to the registrants through registered email addresses.

- **For CCC members:** two seats are provided free of charge for an NGO. And, if there are more than two participants, the fee will be charged USD 10 per person/forum.
- **For Non-CCC members:** the fee will be charged USD 20 per person/forum.

*****Note:** This virtual M&E Learning Forum **will be recorded** and conducted in **Khmer Language** only.

V. Detailed Agenda

Time	Key Contents	Resource persons
8:00-8:30 AM	Open platform for online login	o CCC Team
8:30-8:45 AM	Introduction objectives and ground rules	Ms. Pheng Chandy GPP Specialist, CCC
8:45-9:00 AM	Welcome and Opening Remarks	Ms. Sin Putheary Executive Director, CCC
9:00-10:20 AM	<ul style="list-style-type: none"> • Kobo Toolbox Introduction • Create user account • Design Form 	Mr. Yeng Seng M&E Working Group Member
10:20-10:30 AM	Short Break	All
10:30-11:30 PM	<ul style="list-style-type: none"> • Design Form (Continue) • Collect data – web browser • Collect data – mobile • Manage data & Reporting 	Mr. Yeng Seng M&E Working Group Member
11:30-12:00 PM	Question and Answer	M&E Working Group Members
12:00-1:30 PM	Lunch Break	All
1:30-3:00 PM	Participants Practical Kobo Toolbox	M&E Working Group Members
3:00-3:10 PM	Short Break	All
3:10-4:15 PM	Participants Practical Kobo Toolbox (Continue)	M&E Working Group Members
4:15-4:45 PM	Question and Answer	M&E Working Group Members
4:45-5:00 PM	Wrap up and Closing Remarks	Ms. Laing Thyda M&E Working Group Member

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