



គណៈកម្មាធិការ  
សហប្រតិបត្តិការដើម្បីកម្ពុជា  
Cooperation Committee  
for Cambodia  
Comité de Coopération  
Pour le Cambodge

**ទស្សនវិស័យ:** ការអភិវឌ្ឍប្រកបដោយនិរន្តរភាពនិងប្រជាធិបតេយ្យសម្រាប់ប្រទេសកម្ពុជា  
**Vision:** Sustainable and democratic development for Cambodia

## Concept Note of The Holistic Institutional Development Training on “Project Management”

10<sup>th</sup>-13<sup>th</sup> October 2022, 8:00 am – 5:00 pm

Physical Join

### I. Introduction

Cooperation Committee for Cambodia (CCC) is the largest and longest membership-based organization in Cambodia. By February 2022, CCC has 185 foreign and domestic NGOs as its members and provincial NGO networks in 15 provincial NGO networks. Currently, CCC is implementing its fourth phase Governance Hub Program (GHP 2021-2023) which consists of two goals: 1) Improved enabling environment for CSOs; and 2) Sustained functionality of CSO Resource Hub at national and sub national levels.

Based on the research study on 2022 Doing Good Index (2022 DGI report) conducted by Centre for Asian Philanthropy and Society (CAPS) under the Cooperation with the Cooperation Committee for Cambodia (CCC) and NGO Forum issued in June 2022 showed that Non-Governmental Organizations (NGOs) in Cambodia received funding from foreign 94% (page 84) of the total funding to operate the projects/programs. Based on World Banks’ report, Cambodia moved from a lower-income bracket to lower-middle-income status. These cause some development partners/donors decide to phase out some funding source to Least Development Country (LDC). With the limited resource from day today, the demand from donors to NGOs partner is higher than previous time and require the NGOs have high capacity to well manage the project after granted by donors. If the NGOs partner have enough capacity and especially produce high impact as promised in the project proposal, the possibility next funding opportunity can be a lot. At the same time, the project can implement well and produce high impact, it relates to many key factors and one of them is the understanding of relevant program staff on the concept of project management.

Project Management (PM) emphasises on what changes the work is trying to achieve, in both the short and the long term, and looks critically at the effect of a project and who benefits from it as well as describes activities and their immediate outputs. Ensuring clarity about the importance and role of planning, monitoring and evaluation is an integral part of project management and accountability.

PM remains a challenge for many organisations who are demanded to use a well-structured and user-friendly project assessment, planning, monitoring and evaluation system. PM is essential for the organisational survival and to enable the organisation to make an effective contribution to sustainable development.

### Partnerships for Sustainable and Democratic Development in Cambodia

[www.ccc-cambodia.org](http://www.ccc-cambodia.org)  
[info@ccc-cambodia.org](mailto:info@ccc-cambodia.org)  
T +855 (0)23 214 152  
F +855 (0)23 216 009

#9-11, Street 476,  
Toul Tompoung 1, Chamkamorn  
P.O. Box 885, Phnom Penh,  
Cambodia





Most organisations have limited resources to meet all the requirements, for good project management. Very often those organisations tried to train their staff on its own which is usually not particularly effective in developing better performance. To contribute to build up the NGO’s staff capacity and especially to respond to the need of the NGOs, CCC will conduct the HID-training on “Project Management” as Physical join for 4 days training from 10th-13th October 2022.

## II. Objectives of the training

- To enhance skill on assessing and analysing the context of the project
- To understand how to select and apply proper tools for result-based project planning, monitoring and evaluation.

## III. Participation and Contribution

Due to limitation of the available seats, this training will be organized as physical which is offered maximum to 25participants only. The participants must be management level or relevant staff.

- **For CCC members:** will be shared contribution to the organizer USD 100 per person/course.
- **For Non-CCC members:** the contribution will be shared to the organizer USD 200 per person/course.

### \*\*\*Note:

- *Prior registration is required for all participants and CCC reserve the right for first come first serve due to the limited space.*
- *This project management training **will be** conducted in **Khmer Language** only.*

## IV. Workshop Agenda

**Day One: Course introduction; Module 1 (Definition and Term use in Project Management); and Module 2 (Project Analysis)**

Time	Topic	Methods	Materials
8:00 – 9:30	Course introduction	- Plenary discussion and - Individual work	- LCD projector, - PowerPoint presentation,
9:30 – 12:00	Module 1: Definition and Term use in Project Management	- Brainstorm questions - Small group work - Presentation - Individual participant sharing experience.	- Flipcharts, - Color Cards, - Markers, - Masking-tapes.

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		- Matching exercise	
1:30 – 5:00	Module 2: Project Analysis	<ul style="list-style-type: none"> <li>- Individual participant sharing experience.</li> <li>- Consolidate participants' experiences</li> <li>- PowerPoint presentation</li> <li>- Small groups work</li> <li>- Pairs work</li> <li>- Plenary discussion</li> </ul>	

**Day Two: Module 3 (Project Design) and Module 4 (Activities Planning)**

Time	Topic	Method	Material
8:00 – 10:30	Module 2: Project Analysis (continue)		
10:30 – 03:00	Module 3: Project Design	<ul style="list-style-type: none"> <li>- Brainstorm ideas</li> <li>- PowerPoint presentation</li> <li>- Large group exercise</li> <li>- Small groups work</li> <li>- Plenary discussion</li> </ul>	<ul style="list-style-type: none"> <li>- LCD projector,</li> <li>- PowerPoint presentation,</li> <li>- Flipcharts,</li> <li>- Color Cards,</li> <li>- Markers,</li> <li>- Masking-tapes.</li> <li>- Ball</li> </ul>
3:00 – 5:00	Module 4: Activities Planning	<ul style="list-style-type: none"> <li>- Plenary discussion</li> <li>- Small groups work</li> <li>- Ball game</li> <li>- Exercise</li> <li>- Reflection</li> </ul>	

**Day Three: Module 4 (planning), Module 5 (Budgeting) and Module 6 (Results based monitoring)**

Time	Topic	Method	Resource
8:00-9:00	Module 4: Activities Planning		
9:00 – 12:00	Module 5: Budgeting	<ul style="list-style-type: none"> <li>- Brainstorm questions</li> <li>- Small groups work</li> <li>- Plenary discussion/ debriefing</li> <li>- PowerPoint presentation</li> <li>- Exercise and reflection</li> </ul>	<ul style="list-style-type: none"> <li>- LCD projector,</li> <li>- PowerPoint presentation,</li> <li>- Flipcharts,</li> <li>- Color Cards,</li> <li>- Markers,</li> <li>- Masking-tapes.</li> </ul>
2:00 – 5:00	Module 6: Results-Based Monitoring	<ul style="list-style-type: none"> <li>- Plenary discussion</li> <li>- Small groups works</li> </ul>	

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		<ul style="list-style-type: none"> <li>- Trio-work/ Pair work</li> <li>- PowerPoint presentation</li> <li>- Gallery walk (presentation)</li> </ul>	
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**Day Four: Module 6 and Module 7 (Project Evaluation)**

Time	Topic	Method	Resource
8:00 – 10:00	Module 6: Results-Based Monitoring (continue)		<ul style="list-style-type: none"> <li>- LCD projector,</li> <li>- PowerPoint presentation,</li> <li>- Flipcharts,</li> <li>- Color Cards,</li> <li>- Markers,</li> <li>- Masking-tapes.</li> </ul>
10:00 – 12:00	Module 7 (Project Evaluation)	<ul style="list-style-type: none"> <li>- Brainstorm questions</li> <li>- Pair works</li> <li>- PowerPoint presentation</li> <li>- Small groups work</li> <li>- Plenary discussion</li> <li>- Role play</li> </ul>	
1:30 – 3:00			
3:00-5:00	Way forward Evaluation Closing	<ul style="list-style-type: none"> <li>- Small groups work</li> <li>- Plenary discussion</li> </ul>	

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