

Minutes

The 30th Monitoring and Evaluation Learning Forum

“Develop Project Monitoring & Reporting Tools”

28th April 2023, 8:30 AM – 4:00 PM

Hybrid Platform

Join Zoom Meeting

<https://us06web.zoom.us/j/86899950875>

Total participants: 111 people (42female)



Develop Project Monitoring & Reporting Tools
 Online Via Zoom
 Physical at Diakonia Center
 28th April 2023
 8:00 AM - 5:00 PM
 The Deadline of Registration is on
 19 April 2023 at 3PM.

Scan Here for Register

Admission Fee		
	Physical Join:	Online Zoom:
For CCC Members	2 seats are free per NGO. the fee will be charged USD 25\$ per person/forum, if there is more than 2.	Two online space for CCC's member. If join more than two will be charged 10\$ per/person.
Non-CCC Members	For CCC's member only	There will be charged 20\$/person.

Contact Person
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Partnerships for Sustainable and Democratic Development in Cambodia



1. Introduction

Cooperation Committee for Cambodia (CCC) is the largest and longest membership-based organization in Cambodia. By March of 2023, CCC has rose up to 191 NGOs, foreign and domestic NGOs as its members and provincial NGO networks in 16 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. CSOs empowered with enhance capacity, resiliency and representation is one out of the four Outcomes from CCC which mainly focus on capacity enhancement to its members.

The quality of a project or program depends on many factors. Two of them are the human (project staff) and M&E tools. Likewise, in the fifth version of the Governance and Professional Practices Standards (GPP Standards), indicator 3.1.1 states “the M&E tools and systems for program/ projects are developed with participation of program staff and implemented with relevant stakeholders”. The project staff have to understand and could use the M&E tools in the project. For example, they know how to use the M&E tools in the project effectively. Based on the result of the previous M&E learning forum which was held on 31 August 2022, the NGO participants wish to learn more the simple and practical M&E tools that can be developed and used by the NGOs themselves to effectively manage the project or program. With the suggestion from the NGOs participants/M&E practitioners, the CCC’s team and M&E working group discussed together deeply to find out the topic, practical tools and methodologies to share with NGO participants in the learning forum and

make sure the tools to be shared with participants they are the practical tools that can make all sizes (small, medium, and large size) and all kinds of NGOs and all levels of program or project staff in the organization can develop and use the M&E tools by themselves to manage the project or program. At the end, one of the M&E working group who has a long and great experience with different local and foreign NGOs on developing and using the simple and practical M&E tools will be the resource person to share with NGOs participants the whole day on 28 April 2023.

2. Objectives of the Learning Forum

- To share knowledge on how to determine simple M&E plan, data collection and consolidate progress result base on project indicators among the M&E practitioners
- To build more network among the participants
- To strengthen their M&E skills for better implementation in their tasks

3. Expected outputs

The audiences will:

- Be able to determine simple M&E plan
- Be able to track routine data collection base on their project's indicators
- Be able to consolidate progress result for the indicators

3.1. Open Remark

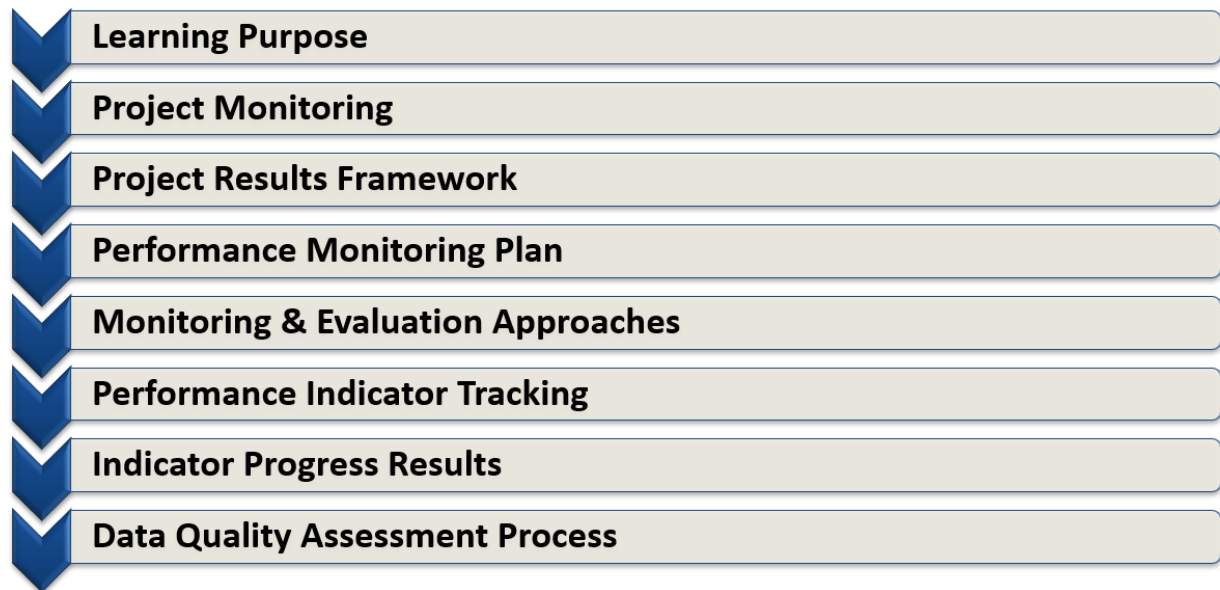
Welcome and Opening Remarks by **Mr. Chea Vibol**, GPP manager from CCC. He would like to say thank to the organizers, all working group members who always support CCC to make those learning forums go smoothly. As today, I would like to say thank to **Mr. Yeng Seng**, Monitoring, Evaluation and Learning Manager from RTI and also a member of CCC-M&E working group who will facilitate this learning forum for a whole day. To organized this platform, we have discussed a lot with all 9 working group members to finalize topic for M&E learning. Today is the 30th M&E Learning forum with support from our working group members and sometime we have external resource person to host the learning with CCC. Since 2022, there were 735 people (55% of women) who joined in four learning forum such as M&E, ICT, Finance and HR learning forums which organized by CCC. Based on the online survey, 96% of total participants used their knowledge gained from CCC's learning forum to apply to their work. Being the organizer, we are very please to see our NGO members who actively participate in the learning forum and applied what they learnt to real practice.

Last but not least, I would like to say thank to all our members, especially management team who allow their team to join in the all learning forums and events of CCC. I would like to wish you all the best and take this chance to open this 30th M&E forum this morning, and hope we can get the fruitful discussions in the whole process of this learning forum.

4. Introduction to all participants

Mr. Yeng Seng, Monitoring, Evaluation and Learning Manager from RTI and also a member of CCC-M&E working group present as below:

KEY CONTENTS



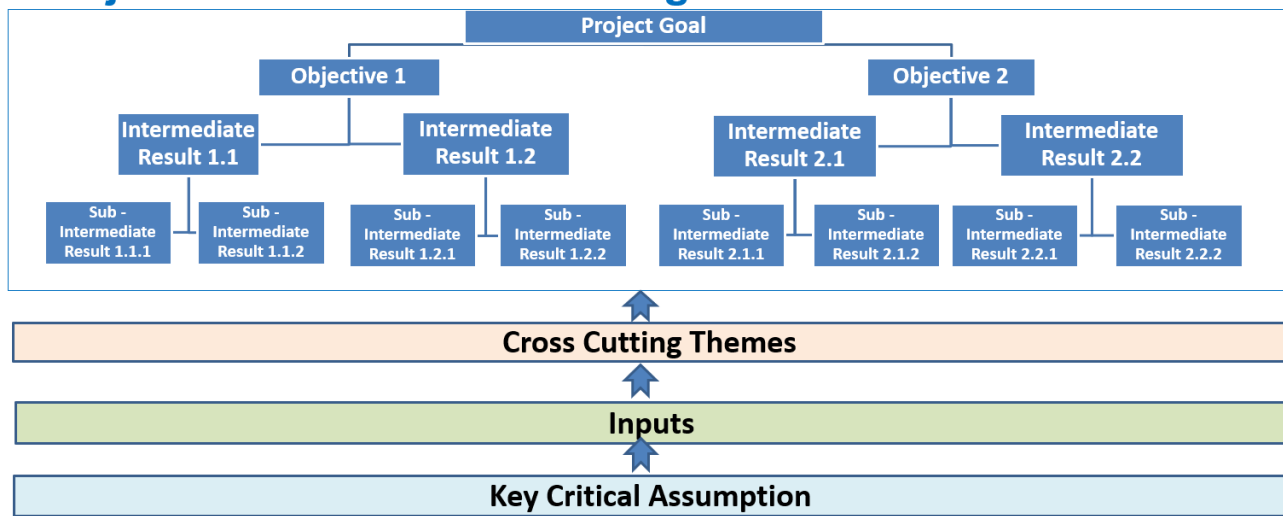
Project Monitoring Overview

Monitoring a project means ensuring that the project is going as planned and that tasks within the project are being completed. There are many metrics that require monitoring, such as the budget, the time taken to completion and the standard of quality.

Project Monitoring Tool

A **Gantt Chart** commonly used in project management, is one of the most popular and useful ways of showing activities (tasks or events) displayed against time. On the left of the chart is a list of the activities and along the top is a suitable time scale. Each activity is represented by a bar; the position reflects duration the activity.

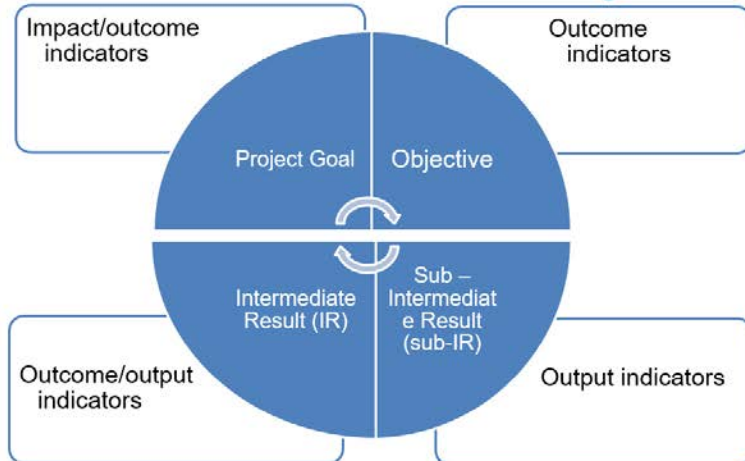
Project Results Framework Diagram



Standard Indicator

Standard Indicator: is one that has already been created for use within a particular field, such as food security, peacebuilding, or water and sanitation...etc. They are useful because they have been tested for quality and are globally recognized as good measurements. Often, donors and organizations require the use of certain standard indicators so that they can compare data across projects and programs.

Indicator Selection in Project Results Framework



Each objective statement will require at least one indicator, and sometimes more depending on the information you need. However, more is not necessarily better! Collecting data to track indicators takes time and money. The key to a good set of indicators is their quality and usefulness. Be careful not to collect information that you don't need – or won't use.

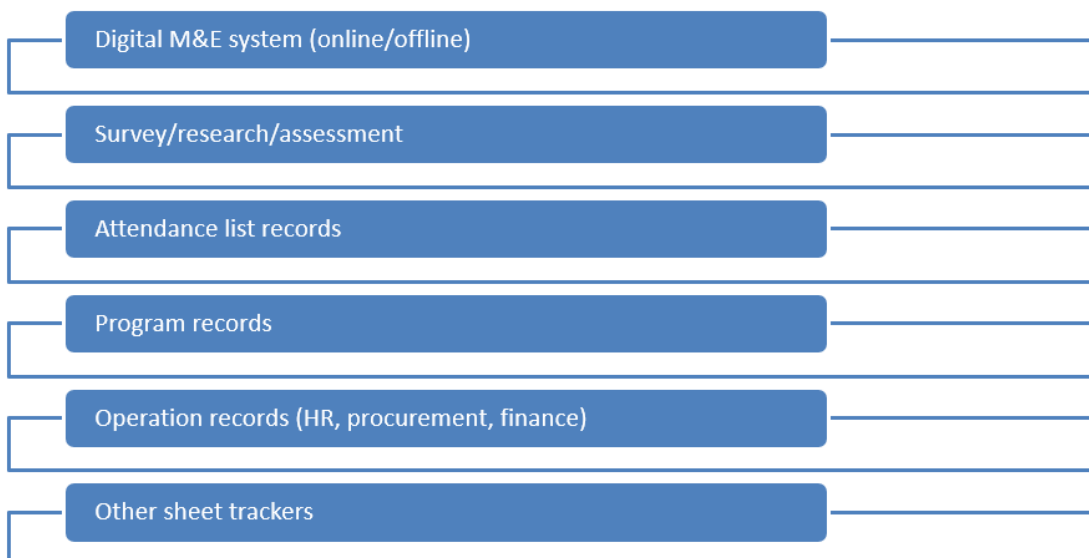
Performance Monitoring Plan (PMP)

A Performance Monitoring Plan is a short version of M&E Plan/M&E Framework to present the project indicators and its procedures.

Performance Indicators Tracking (PIT)

A Performance Indicators Tracking is a routine monitoring system to track indicator progress in the specific period.

Data Source



Data Quality Assessment (DQA) Dimension

Dimension	Definition
Validity	Data should clearly and adequately represent the intended result.
Integrity	Data should have safeguards to minimize the risk of transcription errors or data manipulation.
Precision	Data should have a sufficient level of detail to permit management decision-making.
Reliability	Data should reflect consistent data collection processes and analysis methods over time.
Timeliness	Data should be available at a useful frequency, should be current, and should be timely enough to influence management decision-making.

Question:

- Want to know the time/stage for which should we do the baseline, evaluation, or monitoring???
- For baseline is the data that we need to do first before the project starts. Monitoring is the stage that we use during the project start for monitoring its progress against baseline.
- What should we do if we don't have baseline?
 - Some organization does not have baseline, M&E plan Because their donors do not require. It is not recommended like that.

- We need to recheck again weather for which data we should follow, some projects need baseline and some projects need end line.
- For the impact change on their knowledge and behavior, if we miss for baseline, we can find from other relevant NGOs who work at the same field with the same target groups as a case study. But actually, we do the baseline prior to the project starts as a tool for comparing the project achieve to compare to the baseline set.

Group division:

Physical for 4 groups of: Livelihood, Nutrition, Social work/Child Protection and Education.

Online 3 groups: Livelihood, Education and Foreign group.

After the group discussion, the representative from each group will be responsible to share their presentation to the big plenary.

7. Closing Remark

Closing remark was made by Mr. Vang Sean, M&E Working Group member.

He would like to thank CCC for organizing this forum and also thank for all participants who fully participate in this learning forum with active practices and discussion. I believed that this learning platform would provide us more knowledge and skills for better in develop tools for report writing, extend your connection and network with other NGO partners through group discussion.

In conclusion, I would like to say thank for our guest speaker, Mr. Yeng Seng, M&E working group members who provide his knowledge and expertise during this learning forum with clear explanation and practical session to make this learning forum going on well.

At the end of this forum, I would use this chance to encourage all participants to attend in all learning forums for increasing your knowledge and skills. Moreover, he encourages all participants to fill in the feedback survey and let the organizer know what you really want to learn more in next forum. He would like to wish all participants with good health and stay safety. Thanks you so much!!!

Appendix:



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9. Annex: Detail Agenda

Date/Time	Content	Responsible by:
8:00AM – 8:30AM	Registration	CCC
8:30AM – 8:40AM	Open Remarks	CCC
8:40AM -12:00PM	Introduce M&E tools <ul style="list-style-type: none"> - Performance Monitoring Plan (PMP) - Performance Indicator Tracking (PIT) - Consolidate indicator result 	Mr. Yeng Seng MEL Manager from RTI International & M&E working group member
10:00 AM- 10:15 AM	Break	All
12:00 PM- 1:30 PM	Lunch	All
1:30 PM-3:15 PM	Practice to develop by divide by sectors (4 groups) <ul style="list-style-type: none"> - Performance Monitoring Plan (PMP) - Performance Indicator Tracking (PIT) - Consolidate indicator result 	Mr. Yeng Seng MEL Manager from RTI International & M&E working group member
3:15 PM - 3:30 PM	Break	All
3:30 PM- 4:00PM	Present and feedback from participant (30mn)	Mr. Yeng Seng MEL Manager from RTI International & M&E working group member
4:00 PM- 4:30PM	Presentation on: <ul style="list-style-type: none"> - Debrief data source - Debrief data quality process 	Mr. Yeng Seng MEL Manager from RTI International & M&E working group member
4:30PM - 4:50PM	Recap and reflection from participants	Mr. Vang Sean MEAL Coordinator FCA & M&E working group member
4:50PM – 5:00PM	Closing Remarks	Mr. Vang Sean MEAL Coordinator FCA & M&E working group member

Note: CCC will use the event photos from the learning forum for posting in CCC's website and other official use. CCC reserves the right to change the agenda based on the availability of the speakers and time constraints.