

Concept Note of The 34th Monitoring and Evaluation Learning Forum

“How to conduct Internal Baseline study” (focus on Data processing and cleaning & Analysis and Data Interpretation)

21st February 2025, 8:00 am – 5:00 pm

Hybrid platform at Tonle Bassac2 restaurant

I. Introduction

The Cooperation Committee for Cambodia (CCC) is the largest membership-based organization for civil society organizations in Cambodia, with around 200 Foreign (FNGO) and Domestic non-governmental organizations (DNGO) as members, and around 300 local organizations as partners and beneficiaries. CCC is currently implementing Phase V of its Governance Hub Program (GHP 2024-2028), an initiative intended to foster inclusive partnerships to promote good governance, a strong enabling environment, and ensure the sustainability of civil society organizations (CSOs) in Cambodia.

With the suggestions from the NGOs participants/M&E practitioners on the next topic proposed, CCC’s team and M&E working group discussed together to shape the topic with practical tools and methodologies to share with NGO participants in the learning forum. At the end of meeting, the members of the M&E working group who have great experience with different concept of 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 for the whole day on 21st February 2025 for the topic of “How to conduct internal Baseline study (focus on Data processing and cleaning & Analysis and Data Interpretation)” which will be organized as hybrid platform at Tonle Bassac2 restaurant in Phnom Penh.

II. Objectives of the Learning Forum

To enhance participants' capacity to process, analyze, and interpret data, and effectively communicate findings through high-quality reports and dissemination strategies, enabling informed decision-making and impactful stakeholder engagement.

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Expectations:

- Learn techniques to identify and correct errors, inconsistencies, and duplicates in datasets
- Gain familiarity with key descriptive statistical concepts and techniques relevant to analyzing datasets.
- Interpret analysis results to derive meaningful insights aligned with project objectives.
- Understand the structure and components of a comprehensive and concise report, which tailor to different audiences.

III. Participation and contribution

Due to the limitation of the available seats, this M&E Learning Forum is offered only two seats per CCC's NGO member to join as physical and two more for online joining. The participants are from the NGOs/Associations who are **M&E practitioners, professionals, and relevant project/program staff**.

Please see this detailed condition:

- **For CCC members only:** Two seats are provided for free per NGO as physical join. And, if there are more than two participants, the contribution will be USD 25\$ per person/forum (if the space is available).
- **For Non-CCC members:** the contribution will be USD 50\$ per person/forum (if the space is available)

*****Note:**

- *Prior registration is required for all participants. All successful participants will get confirmation through email from the organizer (CCC) on their eligibility on the physical join to the event.*
- Please follow this link below to register:
<https://www.ccc-cambodia.org/en/resources/event-calendar/2025-02-21/me-learning-forum-9>
- The deadline for this registration is **on 12th February 2025 at 4PM**. *Late registration will not Acceptable.*
- *This M&E Learning Forum will be recorded and conducted in Khmer Language only.*

IV. Detailed Agenda

Date/Time	Content	Responsible by:
8:00AM – 8:30AM	Registration	CCC
8:30AM – 8:40AM	Open Remarks	CCC

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8:40AM -9:00AM	<p>Sharing on:</p> <ul style="list-style-type: none"> - Result of feedback survey on topic selection - Recap from last Learning forum. 	<p>Mr. Be. Borey M&E and Reporting Specialist from CCC</p>
9:00AM -10:00AM	<p>Sharing on:</p> <p>1- Data Processing and Cleaning (Group discussion & Practice)</p>	<p>Mr. Khim Narith M&E and Learning Specialist from Solidarity Center & CCC-M&E working group members</p> <p>Mr. Sun Buntha M&E and Research Manager from Plan International & CCC-M&E working group member</p>
10:00 AM- 10:15 AM	Break	All
10:15 AM- 12:00 PM	<p>Sharing on:</p> <p>2- Data Analysis (Excel)</p> <ul style="list-style-type: none"> - Analysis plan - Dataset - Data analysis <p>Group discussion for practice on data analysis.</p>	<p>Mr. Sun Buntha M&E and Research Manager from Plan International & CCC-M&E working group member</p>
12:00 PM- 1:30 PM	Lunch	All
1:30 PM-3:15 PM	<p>Continue to share on:</p> <p>Data Analysis (Excel)</p> <ul style="list-style-type: none"> - Analysis plan - Dataset - Data analysis 	<p>Mr. Sun Buntha M&E and Research Manager from Plan International & CCC-M&E working group member</p>
3:15 PM - 3:30 PM	Break	All
3:30 PM- 4:45PM	3- Data interpretation	<p>Mr. Khim Narith M&E and Learning Specialist from Solidarity Center & CCC-M&E working group member</p>
4:45PM - 5:00PM	Recap and closing remarks	<p>Mr. Kong Bunna Freeland consultant & CCC-M&E working group member</p>

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.

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