



Training Report
Training Workshop on Deviation Report and Case Study Writing
For NPA's Partners

Cambodiana Hotel
30 June 2016

Key Presenters/ Facilitators	1. Mr. Lun Borithy, Development Program Manager (NPA) 2. Ms. Chea Sokta, Development Program Coordinator (NPA) 3. Ms. Ly Huong, Development Program Coordinator (NPA) 4. Mr. Nuth Youthy, Development Program Coordinator (NPA) 5. Dr. El Sotheary, Program Manager (CCC) 6. Mr. Typo Soeung, R&L Manager (CCC)
Coordinator/Minute Taker:	Mr. Phanith Long, M&E Project Coordinator (CCC)
Participants:	12 NPA's NGOs' partners
Date and Time:	30 June 2016, 8:00am - 5:00pm
Location:	Cambodiana Hotel, Phnom Penh
Date of report:	July 02, 2016

Objectives:

- To introduce the main principles of M&E and the importance of M&E tools for writing report and case study
- To introduce the forms and how to write the Deviation Report and case study
- To learn and practice on formats of Deviation Report and case study

Outcomes:

- Participants understood about the importance of M&E principles and M&E tools for betterment of their report and case study writing.
- Participants understood about the Deviation Report and case study forms and requirements.
- Participants were able to produce good quality of Deviation Report and case study

Methodology

The trainers and resource persons were from NPA and CCC. The training workshop was conducted for a full day on 30 June 2016 at Cambodiana Hotel. The training combined a theory and practice to enable participants to fully obtain knowledge and know how to produce high quality *deviation report and case study*.

Participants: There were 28 participants (8 women).

Results of the training

1. Welcome and Open remarks by Mr. Lun Borithy, Program Development Manager (NPA)

- I would like to welcome and thank the organizing committee to arrange this training workshop.
- This training is not only aimed to sharing experience and theory, but it also has sessions on theories, writing practice and reflection on the reports. So, this would enable to know how to do deviation report and case study with better quality.
- Building capacity on this regard would help NPA's partners and NPA to know how to prepare ourselves for funding prospects for mutual benefits and for the nation as a whole. It's even more important when the country is in such difficult situation.
- Another point is that this is an opportunity to clarify what we all should do to produce reports based on the commonly agreed requirement and forms.
- As this is a learning process, so for this first training, I would like to apologize in advance if there are any mistakes or inappropriate things happen.

- The understanding and knowledge from the training will help you all not only in doing the paper work for NPA, but also for other donors. For example, the case study that you produced and submitted to NPA can also be used for other proposal/report submission, including Oxam, WB, as long as the requirements are similar to the ones of NPA.

2. Presentation on M&E Concept, Mr. Long Phanith, M&E Project Coordinator

The facilitator presented mainly the trend of M&E development in past and at the present time, sample implementation of commonly used M&E tools. Understanding of the new trend is a good reminding for NGOs to start establishing and emphasizing on implementation of M&E, of which Monitoring is used for effective deviation reporting.

3. Presentation on Deviation Report Format, Ms. Ly Huong, Program Development Coordinator, NPA

The facilitator presented the NPA's Deviation Report Format and key requirements in general. There are key important types of information required to fill the table, including Program and projects, management/administration/personnel, Budget, Capacity building/organisational development, Gender issues, Other, Changes.

4. Presentation on How to write an deviation report Format, Mr. Soeung Typo, R&L Manager, CCC

The facilitator presented how to present how to write a deviation report, using the NPA's deviation report format and following the guidance from NPA. To complete the report, reports are asked to complete 8 sections: a) Program and projects. Cooperation with partner organisations; b) Management/administration/personnel; c) Budget; d) Capacity building / organisational development ([Your org] and partners); e) Gender issues; f) Other; g) Changes/ processes in or affecting the country. Facilitator shows and explained four important things a reporter needs to do: What are the information needed; When gather information; Who can provide information; and Source of information.

Discussion

During the Q&A session, participants have raised some questions:

1. Are we supposed to write information on the budget of the program/activities support by NPA or the one of the global budget of the organization?
2. Where are we supposed to report the unplanned activities/popped up events?
3. What should we do if Gender situation in our organization has changed very little or no change?

Answers and clarifications by facilitators and speakers:

1. The information on deviation of the budget of the program/activities supported by NPA and other donors should report in the Budget section, i.e. report the deviation of global budget here, not merely the one of NPA.
2. The deviation of the unplanned activities/popped up events should report in the Program and projects. Cooperation with partner organisations
3. Even though there is little change in Gender situation within your organization, there should be a report on that. This information can be obtained easily from HR unit or person. Usually, there is a change of number of male and female staff in the organisation due to turn over, internal human resource shifting and the like. This is what donor wishes to know. The key point to remember here is that 'Deviation of Gender situation within organization'.

After giving sample of deviation report completed by CCC, the training come up with the agreed upon guidance. Please see ANNEX 1: The Guidance for Completion of Deviation Report.

5. Presentation on 'Best practice to write a case study', Mr. Long Phanith, M&E Project Coordinator

The facilitator presented a short presentation on Best Practice to write a case study. The present provides an understanding on minimum kinds of information to collect to write a case study and steps to produce a quality case study paper. By following the POWERS step and expectation, guidance and tips of NPA's case study, writers would be able to produce a better case study to submit to NPA.

Questions

1. Can we have guidance for writing a real case study for NPA?
2. Does NPA have a template of case study?

Answers

1. Yes, there is guidance for writing a real case study for NPA. This is a writing step (W Step). However, as my presentation is on theory, the guidance and how to write a case study will be presented and discussed in the next session of the training.
2. Yes, NPA has a guidance to write a case study, including expectations/requirements and sample of case study. Having them, the case study will be produced in an agreed upon format, so that we can make a communication with donors more effective as the report is uniform and according to the requirement.

6. Presentation on ‘how to write a case study’, Dr. El Sotheary, Head of Program, CCC

The facilitator presented a presentation on how to write a case study. Showing the format of case study, designed and suggested by NPA, the facilitator explained how to write each part of the paper one by one. Resources of information and what to be cover in the individual parts were also clarified.

To make sure that participants know how to do it, the facilitator asked participants to do an exercise to write and analyze a sample case study, followed by feedback and Q&A session.

Questions

1. Can we have guidance for writing a real case study for NPA?
2. Does NPA have a template of case study?
3. Do we need to have exactly the same

Answers

1. Yes, there is guidance for writing a real case study for NPA. This is a writing step (the W-Step). However, as my presentation is on theory, the guidance and how to write a case study will be presented and discussed in the next session of the training.
2. Yes, NPA has a guidance to write a case study, including expectations/requirements and sample of case study. Having them, the case study will be produced in an agreed upon format, so that we can make a communication with donors more effective as the report is uniform and according to the requirement.
3. A case study should follow the format and key information as the sample case study, but it does not have to have headlines.

7. Presentation on ‘Discussion and agreement on action plan for mentoring and coaching support and share the deviation report and case study to CCC’, Mr. Soeung Typo, R&L Manager, CCC

The facilitator presented and discussed the timeline for the action plan for mentoring and coaching support and share the deviation report and case study to CCC. Also, the schedule for the next training and reflection activities were also pun into the discussion. However, for the time constraint, the training did not decide on the date for the second capacity building yet. The previously set up date of 14-15 July, 2016 seems to be impossible. So the date for that training is subject to change according to the result of the coordination of organization of the training.

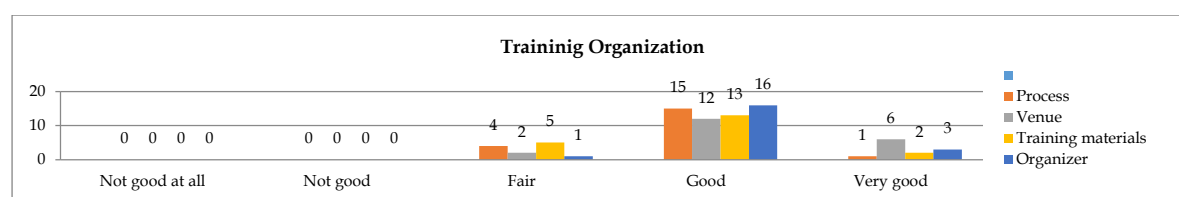
8. The Result of Training Evaluation

8.1. Duration of the training

Among the 20 respondents, 6 participants reported that the training is too short. 13 participants expressed that the training time is average. Only one participant said it is too long.

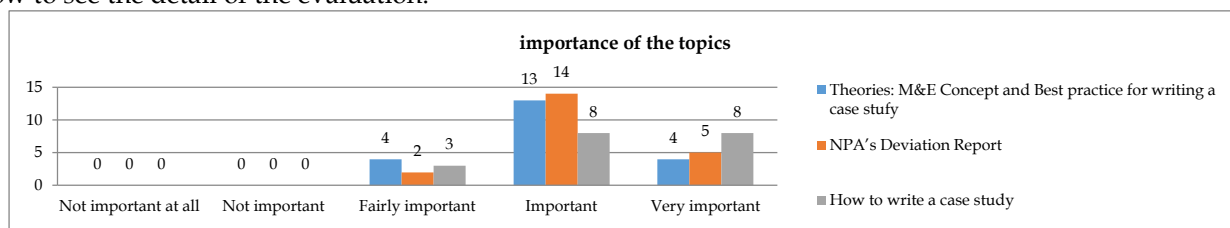
8.2. Organization of the training

Among 20 respondents, most participatns expressed the training organisation is good in terms of Process, Venue, Training materials, Organizer. In total, the frequency of expression about the organisation is: Fair is 12, Good is 56, Very Good is 12. See the chart below to find out the detail.



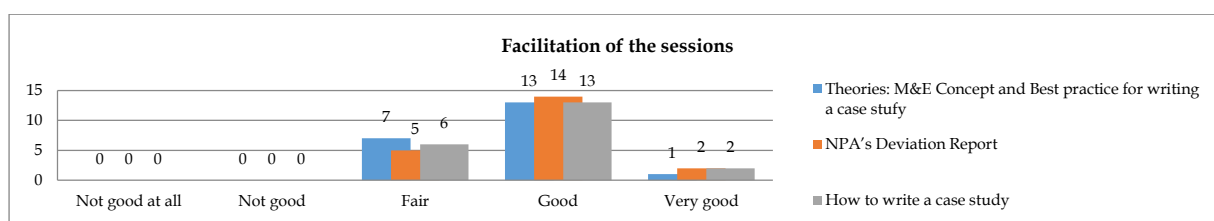
8.3. Importance of the training topics/sessions

There are three main topics to be evaluated: Theories: M&E Concept and Best practice for writing a case study, NPA's Deviation Report, and How to write a case study. The majority of the participants said the training topics are important (35 frequencies), followed by Very Important (17 frequencies). See the graph below to see the detail of the evaluation.



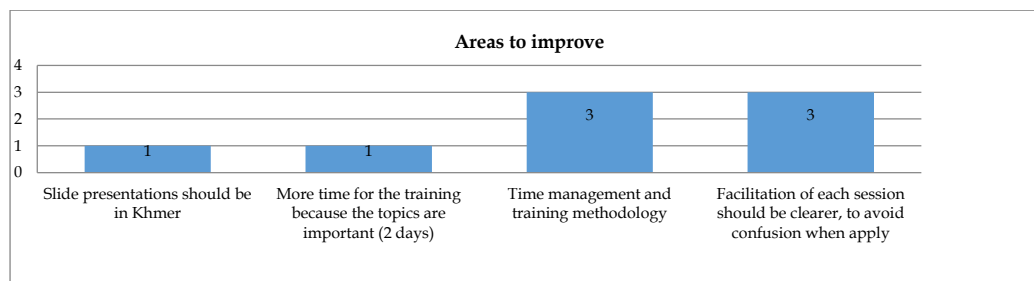
8.4. Facilitation of the topics/sessions

The majority of participants assessed that the facilitation of the sessions are good. In the good category, the session of Deviation Report writing has been evaluated the highest, followed by the sessions of M&E Concept and Best practice for writing a case study and How to write a case study. Please see the graph below to check the detail of the evaluation.



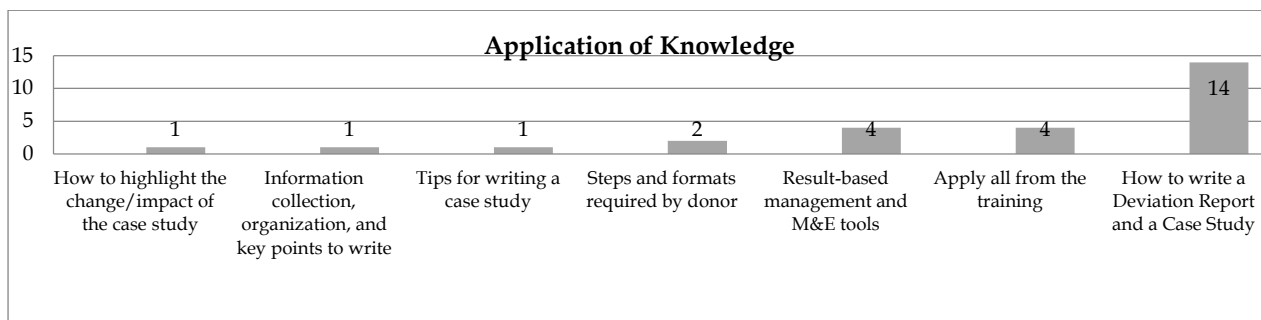
8.5. Areas to be improved

There are three areas of the training to be improved, including 1) Slide presentations should be in Khmer, 2) More time for the training because the topics are important (2 days), 3) Time management and training methodology, and 4) Facilitation of each session should be clearer, to avoid confusion when apply



8.6. Application of what have learnt

Description	Frequencies
How to highlight the change/impact of the case study	1
Information collection, organization, and key points to write	1
Tips for writing a case study	1
Steps and formats required by donor	2
Result-based management and M&E tools	4
Apply all from the training	4
How to write a Deviation Report and a Case Study	14



8.7. Requests/recommendations

The participants raised and suggested a number of recommendations: Provide more training on case study writing; Need monitoring and coaching; Improve time management and training methodology; Circulate the reading materials before the sessions start; Explain more details for each session on what we are supposed to write; More time for Q&A and clarity sessions; Need more coaching on writing a case study; There should be a solidarity dinner at the end of the training; the venue of the training should be outside of Phnom Penh (or in any province); Instruction/techniques to complete each part of the case study report; List of participants to all participants and EDs; All documents of the training via Email and CCC's Event Archives, by sending the assessing link via Email to recipients

Encl.:

ANNEX 1: The way to write the deviation report

ANNEX 2: Proposed M&E Training Timeline

ANNEX 3: Activity Photos

ANNEX 4: Attendance Lists