

20th Monitoring and Evaluation Learning Forum

Concept Note

30th June 2016

At DIAKONIA Center (ICF/KSSA Building)

I. Introduction

As the longest established membership organization in Cambodia, the Cooperation Committee for Cambodia (CCC) has played a unique role since 1990 in strengthening the cooperation, professionalism, accountability, governance, and development effectiveness of the Civil Society Organizations (CSOs) that are working across diverse sectors in Cambodia.

CCC delivers its mission and mandate through a five-year program entitled “**Governance Hub Program (GHP)**” for 2014 - 2018 with a common goal to see civil society in Cambodia becomes strong, capable and more responsive to development challenges toward sustainable development in Cambodia. With implementing this GHP, CCC remains visioning for sustainable development for Cambodia.

To achieve own clear goal which is for a strong and capable civil society, cooperative and responsive to Cambodia’s development challenges, CCC offers a range of capacity development and learning opportunities for NGO staff to influence their thinking and practices and to deliver high quality services appropriately respond to the true needs of those CSO.

One of many activities of the (Research and Learning Component) component II is to organize various learning forums for CCC members such as Human Resource Management (HRM), Monitoring and Evaluation (M & E), Information and Communications Technology (ICT) and Finance learning forum.

The M&E Learning Forum has been conducted since December 2009 and facilitated by CCC with technical support from M&E Working Group members who are M&E professionals and practitioners of CCC members. The forum is designed to 1) *Stimulate action learning to transform knowledge; skills and experiences of individual people and organizations into a community of practices for a betterment of NGO community in Cambodia in the field of M&E.* 2) *Build a strong network among M&E practitioners and professionals for ongoing learning on M&E matters and issues related.*

To continuously respond to the needs of the NGO community for good practice, in 2016 CCC will host two full day M&E learning forums for member and non-member organizations; in which the first forum (19th M&E Learning Forum) was on 19th February 2016 and the second forum (20th M&E Learning forum) will be on 30th June 2016. The objectives, expected outcome, and agenda for the 20th M&E learning forum are as below:

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II. Objectives of the forum

- To share understanding of results-based management (RBM) approach in project management.
- To enhance understanding of key elements of result chains or result framework.
- To improve knowledge on how to design an effective result framework.
- To build more network among the participants who work in program and M&E field.

III. Expected outputs:

- Participants will have better understood about results-based management (RBM) approach.
- Participants will have enhanced knowledge on each key element of result chains or result framework.
- Participants will have clearly understood of how to design an effective result framework.
- Participants will have strong networking of M&E practitioners and professionals.

VI. Target Participants

This M&E learning forum is offered to a maximum of 120 participants from CCC members and nonmember organizations that are M&E practitioners/professionals and related staff working in this field. Each participant should be assigned by the senior management of their organization and committed to apply what has been learned from the forum to their organization. Participants from non-CCC member are welcomed but are subjected to pay attendance fee as stated in the CCC Policy on Capacity Development and Learning Services as a contribution to support the forum's logistic arrangement.

V. Detailed Agenda:

| Time | Key Contents | Resource |
|-------------|--|--|
| 07:30-08:00 | Registration | Sreng Sophorn Lakhena , Logistics Intern, CCC |
| 08:00-08:10 | Welcome and Introduction of the forum objectives | Ms. SAM Vaddthanak , Learning Officer, CCC |
| 08:10-08:20 | Opening remarks | Dr. EL Sotheary , Head of Program, CCC |
| 08:20-08:30 | Pre Test Assessment | Mr. Kong Bunna , M&E Specialist, CCC |
| 08:30-09:00 | Session1: Review learning points from previous M&E learning forum | Mr. Kong Bunna , M&E Specialist, CCC & Ms. Y Sophany , Database Officer, CCC. |
| 09:00-09:30 | Session 2: Introduction to the Result Based Management - What is a result based management? - Why RBM | Mr. Kim Sokleang , M& E Officer of UN Women |

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| 09:30-10:00 | Session 3: Process to develop the Result Framework a. Context & Situation Analysis Exercise: Assessing Gender Equality Issue | |
| 10:00-10:15 | Coffee Break | |
| 10:15-12:00 | a. Context and Situation Analysis (Continued) b. Result framework formulation Exercise: Results chain analysis: Smoketown | |
| 12:00-13:30 | Lunch Break | |
| 13:30-14:45 | Session 4: Outcome Statement Formulation Principles to write outcome statements Exercise/group work | |
| 14:45-15:30 | Session 5: Output Statement Formulation Principles to write output statements | |
| 15:30-15:45 | Coffee Break | |
| 15:45-16:30 | Session 6: Indicators | |
| 16:30-16:45 | Post Test Assessment | |
| 16:45-16:55 | Discussion by table on the next topics and forum evaluation. | CCC Team |
| 16:55 - 17:15 | Conclusion and closing | Mr. Soeung Saroeun, Executive Director, CCC. |

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