



# MINUTE OF

## The 19<sup>th</sup> M&E Learning Forum

### On

### “Developing Tools for Project Monitoring”

14 June 2018, 8:00am – 5:00pm,  
Diakonia Center (ICF Building) #19-21, Street 330, Boeung Keng Kang III, Chamkamorn, Phnom Penh



## 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.

To keep responding to the needs of the NGO community; CCC had conducted the **18<sup>th</sup> M&E Learning Forum on 06 September 2017 which focused on “Developing Project Logical Framework”**. In the other hand, to be more strengthen the capacity on NGO governance in Cambodia, the M&E Working Group decided to select the main topic which raised by NGO participants during learning forum is **“Developing Tools for Project Monitoring”**.

The 19<sup>th</sup> M&E Learning Forum is designed for M&E practitioners who come from members and non-members organizations of CCC. This event was full-day conducted on **14 June 2018 at Diakonia center(ICF/KSSA) Building** with specific objectives, expected outputs, and agenda as below:

### Objectives of the M&E Learning Forum

- To help participants strengthen their skill on how to develop tools for project monitoring.
- To help participants strengthen their skill on how to develop questionnaires for project monitoring.
- To create a learning and sharing environment and build a stronger network among M&E practitioners.

### Open Remarks by Mr. Soeung Saroeun, Executive Director of CCC

The welcome remark was expressed by **Mr. Soeung Saroeun**, Executive Director of CCC. He started with warm welcome to the participant who attended M&E learning forum today. He mentioned that it is opportunities to discussion the new innovative methods to improve both ourselves and society. As we knew that there are many M&E tools that we used in our work such as we can write a good case study, if we knew clearly about project Monitoring tool, example in health center they used exit interview and they also can use with students. And some NGOs such as VBNK used Outcome and Impact Oriented(OIO), some used Theory Of Change etc. But the important tool is Quality and Quantity Data collection tool.



And some NGOs such as VBNK used Outcome and Impact Oriented(OIO), some used Theory Of Change etc. But the important tool is Quality and Quantity Data collection tool.

He continued that the sustainability development goal of Cambodia (CSDG has 18 goals), in this case CCC will conduct the consultative meeting on 29 June 2018 at Tonle Bassac II Restaurant, to discuss the space for CSOs that what we can do. He hoped that M&E learning forum today is very useful topic with developing Tools for Project Monitoring, this topic was selected by Working Group members as well as speakers by Ms. Kheang Sokleng and Mr. Khim Narith, M&E Working Group members.

Finally, he gave thankful to all participants who attended within this learning forum and also thankful to M&E WG members who contributed their value time in supporting and strengthen capacity CSOs in Cambodia.

## Summary output of the 19<sup>th</sup> M&E Learning Forum

Key Agendas	Speakers
Introduction Objectives of learning forum	Ms. Keo Mara, Learning Specialist, CCC
Open Remarks	Mr. Soeung Saroeun, ED, CCC
Reviewing Sessions	Ms. Kheang Sokleng, Consultant
“Developing Tools for Project Monitoring”	Mr. Vang Sean, M&E Specialist, CCC Mr. Khim Narith, Independent Consultant
Way Forward, Selection Topic & Evaluation	Ms. Keo Mara, Learning Specialist, CCC
Closing Remarks	Dr. El Sotheary, HOP, CCC

This is the minute of the 19<sup>th</sup> M&E learning forum which was full day conducted on 14 June 2018 at DIAKONIA Center (ICF Building) in Phnom Penh. The 85 participants (33 women) were attended within this learning forum, they were from 39 NGOs

The introduction and objectives of the 19<sup>th</sup> M&E learning forum was briefed and shared by Ms. Keo Mara, Learning Specialist of CCC. She shared the key agendas, speakers and M&E Working Group members as well as the booklets of all learning forum in 2017 included the next learning forum schedule as below:

### M&E Working Group Members



### Announcement for the next Learning Forums

Finance Learning Forums	HR Learning Forums	ICT Learning Forums	M&E Learning Forums
27 March 2018	25 April 2018	24 May 2018	14 June 2018
15 August 2018	05 September 2018	06 Nov 2018	25 October 2018

### Session 1: Review the learning points from the last M&E learning forum on “Developing Project Logical Framework” By: Ms. Kheang Sokleng, M&E Working Group

The last learning forum in 2017 was reviewed by **Ms. Kheang Sokleng**, M&E Working Group member.

Before she shared, she asked participants who attended with the previous learning forum in 2017 by asking them to remind the topics that they have learnt and applied. Meanwhile, a few participants shared what they have learnt are:

- Result Framework and Logical Framework, M&E system including M&E work plan to enhance the working more effectively
- I have learnt and applied, I developed Quality and Quantitative questionnaire survey for data collection from field.



I have developed M&E plan to monitor with my NGO partners based on indicators for data collection. And I also conducted field visit with partners by looking at their work-plan, especially; I have shared work-plan and reflected together to compare their report of achievement and activities plan.



Mr. Lim Phai from VBNK said; I attended all most M&E Learning Forum, especially I have learnt a lot on “Developing Project Logical Framework”, I have applied related to the logical framework and positive impact, also trained to NGO’s partners.

## Session 2: Sharing on “Tools for Project Monitoring?”



The “Tools for Project Monitoring shared and demonstrated by **Mr. Vang Sean M&E and Reporting Specialist, CCC**, he focused on the key contents:

1. ***What is project monitoring?***
2. ***Process of project monitoring***
3. ***Tools for project monitoring***

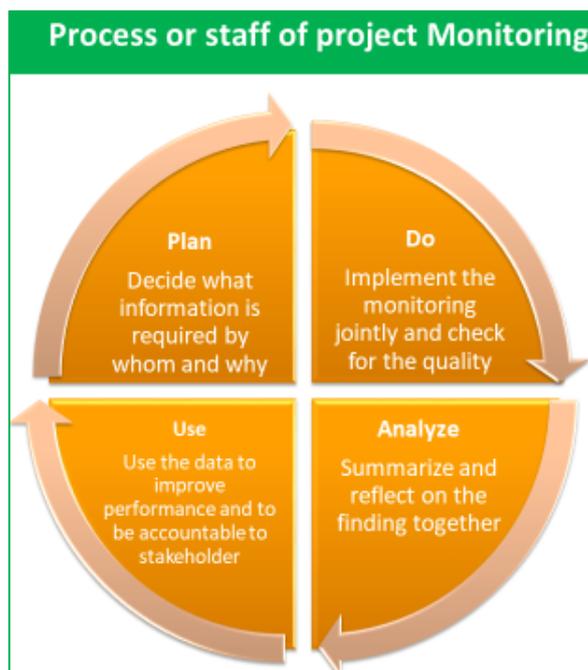
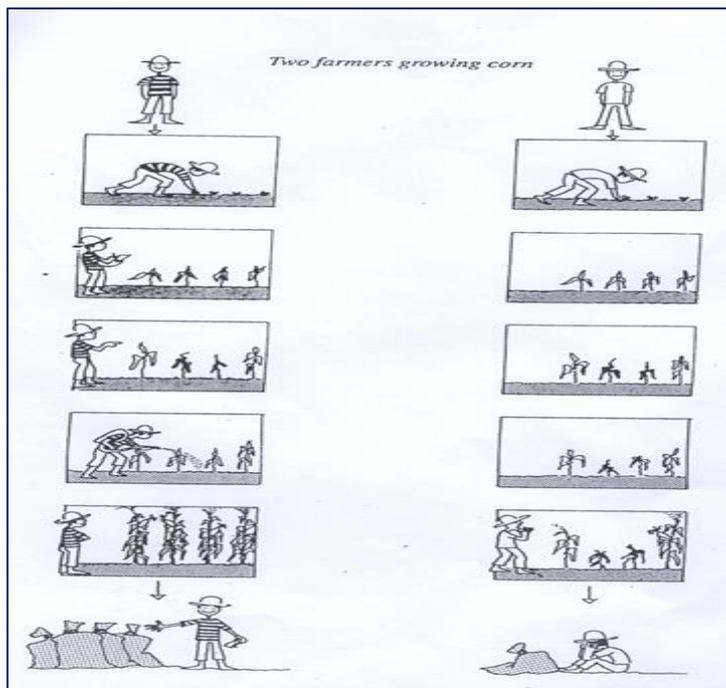
He had explained and demonstrated the key points as below:

### ➤ **What is project monitoring?**

- Monitoring Is a continuous & systematic process of observation, systematic documentation, critical reflection
- More frequent depending on the occurrence of achievements / changes.
- It is for plan adjustments and learning / capacity development
- Mostly done by NGO staff and/or community

➤ **What is project monitoring?**

**Process of Project Monitoring**



He also shared the 5 steps of monitoring, read the report + work plan (3,6 months), share plan, physically visiting the partners, discuss for the main areas for visiting, report the consequences to program department with evidences, so later on we visit will come along with the previous result both positive and negative in order to solve the problems. Looking for both actions and the result because these two need to be implement.

➤ **Tools for Project Monitoring**

There are many tool such Reports, work plan, delivery report, substantive documents project, project database management, system for result and impact (SRI only for CCC).  
**For validation:** field visit, spot check, external monitoring, survey...etc.

Project Monitoring tools	
Reporting and Analysis	Validation
<ul style="list-style-type: none"> <li>• Annual Project Report (APR)</li> <li>• Progress and/or Quarterly report</li> <li>• Work plan</li> <li>• Project /program delivery report and combine delivery report</li> <li>• Substantive project documents</li> <li>• Project/ Program Database Management</li> </ul>	<ul style="list-style-type: none"> <li>• Field visits</li> <li>• Spot check visit</li> <li>• External assessment /Monitoring</li> <li>• Clients survey</li> </ul>

## Questions and Answers from participants

**Q:** Is there any simple way of database to use as a monitoring tool?

**A:** CCC is working on the database and will be shared with CCC's members, after finalized in order to facilitate the monitoring activities.

➤ **Other Comment from participants**

EXCEED, they shared their tool that they used annual work plan and divided into quarter work plan and monitored by internal auditor. And they focused on what the info that they need to collect (not more/less), based on the deviator develop the questionnaires. They need to control on quality how they manage the project? As well as they need to discuss that what they have collected and analyzed, and the key results they put into work plan to improve their performance.

*For further detail result, please see attached documents on CCC website.*

## Session 3: "How to Develop Questionnaires for Project Monitoring?" By: Mr. Khim Narith, Independent Consultant and M&E Working Group member

"How to develop questionnaires for project monitoring" was shared by **Mr. Khim Narith, Independent Consultant and M&E Working Group member**. He demonstrated and explained by focusing important Outlines of develop questionnaires for project monitoring as below:

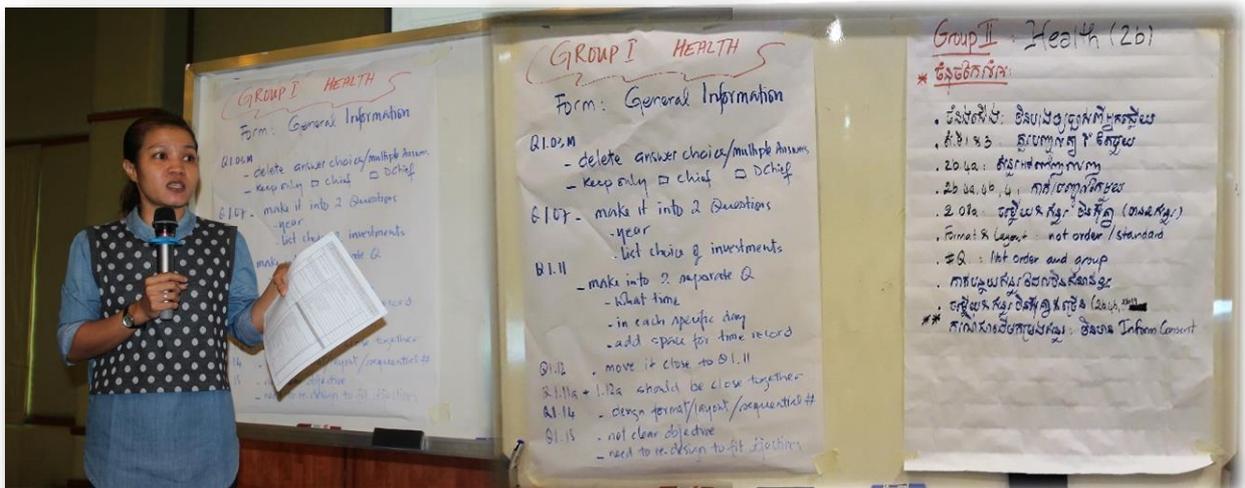


1. Introduction to Questionnaire
2. Understanding Your Objectives
3. Sources of Information
4. Data Collection Techniques
5. Determining the Content of Individual Question
6. Designing the Question to Overcome the Respondent's Inability to Answer
7. Designing the Question to Overcome the Respondent's Unwillingness to Answer
8. Selecting the Question Structures
9. Determining the Question Wording
10. Arranging the Questions in Proper Order
11. Choosing the Form and Layout
12. Pretesting the Questionnaire

**Please kindly find the detail in slide presentation within website of CCC**

## Group Discussion to get comments and feedback on “Questionnaires survey to identify the mistakes/ weaknesses”

The participants were divided into small three groups to do exercise related to the “**Questionnaires survey to identify mistakes/ weaknesses**”. Each group reviewed the questionnaires survey by following topic: Education, Health and General questionnaires...etc.



## The results of groups discussion:

Based on the results of each group discussion related to the topic below:

### I. Group Health

#### ❖ Group 1. (Form general information)

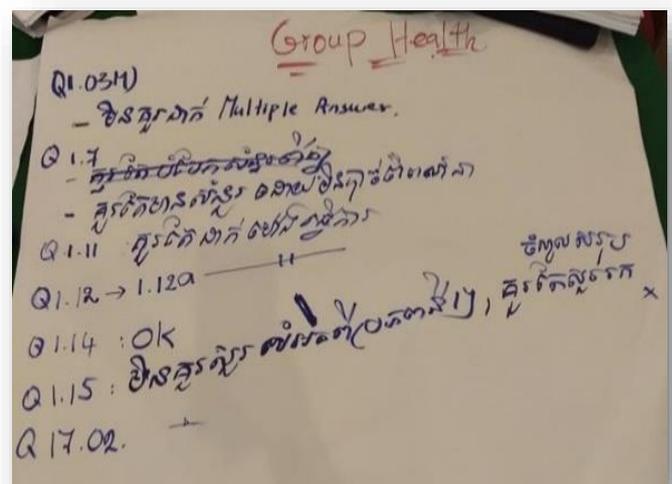
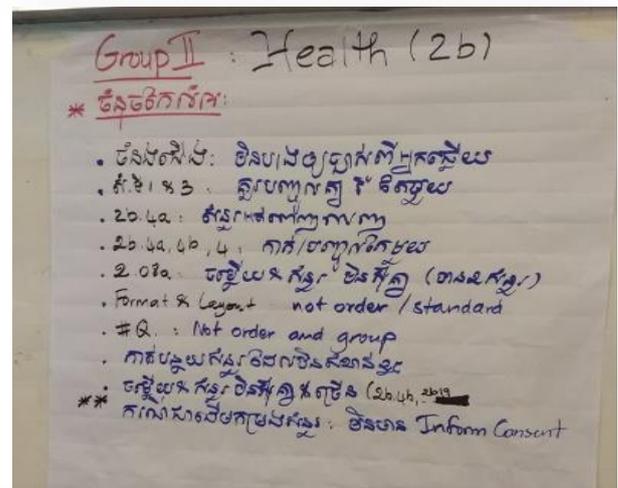
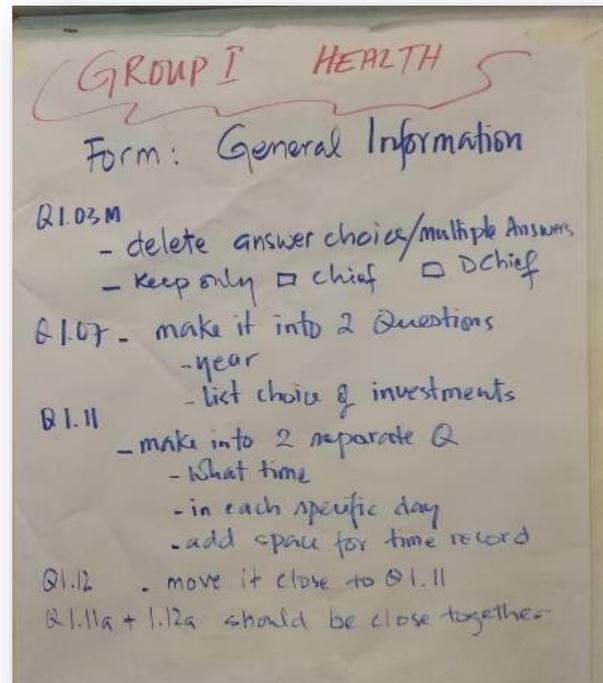
- Q1.3: Delete answers choice/multiple answer  
Keep only  chief  chief
- Q1.7 : Make it into two questions
  - Year
  - list choice of investment
- Q1 .11 :
  - Make into 2 separate questions
  - What, in each specific day, add space for time record.
- Q1.12 :
  - Move it close to Q11.
- Q1.11. +Q1.12:
  - Should be closed together.
  -

#### ❖ Group 2. (Form 2B)

- Topic: Not clear
- Q1&Q3 : Mix only one
- 2B.4a: Not clear question
- 2B.4a & 4b: put only one.
- 2.08a: Question and answer is not line.
- Format & layout: not order /stand
- Number of Question is not order or group
- Delete some question (question is not necessary)
- Have some question are not a line.
- Don't have Inform consent

#### ❖ Group 3. (Form general information)

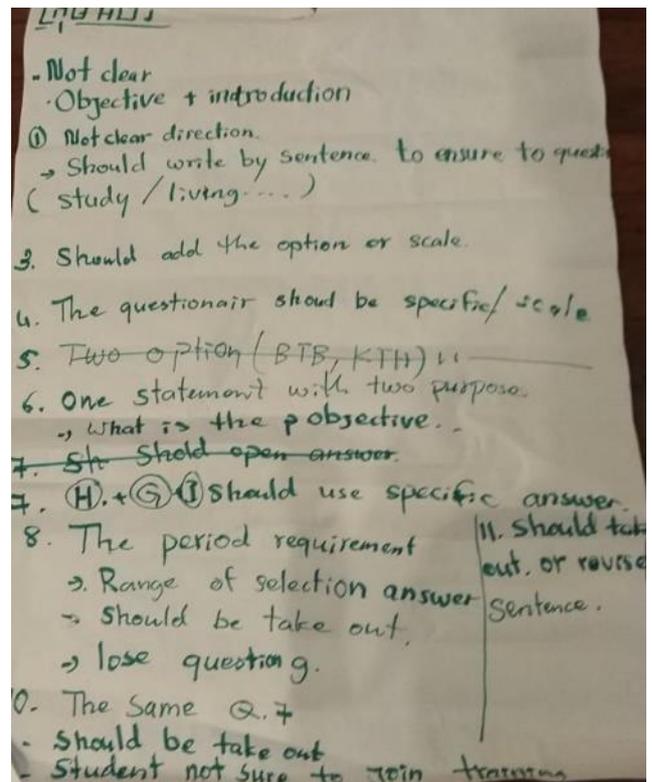
- Q1.3 : Delete answers choice/multiple answer
- Q1.7: Should combine one only
- Q1 .11: What, in each specific day, add space for time record general information)
- Q1.15: Must not describe.



## II. Group Education

### ❖ Group 1 and Group 2: (Discus on Form 3 Practicum Observation Checklist for Assessing Teacher Trainer's Supervision Skills).

- Not clear
- Objective introduction
- Not clear direction.
- Should write by sentence to ensure to question (study living...)
- Should add the option or scale
- The questionnaire should be specific
- One statement with two purposes (what's the objective)
- H+G+I should use specific answer
- The period requirement
  - Range of selection answer
  - Should be taken out
  - Lose question 9
- The Same question
  - Should be taken out
  - Student not sure to join trainer
- Should take out or revise sentence



### ❖ Group 3. (Form 2 PCK Pre & Post Test Science)

#### - Objectives

Enhancing the knowledge on teaching math of teacher trainers & model teachers

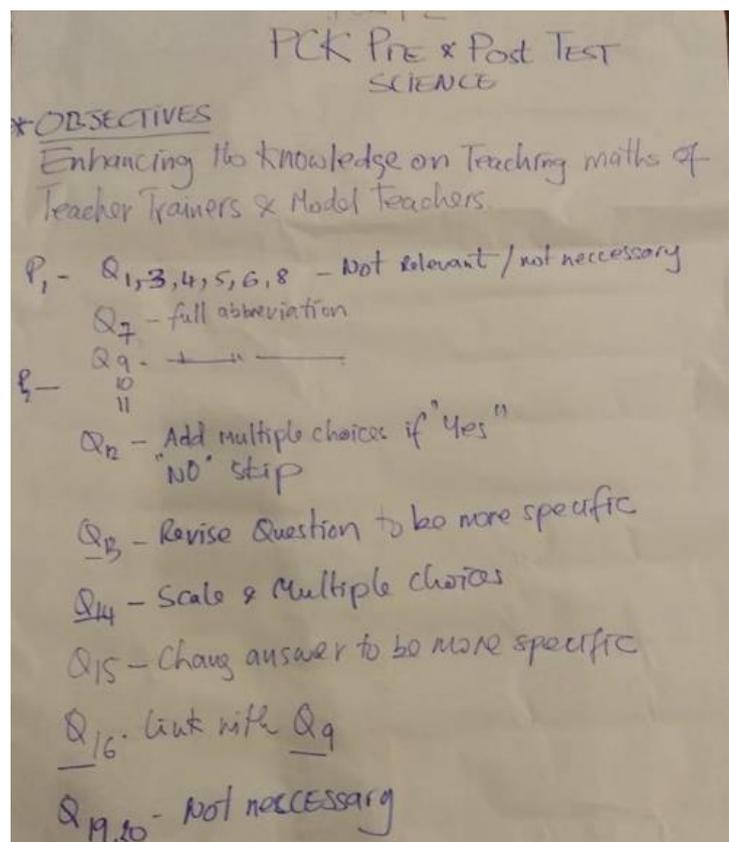
P1: Q1, Q3, Q4, Q5, Q6 and Q8: Not relevant /not necessary.

Q7: full abbreviations

Q9: full abbreviations

P2: Q12: Add multiple choice if "Yes and NO" skip

- Q13: Revise questions to be more specific
- Q14: Scale & multiple choices
- Q15: Change answer to be more specific
- Q16: a link with Q9
- Q19. Not necessary



**For further detail example question, please see attached documents on CCC website.**

## The Reflection of Learning Forum

*The reflection this learning forum was Facilitated by Ms. Mara Keo, Learning Specialist of CCC. She invited a few participants shared what they have learnt from this forum. A few of them revealed as below:*

- Can develop question by own self
- Understood how to Development good questionnaires survey and projects monitoring tools.
- Understood on how to do method for good questionnaire survey
- Understood about how to become good interviewer (Researcher is using lie words)



## II. Evaluation of the Learning Forum

Based on the evaluation sheet showed the result overall of the learning forum as detail below:

Topics	Very Unsatisfied (%)	Unsatisfied (%)	Normal (%)	satisfied (%)	Very satisfied (%)
Process			2%	58%	40%
Venue		2%	18%	64%	16%
Logistics providing			16%	64%	20%
Contents			20%	69%	11%
Understanding the key contents			20%	51%	29%
Explanations		7%	20%	64%	9%
Sharing Experience			2%	58%	40%
Duration		2%	18%	64%	16%

### Suggestion from participants

There are many suggested from participants on learning forum as below:

- ✚ Should share handouts or document
- ✚ Documents should be ordering
- ✚ Next session: Should share Most significant change(MSC)
- ✚ Should give more sample on tool
- ✚ Should have clear on slide (don't have many highlight and most color)
- ✚ Should have only a few set of document rather than. (questionnaire document)
- ✚ Should have Khmer documentations
- ✚ Should have more time

✚ Should explain step by step (explain clear on topic)

Most of participants suggested having the next forum on the Case study, Successful stories, OIO project Management, Project Development, writing proposal, Writing report Researcher method and System for data management.

#### IV. Closing Remarks



The ended of the 19<sup>th</sup> M&E Learning Forum, Miss. Laing Thyda, M&E Manager of Hagar and M&E member working group of CCC, she thanks giving to the participants who spent their value time to attend the forum until the end, she also thanks giving to all speakers and participants who shared their knowledge and experiences together in the learning forum, and the last one is CCC staff who organized the learning forum and Working group members that selected this topic for today. Moreover, she added that the learning

forum this day is really important session; we can learn more from t h e project monitoring tool to apply into their work specially to improve their daily performance within their organization. We can change or update M&E tool by ourselves. We can also develop questionnaires, if we are understanding about the tool, believe, culture, education...etc. By the way, she also thanks to some participants who shared their experiences. She believes that M&E staff are programmers can do activity as well.

Finally, she wished participants and all have good luck all the time and everywhere.

**Documentations are available on CCC website: [www.ccc-cambodia.org](http://www.ccc-cambodia.org)**

