



# Terms of Reference Training on Participatory Programme Planning, Monitoring & Evaluation

10 – 13 June 2014





## CIRCLE Indonesia

CIRCLE Indonesia ([www.circleindonesia.or.id](http://www.circleindonesia.or.id)) is a cooperative form of organisation providing consultancy services for the development of human resources, especially in support of civil society empowerment and development. Since its establishment, CIRCLE Indonesia has been working in collaboration with many international organisations and NGOs, including the United Nations Development Program (UNDP), Oxfam International (OI), Oxfam Great Britain (OGB), Caritas Switzerland, Cordaid-Netherlands, Caritas Switzerland, Ford Foundation, VECO Indonesia, Welthunger Hilfe, Save the Children UK, Heifer International Indonesia Office, ICCO-KIA, Catholic Relief Services, Bina Desa – MISEREOR, Action by Churches Together International (ACT International), International Finance Corporation-PENSA-The World Bank, CORDAID-CARDI-World Vision International, Heifer International Indonesia Office, International Labour Organisation Indonesia, Hivos International Asia and Pacific Regional Office, Caritas Indonesia, and World Neighbour.

Drawing from its extensive experience in providing consultancy services to local, national and international NGOs since 2006, CIRCLE Indonesia has developed and organised regular training series, including series of training on Participatory Programme Planning, Monitoring & Evaluation.

The most recent training held CIRCLE Indonesia was the seventh of the series of training on Participatory Programme Planning, Monitoring & Evaluation held during 25-28 February 2014 and was attended by 13 participants (10 female, 3 male). Evaluation of this training indicated that participants were happy and satisfied with the processes and the training for different reasons.

Elisabeth Maria Rosmian of PT Bank International Indonesia Tbk (BII), "The training that was held by CIRCLE Indonesia was fun, conducted in a participatory manner and can be implemented. Thank you CIRCLE Indonesia, waiting for the next training"

Saeful Rachman of the Directorate of Planning and Evaluation of Watershed Management, Ministry of Forestry - Jakarta as National Project Manager for Strengthening Community Based Forest and Watershed Management Project (a joint project with UNDP), "This training is very useful and very beneficial in project management. Supporting staff of a project should attend this training prior to the beginning of project implementation, so that the project performance could be better."

*Chrysanthemum Lily.K of VSO Indonesia – Bali, "Very happy with this training, the approach involves the strength of each participant, so that I learned not only from the facilitator but also from other participants. I think this is the strength of this training. Thank you CIRCLE Indonesia"*

# Programme Planning, Monitoring & Evaluation

Just like a life, a programme has its own cycle as well, from the start it is “planned to be born” until its end. The planning of a programme is usually stated in a commonly called Logical Framework document or the Logframe. A good programme planning is the planning of a programme that is based on analysis of the contextual problems in the community where work will be implemented. From this point, changes that are expected to happen are formulated. A good programme planning is reflected in the hierarchy of logical changes along with appropriate indicators.

Afterwards, a programme has to be monitored and evaluation. Monitoring & Evaluation (M&E) plays a significant role in the lifecycle of a programme as this is where reflections and learning can be drawn for future improvement of the programme implementation. The learning will contribute to increased effectiveness of a project in achieving the expected social changes.

Ideally, Planning, Monitoring & Evaluation is conducted in participatory manner to ensure programme managers and beneficiaries together to be able to make the right decision and that the project runs as planned and to make necessary modifications. Participatory Planning, Monitoring & Evaluation also provides the opportunity for further empowering beneficiaries in monitoring projects in a systematic and comprehensive manner.

## Training Output

1. Better understanding of:
  - how to formulate the hierarchy of results in a logical manner and to formulate indicators in project planning
  - systematic processes of M&E;
  - participatory concept in programme Planning and M&E;
2. Systematic logical framework
3. Participatory M&E design.

## Materials

- Project Cycle Management
- Concepts on result based approach and logical framework (logframe)
- Problem analysis and problem formulation
- Formulation of hierarchy of results
- Formulation of indicators
- Formulation of logframe
- Participatory approach
- M&E: what, why, and how



## Learning Methods

- Participants' experience, participatory approach, and interactive learning will be the basis for the training processes Methods used in the training will include:
  - Group discussion
  - Individual & group exercise
  - Case study
  - Game
  - Brief lecture

## Schedule and Place of Training

The training will be held in four days during **10 – 13 June 2014**, time **08.30 AM – 5.00 PM** at **Gowongan Inn Jl. Gowongan Kidul No.50 Jogjakarta, Phone/Fax: +62 274 541999 / +62 274 561460.** Please note that if until 7 days before the scheduled date, the number of applicants are less than 7 persons, the training will be rescheduled until the latest one month after the original schedule.

## Eligibility for Participation

- The training will be of great benefit to staff of organisations that implement development programs (e.g. NGO, CSR) in many sectors, especially those who are in the following positions:
  - Project (Programme) Officer/Coordinator/Manager
  - Program Development Officer/Manager
  - M&E Officer/Coordinator/Manager
  - Team leader
  - Those who are involved in project/programme planning, monitoring and evaluation

## Cost

The training cost is IDR 4,500,000,- /participant.(four millions five hundred thousands rupiah)/participant

## Facilities

- CD containing all training materials
- Lunch and refreshment during training sessions
- Certificate



## Registration

- Registration opens since the information on the training is publicly launched until **30 May 2014**;
- Applicants should send expression of interest, along with information on name, organisation and contact details by email to [office@circleindonesia.or.id](mailto:office@circleindonesia.or.id) or by phone to number +62 (0) 274-623896. Contact person: Tiwik Sri Mulyani, email: [tiwik@circleindonesia.or.id](mailto:tiwik@circleindonesia.or.id), mobile number +62 (0) 819 0459 0390;
- The number of participants are limited (a maximum of 18 persons) to ensure effectiveness of training. Therefore, CIRCLE Indonesia will immediately confirm availability of seat and send invoice for immediate payment by applicant to ensure participation;
- Applicants should make payment in cash or by bank transfer to the following recipient bank account details **Koperasi CIRCLE Indonesia, Bank Mandiri Cabang Sinduadi, Sleman, account number 137 00 0987423 7**, at the latest 7 days after invoice is sent to applicant. Applicant should make confirmation to CIRCLE Indonesia upon payment by transfer.

## Graduates of CIRCLE Indonesia Trainings

### Participants of Participatory Monitoring & Evaluation Training 7 -9 November 2011

No	Name	Organisation
1	Yeni Oktriani	TIFA Foundation - Jakarta
2	Sri Aryani	TIFA Foundation - Jakarta
3	Martin Kafiar	Medecins Du Monde - Jayapura Papua
4	Dedik Helmy. Y	TAHIJA Foundation - Yogyakarta
5	Hilmi Ardiansyah	TAHIJA Foundation - Yogyakarta
6	Munasdi Victorius	TAHIJA Foundation - Yogyakarta
7	Theresia Wuryantari	CIRCLE Indonesia
8	Riyanti Wiji Lestari	Personal - Yogyakarta
9	Veronica Purwaningsih	Personal - Yogyakarta

### Participation of Participatory Monitoring and Evaluation Training 11-13 June 2013

No	Name	Organisation
1	Edmundus Maturbongs	PT Freeport Indonesia - Timika Papua
2	Rauf, SP. MMA	Wasiat - Sulawesi Barat
3	Bambang Heri	IDEA - Yogyakarta
4	Wariyatun	Sahabat Perempuan - Magelang
5	Ciptaningrat Larastiti	InProSuLa - Yogyakarta
6	Theresia Wahyu	Indonesian Women Coalition (KPI) - Jakarta

### Participants of Logframe Development Training 11-13 June 2013

No	Name	Organisation
1	Mira Tyas Annisa	MM CSR Usakti - Jakarta
2	Juldedi R. Saragih	WVI (Wahana Visi Indonesia) - Jakarta
3	Eva Nusrima Yolanda	TAHIJA Foundation - Yogyakarta
4	Dwi Satria Wardana	TAHIJA Foundation - Yogyakarta
5	Katon Dwi Kurniawan	TAHIJA Foundation - Yogyakarta
6	Dedik Helmy Yusdiana	TAHIJA Foundation - Yogyakarta
7	Juju Jullati	SAPDA (Yogyakarta) - Partner organisation of Hendicap International
8	Sri Lestari	SAPDA (Yogyakarta) - Partner organisation of Hendicap International
9	Marsono	Warsamundung (Magelang) - Partner organisation of Hendicap International
10	Theresia Wuryantari	CIRCLE Indonesia

## Participants of Programme Planning Training 18-20 October 2012

No	Name	Organisation
1	Linda Gurning	SR officer CSR – Jakarta
2	Ahmad Salim	PT Newmont - Nusa Tenggara Barat
3	Abdul Wahid	PT Newmont - Nusa Tenggara Barat
4	Muhammad Taufik	PT Newmont - Nusa Tenggara Barat
5	Yeby Ma'asan Mayrudin	Lazuardi Birru Foundation - Jakarta
6	Donny Rijaluddin	INPEX Corporation - Jakarta
7	Slamet Nuryadin	Executive Agency for Upstream Oil and Gas Business Activities (BPMIGAS) - Jakarta
8	Yogo Pratomo	Personal - Yogyakarta
9	Hendricus Hari W	Personal – Yogyakarta
10	Indana Laazulva	Personal – PLU Satu Hati (Yogyakarta)
11	Ika Christi Susanti	Personal – PLU Satu Hati (Yogyakarta)
12	Dimpos Manalu	Personal - Medan

## Participants of Participatory Monitoring & Evaluation Training 22-24 October 2012

No.	Name	Organisation
1	Linda Gurning	SR officer CSR – Jakarta
2	Ahdiat Amril	PT Newmont - Nusa Tenggara Barat
3	Muhammad Taufik	PT Newmont - Nusa Tenggara Barat
4	Zaedul Bahri	PT Newmont - Nusa Tenggara Barat
5	Damajanti Teguh	UCP Roda Kemanusiaan – Yogyakarta
6	Caroline Tupamahu	BaKTI Foundation - Makassar
7	Afdhaliyanna Ma'rifah	BaKTI Foundation - Makassar
8	Tonny Victor H.H	Tanoto Foundation - Jakarta
9	Muhammad Syafiq	Lazuardi Birru Foundation – Jakarta
10	Yogo Pratomo	Personal - Yogyakarta
11	Henricus Hari Wantoro	Personal – Yogyakarta
12	Indana Laazulva	Personal – PLU Satu Hati (Yogyakarta)
13	Ika Christi Susanti	Personal – PLU Satu Hati (Yogyakarta)
14	Dimpos Manalu	Personal – Medan
15	Haslinda Yusuf	BaKTI Foundation - Makassar

## Participants of Participatory Monitoring & Evaluation Training 5-8 March 2013

No.	Name	Organisation
1	Anna Margret	Centre for Political Study of FISIP UI - Jakarta
2	Amir Faisal ST, M.Si	Australia Aid (Ausaid) – Jakarta
3	Asti Widihastuti	Personal/CIRCLE - Jakarta
4	Bonifacio Da Costa Barreto	Catholic Relief Services – Timor Leste
5	Deborah Oktavia Tobing	Personal - Yogyakarta
6	Naila NK	Personal - Yogyakarta
7	Nurul Nurhandjati	Centre for Political Study of FISIP UI - Jakarta
8	Nurul Widyaningrum	Akatiga Foundation– Centre for Social Analysis (Bandung)
9	Rondang S.E Siregar	Centre for Research on Climate Change – Universitas Indonesia – Jakarta
10	Sri Hidayah	Research Institution on Local Economic Development (LP2EL) - Banjarmasin
11	Teguh Andre Djatmiko	PT. Gane Permai Sentosa - Jakarta
12	Tengku Rodhan	Personal/CIRCLE - Jakarta
13	Viesda Desi Pithaloka	Akatiga Foundation– Centre for Social Analysis (Bandung)
14	Yuniawan Settyadi	ICSD (Indonesia Center for Sustainable Development) - Jakarta
15	Zulkamal Hidayat Zakaria	Samsara - Yogyakarta

## Participants of Participatory Programme Planning, Monitoring & Evaluation Training 28-31 May 2013

No.	Name	Organisation
1	Eneng Siti Saidah	National Humanitarian Foundation (PKPU)- Jakarta
2	Ilma Ilmiawati	Save the Children International - Jakarta
3	Nadia Fairus	PT. Trimegah Bangun Persada - Jakarta
4	Putri Andhani Prabasasi	Sahabat Perempuan - Magelang
5	Rahmat Subiyakto	Lingkar Association- Yogyakarta
6	Vani Firsty Puspasari	PT.Gane Permai Sentosa – Jakarta
7	Fitria Taufani Putri	Indonesian Planned Parenthood (PKBI) - Sleman
8	Triwahyuni Suci. W	IDEA - Yogyakarta
9	Guruh Susanto	Javlec - Yogyakarta
10	Isnawati	IDEA - Yogyakarta



## Participants of Participatory Monitoring & Evaluation Training 8 -11 October 2013

No	Name	Organisation
1	Fathuddin Muchtar	Yayasan Sahabat Wanita – Putera Sampoerna Foundation, Jakarta
2	Chairudin Ahmad Sukri (CAS)	Yayasan Sahabat Wanita – Putera Sampoerna Foundation, Jakarta
3	Eko Herfianto	Yayasan Sahabat Wanita – Putera Sampoerna Foundation, Jakarta
4	Muhammad Gifari	ACTED - Medan, Sumut
5	Indah Paramita	Deutsche Gesellschaft fuer Internationale Zusammenarbeit (GIZ), Kota Mataram NTB
6	Matius Indarto	People Like Us (PLU Satu Hati) Yogyakarta
7	Yohan Zonggonau	LPIPAK, Papua
8	Yeremias Imbiri	LPIPAK, Papua
9	Fransiskus Wantik	LPIPAK, Papua
10	Petrus Mitakda	LPIPAK, Papua
11	Aditya Wardhana	Indonesia Aids Coalition (IAC), Jakarta
12	Budi Rissetyabudi D.A	Indonesia Aids Coalition (IAC), Jakarta
13	Ayu Oktariani	Indonesia Aids Coalition (IAC), Jakarta
14	Irwandy Widjaja	Indonesia Aids Coalition (IAC), Jakarta
15	Melly Windi Lianti	Indonesia Aids Coalition (IAC), Jakarta
16	Mohammad Iksan	Mentor CIRCLE Indonesia, Malang, Jawa Timur
17	Irmia Fitriyah	Mentor CIRCLE Indonesia, Surabaya

## Participants of Participatory Monitoring & Evaluation Training 25 – 28 February 2014

No	Name	Organisation
1	Cecilia Novarina	Oxfam in Indonesia - Jakarta
2	Sukma Tin Aprillya	CIRCLE Indonesia
3	Eniyati	Yayasan Suara Bhakti Yogyakarta (YSBY) - Yogyakarta
4	Chrisant Lily Kusumowardoyo	VSO Indonesia - Bali
5	Shelly Woyla	VSO Indonesia - Bali
6	Siti Murniasih	VSO Indonesia - Bali
7	Grace Marin Bawa	VSO Indonesia - Bali
8	Elisabeth Maria Rosmian	PT Bank Internasional Indonesia Tbk (BII)
9	Adi Nugroho	SKK Migas (Minyak dan Gas Bumi) - Jakarta
10	Saeful Rachman	Direktorat Perencanaan dan Evaluasi Pengelolaan DAS, Kementerian Kehutanan - Jakarta
11	Iva Hasanah	Perkumpulan KPS2K - Jatim
12	Yogo Pratomo	Personal – Yogyakarta
13	Prasetyastuti Puspowardoyo	Sekretariat AKSANSI (Asosiasi KSM Sanitasi Seluruh Indonesia) -Yogyakarta

