



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

14 – 17 October 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. Organizations that attended this training such as:

No	Organization	No	Organization
1	Yayasan TIFA - Jakarta	16	ICSD (Indonesia Center for Sustainable Development) – Jakarta
2	Medecins Du Monde – Jayapura Papua	17	PKPU Lembaga Kemanusiaan Nasional – Jakarta
3	Yayasan TAHIJA - Yogyakarta	18	Save the Children International – Jakarta
4	WVI (Wahana Visi Indonesia) - Jakarta	19	Perkumpulan LINGKAR – Yogyakarta
5	IDEA – Yogyakarta	20	ACTED – Medan Sumatera Utara
6	Sahabat Perempuan – Magelang	21	Deutsche Gesellschaft fuer Internationale Zusammenarbeit (GIZ) – Kota Mataram NTB
7	KPI (Koalisi Perempuan Indonesia) – Jakarta	22	LPMMAK – Papua
8	Yayasan BaKTI - Makassar	23	IAC (Indonesia Aids Coalition) – Jakarta
9	Tanoto Foundation – Jakarta	24	Oxfam – Jakarta

10	Pusat Kajian Politik FISIP Universitas Indonesia – Jakarta	25	SKK Migas (Minyak dan Gas Bumi) - Jakarta
11	Ausaid – Jakarta	26	PT Bank International Indonesia Tbk (BII)
12	CRS (Catholic Relief Services) – Timor Leste	27	Kementerian Kehutanan - Jakarta
13	Yayasan Akatiga – Jakarta	28	VSO Indonesia – Bali
14	Pusat Study Perubahan Iklim Universitas Indonesia – Jakarta	29	Sekretariat AKSANSI (Asosiasi KSM Sanitasi Seluruh Indonesia) – Yogyakarta
15	LP2EL (Lembaga Pemerhati Pengembangan Ekonomi Lokal) – Banjarmasin	30	Mitra Hendicap International

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 different kind of approaches in program planning
  - how to formulate goals, outcomes, outputs and their indicators
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 **14 – 17 October 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 September 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.

