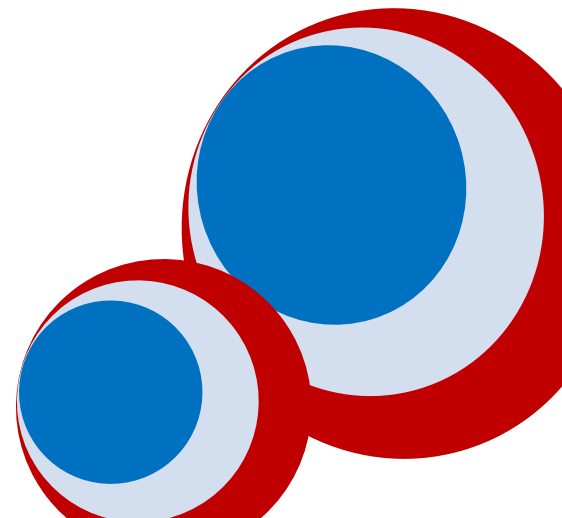




Terms of Reference Training on Programme Planning, Monitoring & Evaluation

February 2015



ABOUT CIRCLE INDONESIA

CIRCLE Indonesia is an organisation for human resources development, especially to support civil society empowerment and development. CIRCLE Indonesia has been working in collaboration with donor NGOs (local, national and international), and Corporate Social Responsibility to do capacity building, assessment, proposal development, monitoring & evaluation, and strategic planning. To know more about CIRCLE Indonesia, please visit www.circleindonesia.or.id.

Since 2009, CIRCLE Indonesia has developed training on “Participatory Programme Planning, Monitoring & Evaluation” with participants from various backgrounds. Some examples of CIRCLE Indonesia experiences in Monitoring & Evaluation are:

- In-house training facilitation on “Monitoring & Evaluasi” for Yayasan Kehati, Jakarta
- Independent Progress Review Poverty Reduction through Safe Migration: A Pilot Initiative (PRSM) in NTB and NTT, Poverty Reduction Support Facility (PRSF)
- Final Evaluation: Promoting Gender Awareness for Teachers and Students in Gunung Sitoli in Nias District, Caritas Keuskupan Sibolga
- In-house training facilitation on “Monitoring & Evaluasi” for Caritas Indonesia, Yogyakarta
- Final Evaluation: Women Skill Training Center in Nurobo, Atambua, Nusa Tenggara Timur
- Monitoring Visit: Papua Enterprise Development Programme (PEDP), Oxfam
- Final Evaluation: Integrated Rural Development based on ecological Agriculture in North Sumatra, Petrasa Organik, funded by EED Jerman
- Midterm Evaluation: Restoring Coastal Livelihood Project, Oxfam
- Training facilitation on “Project Cycle Management for Community Empowerment”: Unilever Indonesia Foundation
- Livelihood/DRR Strategic Program Review, CRS

ABOUT THE TRAINING

Just like human life, a programme has its own cycle as well, from the start it is “planned to be born” until its end. Good planning articulating systematic based on specific approaches. There are several approaches in programme planning used by the program planners. Afterwards, a programme has to be monitored and evaluated. 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 changes. Ideally, Planning, Monitoring & Evaluation is conducted in participatory manner to ensure programme management and beneficiaries together to be able to make the right decision and that the programme runs as planned and to make necessary modifications.

OUTPUT

At the end of the training, participants are expected to:

- Have better understanding and skills in programme planning and designing programme Monitoring & Evaluation.
- Understanding the concept of participatory in the programme planning, monitoring and evaluation.

MATERIALS

- Project Cycle
- Approaches on Programme Planning
- Develop Programme Planning
- M&E: what, why, and how
- Designing Monitoring & Evaluation

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





Learning process in this training can be seen in the video

4 DAYS IN 4 MINUTES: WHAT THEY SAY ABOUT THE TRAINING ON PROGRAM PLANNING, MONITORING & EVALUATION

at the link:

<http://www.circleindonesia.or.id/id/742/>

DATE AND VENUE

The training will be held in four days during:

Date : 24-27 February 2015

Time : 08.30 – 17.00

Venue : Hotel CRYSTAL LOTUS

Jln. Magelang Km.5,2 Yogyakarta.

Phone/Fax: +62 2746429799 / +62 274 6429788.

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

COST

The training cost is Rp. 5.000.000,- (five millions rupiah)/person, include:

- Training cost
- Snack and lunch during the training.

Participants will receive soft copy containing of training material, training kit and certificate.

REGISTRATION

Registration will be closed on **16 February 2015**.

Please contact office@circleindonesia.or.id or telephone 0274-623896.

Contact person: Tiwik Sri Mulyani, email: tiwik@circleindonesia.or.id

Mobile number: 081904590390.

The maximal number of participants are 18 persons to ensure the effectiveness of training. CIRCLE Indonesia will confirm the availability of seat and send registration invoice for registered participants.