

TRAINING

Social Development Program Design and Planning. (Using Logical Framework, Logic model and Theory of Change)

22 – 25 November 2016

“If you fail to plan, you are planning to fail.....” (Benjamin Franklin)

CIRCLE Indonesia has been regularly providing special training courses on program planning (using logical framework approach) since 2011. Participants of the training sessions have expressed their satisfaction of the training provisions, including those from TIFA Foundation, Aceh Development Fund (Oxfam’s Partner), the Indonesia’s Alliance of Independent Journalist (AJI), LP3AP Wamena (Oxfam’s Partner), Medicine du Monde, CRS Timor Leste, World Vision Indonesia, Bank International Indonesia, Pertamina, BP Migas. Some of the expressions are as follows.

“I thought that developing a SMART logical framework would be complicated and cumbersome. I was wrong ...”

“It’s like having light bulb going off inside my head. I have come to understand how to develop a good logical framework and use it to direct and monitor the performance of the program.”

“Enlightening...”

“This is a very heavy and serious training program but the facilitators have been successful in bringing a fun learning atmosphere into the class....”

A Training on Program Planning is scheduled to be held in 2016 with additional materials on top of the logframe approach, including theory of change, logic model, outcome mapping, asset based planning, and appreciative inquiry.

Title of Training Program

**Social Development Program Design and Planning.
(Using Logical Framework, Logic model and Theory of Change)**

Objective

By the end of the training, the participants are expected:

- To have better understanding of a number of planning approaches and frameworks for social development programs
- To have better skills in developing development program plans.

Materials

1. Project Cycle and Introduction to Project Planning
2. Result Based Management approach
3. Project planning using logical framework approach
4. Project planning using the theory of change approach
5. Project planning using logic model

Who should join the training?

This training will be very useful for practitioners for the organizations that implement development program (NGOs, CSR, etc.) in various sectors, particularly who held the following post:

- Project (Program) officer / coordinator / manager
- Project Development officer / manager
- M & E officer / coordinator / manager
- Project Team leader
- Program Director
- Management of Organization (Director/Oversight Committee)
- Those involved in planning, monitoring and evaluation

Training Duration and Schedule

- The training is scheduled to take place in 4 days, with 7.5 effective learning hours each day.
- The training is planned to be held on 22 – 25 November 2016.

Learning Methods

Sharing or participants experience, participatory approach, and interactive learning will be the basis of the training processes. A number of methods will be used alternately, including presentation, brainstorming, group discussion and assignment, games, case study, cross review & role play.



Lecture



Case study



Games

Tools and Materials

- Presentation materials
- Flipchart paper
- Metaplan paper
- Marker
- Masking tape
- Pictures/photos
- Crayon
- Short movie

Training fee

- The fee for participation in the training is IDR 5,000,000,00 per participant for the whole 4 days and includes lunch, two refreshment breaks during the training, training materials, documentation, and certificate.
- Training fee is exclusive of participant's accommodation. The organising committee can help with reserving a suitable accommodation.

Registration

- Registration starts since the public announcement of the training until at the latest 7 days before the training starts or **15 November 2016**.

How to Register

- Send an expression of interest for participation indicating the participant's name, sending organisation, contact number, or fill in the registration form and send it to office@circleindonesia.or.id or reina.major@circleindonesia.or.id
- Due to limited seats (a maximum of 18 participants), CIRCLE Indonesia will confirm availability of seats and send the invoice for participation fee when seat is available.
- Make payment of the training fee at the latest 7 days after the invoice is sent by CIRCLE Indonesia
- Confirm payment to CIRCLE Indonesia

Registration Information

For any questions or inquiries, please contact

Reina Asmedi

office@circleindonesia.or.id or reina.major@circleindonesia.or.id

+62 (0) 274-623896 or

+62 (0) 877 3902 4910 during working hours, Monday-Friday

Annex

TRAINING TOPICS, SUBJECTS AND TIME

Topic	Subject	Time
Day 1		
Introduction, learning contract, flow description, logistics issues	<ul style="list-style-type: none">▪ Introduction▪ Description of training flow and objectives▪ Expectations▪ Agreement	08:30 – 09:30
<i>Topic 1.</i> Project Cycle and Introduction to Project Planning (comparisons of planning methodologies)	<ul style="list-style-type: none">▪ Differentiating program and project▪ Characteristics of projects▪ Introduction to different types of project cycles▪ Discussion of each stage of project cycle	09:30 – 10:30
Topic 2. Result Based Management Approach	<ul style="list-style-type: none">▪ Evolution of project management▪ Exploration of the term “result”▪ Distinguishing management results and development results▪ Basic concept of RBM▪ Hierarchy of change	10:30 – 12:00
<i>Lunch</i>		<i>12:00 – 13:00</i>
Topic 3. Problem Analysis (case study: 2 techniques)	<ul style="list-style-type: none">▪ Introduction to Problem Analysis▪ Techniques of Problem Analysis, using clustering, problem tree and fishbone methods▪ Practical exercise to do problem analysis using problem tree, clustering or fishbone methods	13:00 – 15:30

	<ul style="list-style-type: none"> ▪ Introduction to case study ▪ Practical exercise to do problem analysis and formulation 	
Topic 4. Development of Logframe: Formulation of Objectives	<ul style="list-style-type: none"> ▪ Importance and function of logframe ▪ Introduction to terminologies in logframe table ▪ Introduction to types and variations of logframe ▪ Practical exercise to formulate objective hierarchy in the Logframe 	15:30 – 17:00
Day 2		
Review of day 1		08:30 – 09:00
Topic 4 (continued). Development of Logframe: Formulation of Objectives		09:00 – 10:15
<i>Morning break</i>		10:15 – 10:30
Topic 5. Development of Logframe: Formulation of Indicators and MoV	<ul style="list-style-type: none"> ▪ Definition of indicator ▪ Types of indicators ▪ Examples of indicators ▪ Indicators formulation ▪ Definition of MoV ▪ Types of MoV ▪ Tips on formulating MoV 	10:30 – 12:15
<i>Lunch</i>		12:15 – 13:15
Topic 6. Assumption, Risk & Formulation of Activities	<ul style="list-style-type: none"> ▪ Definition of Risk/Assumption ▪ Examples of Risk/Assumption ▪ Tips on formulating Risk/Assumption ▪ Definition of activities ▪ Tips on formulating activities 	13:15 – 14:30
Topic 7. Program planning using the Theory of Change approach	<ul style="list-style-type: none"> ▪ Variation of the definition of ToC ▪ Framework of ToC ▪ Difference of ToC with other planning frameworks ▪ Stages in the use of ToC framework in program planning 	14:30 – 17:00
Day 3		
Review of day 2		08:30 – 09:00
Topic 8. (continue) Program planning using the Theory of Change approach	<ul style="list-style-type: none"> ▪ Samples/practices in using ToC framework 	09:00 – 12:00
<i>Lunch</i>		12:00– 13:00
Topic 9. Program planning using Logic Model	<ul style="list-style-type: none"> ▪ Framework of Logic Model ▪ Basic component of Logic Model ▪ Stakeholders Analysis (actor) in Logic Model ▪ Formulation of result component ▪ Formulation of process component 	13:00 – 17:00

Day 4		
Review of day 3		08:30 – 09:00
Topic 10 (continued). Program planning using Logic Model	Formulation of Performance Monitoring Framework in Logic Models	09:00 – 12:00
<i>Lunch</i>		<i>12:00– 13:00</i>
Training Evaluation	<ul style="list-style-type: none"> ▪ Evaluation of process ▪ Self-assessment on improved knowledge, skills, and attitude 	13:00 – 13:30
Closing & miscellaneous		13:30 – 14:00

**morning and afternoon coffee break will be done in the afternoon in the middle of the training for about 15 minutes.*