

## **TRAINING**

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

#### **21 – 24 March 2017**

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

CIRCLE Indonesia, from the experiences of evaluating many development projects in Indonesia, found a lot of projects that have smart and interesting ideas, however cannot able to show a good performance in the implementation. One of the main reasons is the failure of the implemented organization of the project to translate the smart ideas into a good project planning.

As a contribution to support the activists of the development works, whether from NGO, government as well as the corporations to be able to create a quality project planning, CIRCLE Indonesia will conduct a training Social Development Program Design and Planning.

CIRCLE Indonesia has been regularly providing this training since 2011. Participants of the training sessions have expressed their satisfaction of the training provisions, including those from TIFA Foundation, KEHATI, Social Impact Timor Leste, Aceh Development Fund (Oxfam’s partners), Aliansi Jurnalis Independen (AJI), LP3AP Wamena (Oxfam’s partners), Medicine du Monde, CRS Timor Leste, World Vision Indonesia, Bank International Indonesia, Pertamina, BP Migas, etc. Some of the expressions about CIRCLE Indonesia services can be seen in this link: <https://www.youtube.com/watch?v=sZDMXcr8PiQ>. And please see further information about CIRCLE Indonesia at: [www.circleindonesia.or.id](http://www.circleindonesia.or.id)

In 2017, CIRCLE Indonesia will conduct again the Social Development Program Planning for the public.

### **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. Problem-Based Planning: Analysis and Problem Definition
4. Transformation Problem Formulation become Objective Formulation
5. Determination Indicators and Means of Verification
6. Analysis of Risk-Assumptions and Activity Formulation
7. Asset-based Planning
8. Theory of Change for Structuring Asset-Based Planning
9. The introduction of the use of logic models
10. Performance monitoring framework

## 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 21 – 24 March 2017.

## 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 6,000,000.00 per participant for the whole 4 days. For first 8 participants who register, will get discount and only pay IDR 5.250.000 per participant.

## Facilities:

- Training materials in a Flash Disc
- Snack and lunch during the training
- Certificate
- Documentation photos in soft file

## Accommodation:

Training fee is exclusive of participant's accommodation. The organising committee can help with reserving a suitable accommodation as needed. Consumption of participants outside of training hours do not include facilities covered by CIRCLE Indonesia.

## Registration

- Registration starts since the public announcement of the training until at the latest 7 days before the training starts or on **13 March 2017**

## 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](mailto:office@circleindonesia.or.id) or [reina.major@circleindonesia.or.id](mailto: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](mailto:office@circleindonesia.or.id) or [reina.major@circleindonesia.or.id](mailto:reina.major@circleindonesia.or.id)

+62 (0) 274-623896 or

+62 (0) 812 2569 7207 during working hours, Monday-Friday

Annex

### TOPICS, SUBJECTS AND TIME

Topic	Subject	Time
<b>Day 1</b>		
Introduction, learning contract, flow description, logistics issues	<ul style="list-style-type: none"> <li>▪ Introduction</li> <li>▪ Description of training flow and objectives</li> <li>▪ Expectations</li> <li>▪ Agreement</li> </ul>	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"> <li>▪ Differentiating program and project</li> <li>▪ Characteristics of projects</li> <li>▪ Introduction to different types of project cycles</li> <li>▪ Discussion of each stage of project cycle</li> </ul>	09:30 – 10:30
Topic 2. Result Based Management Approach	<ul style="list-style-type: none"> <li>▪ Evolution of project management</li> <li>▪ Exploration of the term “result”</li> <li>▪ Distinguishing management results and development results</li> <li>▪ Basic concept of RBM</li> <li>▪ Hierarchy of change</li> </ul>	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"> <li>▪ Introduction to Problem Analysis</li> <li>▪ Techniques of Problem Analysis, using clustering, problem tree and fishbone methods</li> <li>▪ Practical exercise to do problem analysis using problem tree, clustering or fishbone methods</li> <li>▪ Introduction to case study</li> <li>▪ Practical exercise to do problem analysis and formulation</li> </ul>	13:00 – 15:30
Topic 4. Development of Logframe: Formulation of Objectives	<ul style="list-style-type: none"> <li>▪ Importance and function of logframe</li> <li>▪ Introduction to terminologies in logframe table</li> <li>▪ Introduction to types and variations of logframe</li> <li>▪ Practical exercise to formulate objective hierarchy in the Logframe</li> </ul>	15:30 – 17:00
<b>Day 2</b>		
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"> <li>▪ Definition of indicator</li> <li>▪ Types of indicators</li> <li>▪ Examples of indicators</li> <li>▪ Indicators formulation</li> <li>▪ Definition of MoV</li> <li>▪ Types of MoV</li> <li>▪ Tips on formulating MoV</li> </ul>	10:30 – 12:15
<i>Lunch</i>		12:15 – 13:15
Topic 6. Assumption, Risk & Formulation of Activities	<ul style="list-style-type: none"> <li>▪ Definition of Risk/Assumption</li> <li>▪ Examples of Risk/Assumption</li> <li>▪ Tips on formulating Risk/Assumption</li> <li>▪ Definition of activities</li> <li>▪ Tips on formulating activities</li> </ul>	13:15 – 14:30
Topic 7. Program planning using the Theory of Change approach	<ul style="list-style-type: none"> <li>▪ Variation of the definition of ToC</li> <li>▪ Framework of ToC</li> <li>▪ Difference of ToC with other planning frameworks</li> <li>▪ Stages in the use of ToC framework in program planning</li> </ul>	14:30 – 17:00
<b>Day 3</b>		
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"> <li>▪ Samples/practices in using ToC framework</li> </ul>	09:00 – 12:00
<i>Lunch</i>		12:00– 13:00
Topic 9. Program planning using Logic Model	<ul style="list-style-type: none"> <li>▪ Framework of Logic Model</li> <li>▪ Basic component of Logic Model</li> <li>▪ Stakeholders Analysis (actor) in Logic Model</li> <li>▪ Formulation of result component</li> <li>▪ Formulation of process component</li> </ul>	13:00 – 17:00
<b>Day 4</b>		
Review of day 3		08:30 – 09:00
Topic 10 (continued). Performance Monitoring framework (monitoring plan as part of planning)	Formulation of Performance Monitoring Framework	09:00 – 12:00
<i>Lunch</i>		12:00– 13:00
Training Evaluation	<ul style="list-style-type: none"> <li>▪ Evaluation of process</li> <li>▪ Self-assessment on improved knowledge, skills, and attitude</li> </ul>	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.*