



Your invitation to the International Training Program on

MONITORING AND EVALUATION

YOGYAKARTA, INDONESIA, SEPTEMBER 19-24, 2011

WHY MONITORING AND EVALUATION

Monitoring & Evaluation (M&E) play important role in increasing the relevance, effectiveness, efficiency, outcomes & impacts, and sustainability of an intervention program or project. When conducted in a participatory way, M&E would bring considerable opportunity to empower beneficiaries and simultaneously educate the stakeholders. It will encourage project managers & management, beneficiaries and stakeholders to understand the context and reality of the project and to learn from the experience to improve project performance.

The Training Program on Monitoring and Evaluation is extremely important for learning about the achievement/deviation from original concerns and problems faced by programs being implemented, so that corrective measures can be taken in time.

Monitoring is the systematic collection and analysis of information as a project progresses. It is aimed at improving the efficiency and effectiveness of a project or organization. It is based on targets set and activities planned during the planning phases of work. It helps to keep the work on track, and can let management know when things are going wrong. If done properly, it is an invaluable tool for good management, and it provides a useful base for evaluation.

Monitoring ensures that

- inputs are ready in time
- works plans are followed closely
- adjustments can be made and corrective action taken as and when necessary
- people who need to know are kept informed
- constraints and bottlenecks are found; and
- resources are used efficiently.

Evaluation is the comparison of actual project impacts against the agreed strategic plans. It looks at what it set out to do, at what it has accomplished, and how it accomplished. It can be formative (taking place during the life of a project or organization, with the intention of improving the strategy or way of functioning of the project or organization). It can also be summative (drawing learning from a completed project or an organization that is no longer functioning). Evaluation is often carried out by policy makers and helps in assessing whether the project has brought benefits to those for whom it was intended.

An evaluator is expected to examine:

- whether it was right to have invested resources in the project in the context of competing needs;
- whether the underlying assumptions and design were right;
- whether progress was made towards planning changes, and if not, why; and
- unplanned changes that may have occurred.

OBJECTIVES

After the training the participants are expected to:

- Have knowledge of Monitoring & Evaluation by focusing on efficiency, effectiveness, and impact.
- Have skills to use M&E tools and build an M&E system.
- Have both theoretical and practical experience of evaluating the development program
- Have skills to identify and problems and their causes.
- Have ability to suggest possible solutions to problems.
- Increase the likelihood that will make a positive development difference.
- Increase beneficiaries' commitment and understanding in designing, planning and implementing the development program.

CONTENTS OF TRAINING

1. The concept of Monitoring & Evaluation
 - What and why?
 - The involvement and approaches
2. Planning for Monitoring & Evaluation
 - What do we want to know?
 - Information use in M&E
 - How to get the information?
 - Who should be involved?
3. Designing a Monitoring & Evaluation
 - Designing monitoring system
 - Designing evaluation process

4. Methods on collecting and analyzing information
5. Taking action (reporting, learning, decision - making, and dealing with resistance)

TRAINING METHODS

Training will be delivered in a highly participative manner, using the following methodologies:

1. Metaplan, Presentation, Discussion, Simulation and Group Work, Experience-sharing and open forum will be employed in class sessions, including data analysis and report writing; and
2. In the field, the activities will include how to use tools described in lecture-class to collect data & information, and create a field report.



DAY TO DAY ACTIVITIES

Sunday, September 18, 2011: Arrival of participants in Yogyakarta

Day 1st - Monday, Sep 19, 2011

- Registration
- Opening ceremony
- Introductory session and ground roles of the program

Module 1: The Concept of M&E

- What is monitoring and evaluation
- Why do monitoring and evaluation
- The involvement and approaches on M&E

Day 2nd - Tuesday, Sep 20, 2011

- Review of Day 1st

Module 2: Planning for M&E

- What do we want to know?
- Information use in M&E (quantitative and qualitative)
- How will we get the information?
- Who should be involved?

Module 3: Designing Monitoring System and Evaluation Process

- Designing monitoring system
- Designing evaluation process (Term of reference, purpose, key evaluation questions, and methodology)

Day 3rd - Wednesday, Sep 21, 2011

- Review of Day 2nd

Module 4: Collecting and Analyzing Information

- Methods on collecting information
- Analyzing information

Module 5: Taking Action

- Examples of case studies
- Reporting, learning, decision making, and dealing with resistance

Day 4th - Thursday, Sep 22, 2011

- Field visit to selected MFI or MSME Development Program

Day 5th - Friday, Sep 23, 2011

- Group discussion and report writing
- Group presentation
- Training evaluation
- Closing ceremony and awarding certificates

Day 6th - Saturday, Sep 24, 2011

- Yogyakarta city tour

Sunday, Sep 25, 2011: Departure to respective countries

ADMINISTRATIVE ARRANGEMENT AND GENERAL INFORMATION

TRAINING REQUIREMENTS

Language

English is used as a medium of instruction. Participants are expected to have a working knowledge of the English language.

Dress Code

Formal dress is more suitable for the opening and closing ceremonies; for other occasions, casual dress is all right.

ID Picture and Calling Card

The participant should bring a size 6 x 4 cm colored picture and a calling card for the directory of participants.

SCHEDULE AND VENUE

The International Training on Monitoring and Evaluation will be conducted on September 19-24, 2011 (6 days, exclusive of travel time), and will be held in:

Hotel Mutiara Malioboro

Jl. Malioboro 18, Yogyakarta, INDONESIA

Tel. +62-274-563814, Fax. +62-274-562792

The room rate is **Rp545,000** or approximately at **US\$64** per room per night for single or double occupancy and inclusive of breakfast.

COST OF THE PROGRAM

The cost for the Training is for a fee of **US\$1,300 per participant**. This will cover meals (snacks and lunches), airport reception/send-off, field visits, city-

tour, training materials and supplies, and other administrative requirements. However, **the training fee does not include the international round trip air ticket, cost of hotel and dinners**. The nominating participant should bear round-trip international airfare, cost of hotel, some dinner, medical and travel insurance and incidental allowance (laundry, telephone call, email/fax message, postage stamp, etc.)

TRAVEL AND AIRPORT RECEPTION

All participants are expected to arrive in Yogyakarta, on Sunday, September 18, 2011 and depart to respective countries on Sunday, September 25, 2011. All participants will be met by the host at the Adi Sucipto International Airport, Yogyakarta upon arrival. A representative of the host will be holding a placard with the name of participant written on it for easy identification. The flight details are requested to be sent in advance.

PASSPORT AND VISA

All delegates must have passport, which must be valid for at least six months prior to arrival in Indonesia. The participant is requested to contact the nearest Indonesian General Consulate or Embassy for visa requirements. Formal invitations will be sent by ACS upon confirmation of participants' names.

Alternatively, the Indonesia visa can also be obtained on arrival. Visa on Arrival (VOA) is for costs of US\$10 up to US\$25 depend on the length of staying in Indo-

ADMINISTRATIVE ARRANGEMENT AND GENERAL INFORMATION

nesia, and must be in possession of a passport which is valid for at least 6 months from the date of arrival and the completed embarkation /disembarkation card received from the airline. Delegates must also be able to prove having sufficient funds for staying in Indonesia.

Arriving travelers with VOA status have to go first to one of the VOA counters to pay the appropriate fee and have passports stamped with the VOA before proceeding to the Immigration Clearance Desk. An official bank is a part of the VOA service counters. Payment of visa fees can be made in all major currencies or by VISA or MASTERCARD.

CLIMATE

Yogyakarta enjoys a tropical climate, with warm sunshine and correspondingly high temperatures for the best part of the year. The average daily temperature is between 26°C and 28°C, with highs not exceeding 35°C and lows rarely dipping below 18°C. Humidity is relatively high, which can give the city a sticky feeling, especially in the rainy season when humidity can be as high as 75 per cent.

Yogyakarta experiences two seasons: the dry season running from May to October and the wet season occupying the remainder of the year. While the wet season occupies a lengthy period, rainfall is not constant, with the heaviest rains experienced between January and April.

The lowest temperatures are experienced between October and January, with evenings and early mornings offering pleasant cool spells. This is a popular time for visitors to visit, as are the months of May, June and July.

ELECTRICITY

Most of hotels, offices and banks are using 220-volt electricity voltage.

THE RUPIAH BILLS AND MONEY MATTERS

The Indonesian currency is known as "Rupiah" or Rp. Coin denominations are 100, 500 and 1000 rupiah. Bank note denominations are 1.000, 2.000, 5.000, 10.000, 20.000, 50.000 and 100.000. Foreign bank notes and traveler's checks can be converted into Indonesian Rupiah at foreign exchange banks and other authorized moneychangers. The exchange rate is subject to fluctuations. Present exchange is around US\$ 1 = Rp8,500

To make convenience, it is advised to bring US dollar in cash. Traveler's check is difficult to use. All US dollar bills should be neat and nice. US dollar folded, soil or crumpled will reduce its exchange rate.

TIPPING

Tipping is not mandatory, but it may make difference in the service you receive. Hotels and major restaurants add 11% service charge to your bills in which case, tipping is not necessary. In general if you give a

ADMINISTRATIVE ARRANGEMENT AND GENERAL INFORMATION

10% tip the waiter will give you a beaming smile. No tip is expected at small restaurants or food stalls/carts. Airport displays rates of porter's tariff per luggage, but these also depend on the weight. As for taxis, round the fare up to the nearest Rp1,000, for if you don't, they will. A smile will spark if you round it up to the nearest Rp1,000. Hotel porters will be happy with Rp10,000 tip for carrying up to two suitcases.

CLOTHING

Delegates are expected wearing business attire during the in-class program and smart casual or casual for other activities.

SECURITY

In any city, travelers are advised to take extreme caution when traveling from one place to another. Kindly use discretion and judgment when in public. Where possible, travel in group or use official vehicles.

Hence, you are advised to take care of your own belonging and well-being. The host will not be responsible for any damages or any accidents caused in this regard.

INSURANCES

Delegates should make their own arrangements for all types of insurance including health, accident and any other damage by themselves. APRACA Consultancy Services (ACS) as host shall not be responsible for any type of insurance.

APPLICATION AND RESERVATION

Acceptance of nomination is subject to confirmation. Please fax or e-mail the accomplished REGISTRATION FORM (attached) to:

ATTY. EDUARDO E. GARCIA

Managing Director
APRACA CENTRAB
25th Floor, LandBank Plaza
1598 M.H. del Pilar cor. Dr. Quintos Sts.
Malate, 1004, Manila, Philippines
Tel. +63-2-567 2021
Tel/Fax +63-2-405 7132
Mobile: +63917 8559600
email: centrabmanila@yahoo.com

CONTACT PERSONS IN JAKARTA

MR. AGUS GUNAWAN

Program Coordinator
APRACA Consultancy Services (ACS)
Tel. +62-21-2311694
Fax. +62-21-3802023
Mobile: +62818763361
email: gunawan172306@gmail.com

YOGYAKARTA



Yogyakarta is both the name of a province and the capital city within the province. Yogyakarta is commonly called the 'cultural heart' and 'soul city' of Java, thanks to its rich history, heritage and commitment to preserving Javanese tradition.

Visitors flock to the city in their thousands to see its plethora of cultural attractions, among which are royal buildings, religious structures and fascinating museums. The Borobudur Temple is a highlight, often mentioned alongside Cambodia's Angkor Wat and Egypt's Karnak Temple for its historical importance and architectural significance. The Sultan's Palace, or kraton, is also high up on the city's list of culturally significant sites.

Yogyakarta's commitment to preserving traditional Javanese arts such as batik, gamelan music, puppet shows, drama and poetry has given the city its reputation as a centre for culture. There are plenty of opportunities to appreciate these art forms in Yogyakarta, with regular displays and a number of annual festivals dedicated to showcasing the performing arts.

Eating out in the city can be an enjoyable experience, with local eateries in Yogyakarta offering popular Indonesian dishes as well as local specialties. If trying the traditional food is an integral part of the holiday for you, then Yogyakarta won't disappoint with its varied selection of street vendors, authentic eateries and up market restaurants to choose from.

The city is reached easiest via its own airport (Adisucipto International Airport), which services a number of domestic connections as well as limited international flights. For most people, the easiest way to reach Yogyakarta is via an international flight to Jakarta and then a domestic transfer to Yogyakarta. Alternatively, there are direct flights from Singapore and Kuala Lumpur.

History

Yogyakarta's beginnings date to the 9th century, when Buddhist and Hindu kingdoms were the dominant civilisations in the region. During this early period, magnificent religious structures such as Ratu Boko, Borobudur and Prambanan were erected near Yogyakarta.

The city only really began to develop in the 18th century however, expanding out of what was originally the Muslim Mataram Kingdom under the rule of Paku Buwono II. Following Buwono's death, a conflict arose between his brother and son, which was fuelled considerably by Dutch colonists looking to split the kingdom into small autonomous divisions.

The Dutch eventually succeeded and Mataram was split into the Surakarta Hadiningrat (ruled by Sunan Pakubuwono III) and Ngayogyakarta Hadiningrat (ruled Sultan Hamengku Buwono I) kingdoms. It was the latter kingdom that eventually became known as Yogyakarta.

Yogyakarta played a major role in Indonesia's quest for independence and in recognition of this it was upgraded from a city to a province in 1950. Since then, Yogyakarta has become semi-autonomous, enjoying a high level of self-governance.

PLACES OF INTEREST IN YOGYAKARTA



Borobudur Temple

Borobudur is the name of one of Buddhist temple and became one of wonders in the world, which is located in Regency of Magelang, Yogyakarta town. This

Temple is founded by Buddhist Mahayana around 800 century.



Prambanan Temple

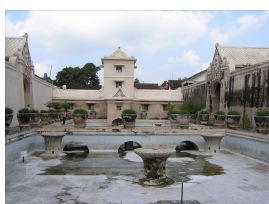
It is the biggest Hindu temple in South-East Asia which is located in regency of Klaten or 20 km from Yogyakarta Town . The high of this temple building is 47 meter with 8 especial temple and 250 small temples .



Ngasem Bird Market

In this place you can find many birds, fish and other animals. As a market, this place is many visited by local people and tourist who wish to see the variety of

birds.



Water Castel – Taman Sari

Taman Sari is a beautiful pool founded by Sultan Hamengku Buwono I in year of 1757 that is consisted of pools with tunnel underground and walking access

on top of it.



Sonobudoyo Museum

Sonobudoyo Nuseum is a museum keeping the valuable history and ancient object coming from Yogyakarta and its surroundings area. It is located in north side of Lor yard and it

museum is built in 1935 .



Kotagede

Kotagede is a center of silvers handicraft in Yogyakarta that is located 5 km from Jogja/ Yogyakarta town. In this place, you can find the traditional silver artwork making by using manual equipment.



Kaliurang - Merapi Volcano

Kaliurang is a small town in foot of Merapi Volcano with beautiful scenery and cool weather. It is located 25 km from the town and you can see the breathtaking view of

Merapi Volcano close by.



Kraton Jogja – Sultan's Palace

Sultan Palace is a complex for the empire family living with their assistant and it is located in the center of

Jogja/Yogyakarta town. It is consisted of several unique building with beautiful decorations.



Parangtritis Beach

It is an exotic beach located in south part of Yogyakarta town. In Parangtritis complex there are other tourist destination like Parawedang, Parangkusumo beach, langse cave and other.

There are many more interest places in Yogyakarta.....

So... Come and Join Us!