



## CENTER FOR GOVERNANCE

(Center)

### 2016 PROJECT ACCOMPLISHMENT REPORT

#### **I. Project Information**

Project Code: CPRAP  
Project Title: MONITORING AND EVALUATION TRAINING FOR NTC  
Project Start: 2016-06-21  
Project End: 2016-08-31  
Project Price: Php 149,800.00  
Client Organization: NATIONAL TELECOMMUNICATIONS COMMISSION

#### **II. Project Team**

Project Manager: Aya Caraphina S. Abraham  
Team Members: Angelica Herico  
Roxanne Tabor  
Evelyn E. Morales  
Supervising Fellow: Gilbert E. Lumantao  
Consultants/Resource Persons: Violeta S. Corpus  
Bien A. Ganapin  
Ma. Rosario A. Ablan  
Rey O. Macalindong  
Clement L. Rasul

#### **III. Project Details**

Project Description: The three (3)-day Basic Monitoring and Evaluation course aims to equip government employees with the necessary knowledge, skills and tools on monitoring and evaluation of programs and projects.

Project Objective: At the end of the training, participants will be able to:

1. Provide an overview on the concepts and principles of monitoring and evaluation;
2. Discuss the government programs on monitoring and evaluation and its significance to the government sector;
3. Present steps in designing, building and sustaining monitoring and evaluation; and
4. Identify tools for conducting monitoring and evaluation that will assist the agency in formulating a monitoring and evaluation plan.

Focus Area: Monitoring and Evaluation (M&E)  
Project Type: Training  
Project Beneficiary: National Telecommunications Commission  
Regional Coverage: National Coverage



## CENTER FOR GOVERNANCE

(Center)

### 2016 PROJECT ACCOMPLISHMENT REPORT

#### **IV. Project Accomplishments**

**Key Activities Implemented:**

**Project Mobilization and Preparation**

- Meeting of Project Team
- Invitation of Resource Persons and Preparation of Letter of Invitations (LOIs) and Terms of Reference (TOR)
- Meeting with Selected RPs for Enhancement of Module Materials
- Designing of Pre-Test and Post-Test
- Preparation of Course Materials (e.g. hand-outs, supplies, IDs, food, etc.)
- Preparation of Structured Learning Exercises (SLEs)
- Marketing of the Course

**Project Implementation**

- Conduct of Training Course

**Project Closure**

- Preparation of Accomplishment Report (to include areas of improvement based on the evaluation results)

**Major Outputs:**

Submission of Outputs and Presentation Materials, Workshop Mechanics and Activity Template

Session 1: Why is M&E important in the Government Sector?

Session 2: National Planning Process and the Long-Term Vision

Session 3: Monitoring and Evaluation Programs in the Government Sector

Session 4: Fundamentals of Monitoring and Evaluation

Session 5: Setting up the Monitoring and Evaluation System

Session 6: Progress Monitoring and Evaluation

Session 7: Results Monitoring and Evaluation (RME)

Session 8: Analyzing and Reporting Results

Session 9: Monitoring and Evaluation Planning

**Project Impact:**

Enhanced participants' capacity in basic monitoring and evaluation  
Improvement on the level of awareness and knowledge of the participants regarding basic monitoring and evaluation after the conduct of the training

**Lessons Learned:**

1. Three staff (project manager, 1 technical staff and 1 administrative staff) is enough to manage the training. During the training we are four in the team, there were only minimal task to do.



## CENTER FOR GOVERNANCE

(Center)

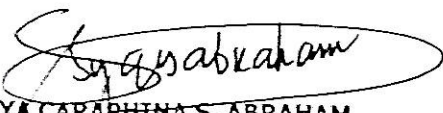
### 2016 PROJECT ACCOMPLISHMENT REPORT

2. For conduct of trainings and public offerings, the training team must be given accommodation since there are a lot of preparation works to do. This must be allotted in the budget. Though NTC provided accommodation for us, we must ensure accommodation for training team in other projects such as this.
3. Provide buffer in the costing of the project in case of additional expenses and to avoid losses.

#### **V. Attachments**

- Summary of Evaluation for Course and Resource Persons (for training program)

Prepared by:

  
**AYA CARAPHINA S. ABRAHAM**  
Project Manager

Noted / Approved by:

  
**IMELDA C. CALUEN**  1 SEP 2016  
Center Head

#### **Notes:**

1. Project details on Section I-III can be generated thru PMIS based on PMs Inputs.
2. Project Managers are required to accomplish Section IV & provide Section V to reflect results of project implementation
3. Project Managers can update/adjust the pre-filled sections (I-III) based on actual data