

ENHANCED INTEGRATED FRAMEWORK

M&E SYSTEM AND CAPACITY FOR EIF TIER 1 PROJECT AS PART OF THE TRADE SWAP IN CAMBODIA

Three Day Workshop Proposal June 15-17, 2010, Sihanouk Ville, K. Saom

DRAFT for Discussion

INTRODUCTION

The EIF Tier 1 Project in Cambodia is a five year project that aims to enhance Cambodia's national capacity to formulate, implement and manage a pro-poor trade policy. The project is part of the Trade SWAp in Cambodia, which is coordinated by the Department of International Cooperation (D/ICO) of the Ministry of Commerce. In order to enhance monitoring and evaluation of the EIF Tier 1 project, EIF supports the development of M&E systems for the Tier 1 project and development of capacities required. This support is focused on getting simple but robust M&E systems in place that are aligned with existing systems and employ current institutional structures, staff and reporting mechanisms as much as feasible and development of required staff capacities. A scoping visit took place last January 28-29 in Phnom Penh in which discussions were held with key stakeholders of EIF and Trade SWAp. Informed by the scoping visit a three day capacity building event is planned.

In discussions with key stakeholders the outline for the workshop was developed, which would focus on the EIF Tier 1 project, including its results framework, putting it in the perspective of the wider Trade SWAp, in particular pillar 3 which is concerned with capacity development for trade. Below the draft objectives and expected outputs for the three day workshop are provided as well as a draft session plan that shows the flow of the workshop. A further detailed workshop plan, including agenda and methodology for each of the sessions, will be developed once agreement has been reached on the broad outline of the workshop.

PROPOSED WORKSHOP OBJECTIVES AND EXPECTED OUTPUTS

Proposed Overall Workshop Objective

- ❖ To enhance capacities of D/ICO staff and point persons of selected line Ministries on M&E for EIF Tier 1 project and the wider Trade SWAp and to adapt / fine tune the results framework and M&E plan of the Tier 1 project to enable enhanced performance management of the project as part of the wider Trade SWAp performance management system.

Proposed Specific Workshop Objectives

- ❖ To enhance the understanding of staff of D/ICO and point persons of selected line Ministries in the monitoring and evaluation aspects of the EIF Tier 1 project including the results framework and the M&E arrangements
- ❖ Review the Tier 1 Project Results framework in order to enhance it based on the management requirements in particular in terms of including outcome level changes and indicators as well as their means of verification
- ❖ To enhance staff understanding on the Trade SWAp M&E framework, making use of the learnings on the M&E system of the EIF Tier 1 project
- ❖ To enhance staff understanding on how the EIF Tier 1 project Monitoring and Evaluation is part of and relates to the wider Trade SWAp M&E
- ❖ Identify gaps in M&E capacity for implementation of the EIF Tier 1 project and next steps concerned both in terms of M&E of EIF as well as linkages with M&E of the wider Trade SWAp

EXPECTED WORKSHOP OUTPUTS

- ❖ Increased shared understanding across the D/ICO staff members and the point persons from selected line ministries on the EIF Tier 1 project M&E framework and arrangements and the place of EIF M&E in the wider Trade SWAp performance management system and linkages concerned
- ❖ Enhanced shared understanding around the function and role of M&E in management of EIF and Trade SWAp and in terms of learning and accountability
- ❖ Draft Proposal for an enhanced results framework for the EIF Tier 1 project that is ready for use in results based management
- ❖ M&E arrangements for the Tier 1 project further specified and detailed and issues to be integrated in the current annual workplan identified
- ❖ Main gaps in present M&E capacities concerning the EIF Tier 1 project detected and follow up for EIF M&E capacity development identified

PROPOSED PARTICIPANTS

- ❖ Director, Deputy-Director and staff of the D/ICO
- ❖ EIF Liaison persons from Line Ministries
- ❖ D/ICO consultants/advisors

OVERVIEW OF WORKSHOP SESSIONS*

1st Day	The EIF Tier 1 Project and its Results Framework			
	1. Opening and Introduction to workshop	2. Key M&E Issues, getting all on the same page	3. EIF Tier 1 Project and its 'theory of change'	4. The Results framework of the EIF Tier 1 Project
2nd Day	Reviewing Results Framework and M&E Plan of EIF Tier 1 Project			
	5. The wider EIF M&E set up and Results framework	6. Outcome level changes in the Results framework of the EIF Tier 1 Project	7. Exploring the Results Framework of Trade SWAp, in particular of Pillar 3	8. Locating the EIF Tier 1 project Results framework within the wider Trade SWAp and Pillar 3 Framework and making linkages
3rd Day	M&E of EIF Tier 1 Project as part of the wider M&E system of the Trade SWAp			
	9. Adapting the EIF Tier 1 Project Results Framework to enhance linkages with the Trade SWAp and Pillar 3 Results Framework	10. Aspects of an M&E plan for the EIF Tier 1 project	11. Identifying gaps and follow up needed	12. Winding up and closure of workshop

* **Note:** Sessions 1 to 12 as presented above give a broad outline of the flow of the workshop in terms of topics covered. Sessions vary in duration.