



PEOPLE LIVING IN UNIFIED SOCIETY

# TRAINING OPPORTUNITY 2012

## LOGICAL FRAMEWORK APPROACH

**GROUP 1:** February: 25-29  
Deadline: February 20

**GROUP 2:** March: 10-11, 17-18, 24-25  
Deadline: March 5

**GROUP 3:** March: 26-30  
Deadline: March 23

**GROUP 4:** June: 9-10, 16-17, 23-24  
Deadline: June 7

**GROUP 5:** June: 25-29  
Deadline: June 22

**GROUP 6:** July: 7-8, 14-15, 21-22  
Deadline: July 2

**GROUP 7:** August: 11-12, 18-19, 25-26  
Deadline: August 6

**GROUP 8:** September: 8-9, 15-16, 22-23  
Deadline: September 3

**GROUP 9:** October: 20-24  
Deadline: October 15

**GROUP 10:** November: 3-4, 10-11, 17-18  
Deadline: November 1

**GROUP 11:** December: 15-16, 22-23, 29-30  
Deadline: December 12

**PRICE:** 390 USD per participant - lunch break, coffee refreshments, training kit and handouts  
Any organization sending 3 staff or above to participate the training will be granted 10 percent off.

**LANGUAGE:** Khmer (slide presentation in English)

**PLACE:** Cambodia-Japan Cooperation Center (CJCC)  
RUPP-CJCC, Russian Confederation Blvd., Khan Toul Kork, Phnom Penh, Cambodia

**TIME:** 8:00 am - 11:00 am and 1:00 pm - 5:00 pm  
Individual Consultation: 7:30 am - 8:00 am

## OVERVIEW

Logical Framework Approach (LFA), often known as Ziel Orientierte Projekt Planung (ZOPP) or Goal Oriented Project Planning (GOPP) or Objective Oriented Project Planning (OOPP), plays a pivotal role in Program Cycle Management (PCM). Since its inception in the late 1960s, LFA has been employed by a variety of high-profile organizations or institutions like not-for-profit organizations, corporate institutions and donor communities in order to assess situations, to identify options, to appraise, to plan, to design, to implement, to monitor/review and to evaluate a program in a logical, systematic, participatory and transparent manner. In addition, LFA gives a structured, logical approach to setting priorities, and determining the intended purpose and results of a program.

## TARGET PARTICIPANTS

The training is designed with the main purpose of enhancing knowledge of and skills of the Project Design and Planning – problem analysis, and project proposal development – to middle and top management working in NGOs and donor communities, in particular to those who play an active role in developing project proposals to potential donors. Anyone with much involvement in leading and managing projects on a daily basis such as Executive Directors, Program Managers, Grants Managers, Fundraising Managers, Monitoring and Evaluation Managers, as well as for those who have ambition to hold the above-mentioned positions in the near future is highly recommended to attend.

## SPECIFIC PURPOSES

At the end of this training course, participants are able

- ◆ to gain a comprehensive understanding of LFA/OOPP
- ◆ to have practical skills and to better understand tools used for converting problems/objectives into a project which link the goal and objectives of a project to its inputs and outputs
- ◆ develop objectively verifiable indicators and the means of verification of the same which helps design the interventions at various stages with clear links and logic
- ◆ to be familiar with a guide to proposal writing and specific proposal formats

# COURSE OUTLINE

## TOPIC 1: PROBLEM ANALYSIS

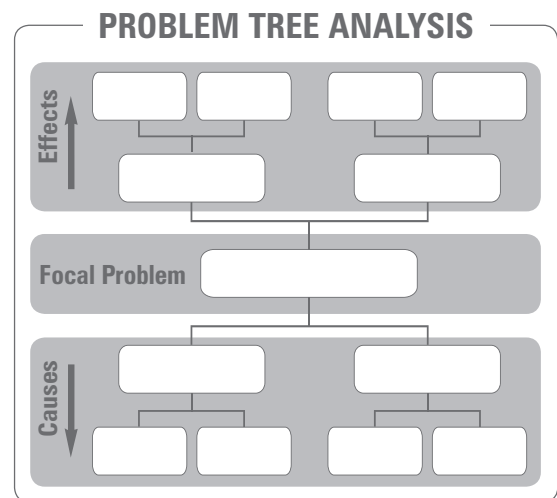
### LEARNING OBJECTIVES

- ♦ to conduct analysis of actual situations in order to identify core problem
- ♦ to define root cause of core problem
- ♦ to define effect of core problem
- ♦ to present logical relationship of problems in a form of problem tree

### PLANNED ACTIVITIES

- ♦ overview of LFA/OOPP
- ♦ presentation of problem analysis
- ♦ case study (quoting problems, writing down on cards)
- ♦ plenary session (reviewing problem cards)
- ♦ building problem tree and reviewing cause-effect relationship

- ♦ brainstorming session regarding problem tree
- ♦ selecting problem area for individual assignment



## TOPIC 2: PROBLEM TREE DIAGRAM, OBJECTIVE ANALYSIS, ALTERNATIVE ANALYSIS AND STAKEHOLDER ANALYSIS

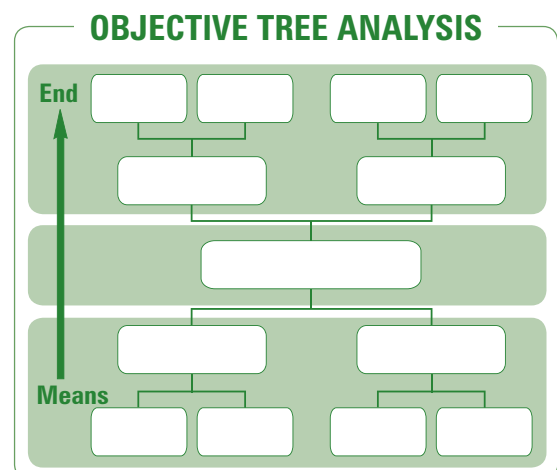
### LEARNING OBJECTIVES

- ♦ to understand inter-relationship between problem tree and objective tree
- ♦ to transform from problem cards into objective cards
- ♦ to analyze relationship of objective cards in objective tree
- ♦ to identify strategic options enabling to reach goal
- ♦ to identify stakeholder, and to conduct stakeholder analysis
- ♦ to understand methods of identifying project teams, project beneficiaries, project effectiveness to ensure the success of project implementation

### PLANNED ACTIVITIES

- ♦ brainstorming cause and effect regarding core problem
- ♦ individual presentation of problem tree
- ♦ presentation of objective analysis
- ♦ converting problem cards into objective cards

- ♦ plenary session (reviewing objective cards)
- ♦ individual presentations of objective tree
- ♦ presentation on alternative analysis and criteria for strategic option selection
- ♦ presentation on overview of stakeholder analysis contributing to project planning process
- ♦ terminology used for stakeholders analysis
- ♦ tools used for stakeholder analysis
- ♦ case study (conducting stakeholder analysis)
- ♦ individual assignments on stakeholder analysis



### TOPIC 3: STAKEHOLDER ANALYSIS AND OVERVIEW OF LOGFRAME MATRIX TABLE

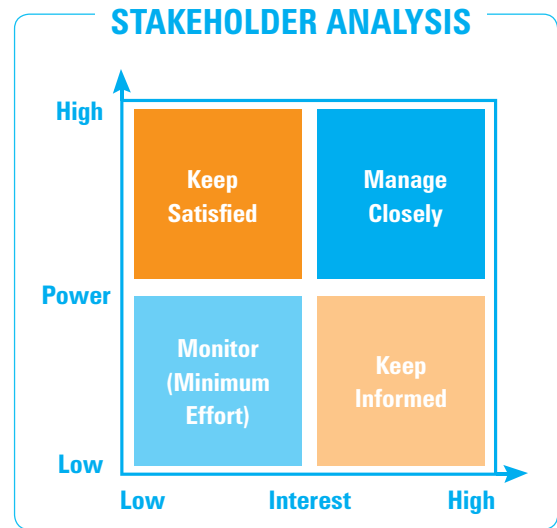
#### LEARNING OBJECTIVES

- ♦ to conduct stakeholder analysis during project design to identify strengths, weaknesses, interests, expectations, and possible contributions of involved people and institutions
- ♦ to understand methods of identifying a project team, target group, effective group and cooperating agency
- ♦ to understand overall view of logframe table

#### PLANNED ACTIVITIES

- ♦ individual presentations of stakeholder analysis
- ♦ key terms used for stakeholder analysis
- ♦ deriving logframe from situation analysis
- ♦ objective hierarchy and assumptions relationship
- ♦ vertical logic verification logframe format, and how to read logframe table
- ♦ developing a logframe matrix table, objectives hierarchy and key assumptions phrasing

- ♦ brainstorming on logic verification
- ♦ developing objectives hierarchy
- ♦ developing external factors
- ♦ verifying relationship objectives and assumptions
- ♦ assessment of assumptions
- ♦ individual assignments



### TOPIC 4: LOGFRAME MATRIX TABLE, INDICATORS AND MEAN OF VERIFICATION

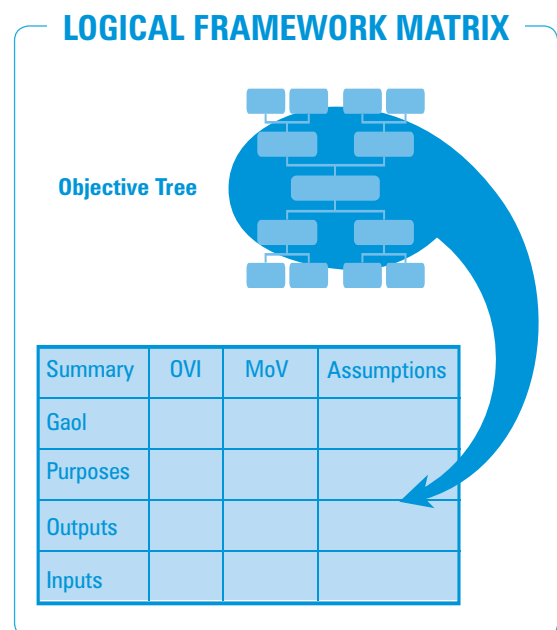
#### LEARNING OBJECTIVES

- ♦ to summarize results of problems and objective tree analysis into a matrix table
- ♦ to understand objective hierarchy in logframe table and terminologies used in various project documents
- ♦ to understand key elements in logframe table, indicators, MoV, and assumptions
- ♦ to understand how to organize LFA workshop and terminology frequently used

#### PLANNED ACTIVITIES

- ♦ individual presentations on objectives hierarchy and assumptions
- ♦ verification logic relationship between objectives and assumptions and assumption assessment
- ♦ presentation on indicators and MoV and horizontal logic verification
- ♦ plenary session (indicator, MoV, horizontal logic verification, and review different type of indicators

- frequently use in project documents)
- ♦ plenary session on how to organize LFA workshop internally, agreement on steps to organize LFA workshop and terminology and glossary related to LFA
- ♦ individual assignments



## **TOPIC 5: DEVELOPING FULL LOGFRAME MATRIX TABLE AND PROJECT PROPOSAL WRITING**

### **LEARNING OBJECTIVES**

- ◆ to develop logframe matrix table
- ◆ to gain knowledge of project proposal writing for funding
- ◆ to write a project proposal for funding

### **PLANNED ACTIVITIES**

- ◆ presentation (indicators, MoV, primary and secondary data)
- ◆ pros and cons of LFA
- ◆ presentation on project proposal writing (step in proposal writing, possible proposal content, key points for project tenders)
- ◆ group discussion (based on LFA results)
- ◆ group work (drafting a project proposal for tendering)

## **TOPIC 6: SPECIFIC PROJECT PROPOSAL FORMAT**

### **LEARNING OBJECTIVES**

- ◆ to understand specific project proposal preparation guidelines
- ◆ to write effective project proposal for funding

### **PLANNED ACTIVITIES**

- ◆ presentation on call for proposal (concept note, full proposal)
- ◆ group discussion (drafting a concept note)
- ◆ review the guide to proposal writing (proposal writing tips, components of a typical proposal, background information, project details, resource, evaluation of project outcomes)

## **MINIMUM REQUIREMENTS**

Failure to return your completed training application form within the given deadline may affect your eligibility. All trainees are strongly encouraged to take part in full training sessions in a proactive and participatory manner. If anyone attends the training session for less than 80 percent of total training time, they will not be eligible for the certificate of completion.

## **PLUS CAMBODIA IS SCHEDULED TO CONDUCT A VARIETY OF TRAINING COURSES AS FOLLOWS:**

- ◆ Fundraising Strategy
- ◆ Microsoft Project
- ◆ Monitoring and Evaluation (M&E)
- ◆ Practical Monitoring and Evaluation (Advanced Level)
- ◆ Project Cycle Management (PCM)
- ◆ Project Design and Planning
- ◆ Proposal Writing
- ◆ Result-Based Management (RBM)
- ◆ Statistics and Statistical Packages for the Social Sciences (SPSS)
- ◆ Strategic Planning

## ACKNOWLEDGMENTS

**PLUS Cambodia avails itself of this opportunity to extend deep thanks and gratitude to the following institutions for the recent support by nominating senior management, professionals and relevant employees like National Project Directors, Program Managers, Senior Project Officers, Program Coordinators, Monitoring and Evaluation Officers, and Executive Directors for the training courses.**

ARV Users Association (AUA) | Asian Outreach Cambodia (AOC) | BambooShoot Foundation (NGO2) | Building Community Voices (BCV) | Cambodia Economic Network (CEN) | Cambodia Traditional Medicine Organization (CATMO) | Cambodian Human Rights and Development Association (ADHOC) | Caritas Cambodia | Catholic Social Communications (CSC) | Children and Women Develop Center in Cambodia (CWDDC) | Children Development Association (CDA) | Community Economic Development (CED) | Community Legal Education Center (CLEC) | Campagne Internationale de l'Ordre de Malte Contre La Lepre (CIOMAL) | Department of Animal Health Production (DAHP) | Department of Higher Education (MoEYS) | Enfants et Développement (E&D) | Flemish Association for Development Cooperation and Technical Assistance (VVOB) | Food and Agriculture Organization of United Nations (FAO) | Forestry Administration (FA) | Future Light Orphanage (FLO) | Group Energies Renouvelables Environment et Solidarities (GERES) | Group Research Exchange Technology (GRET) | Handicap International Belgium (HIB) | International Cooperation Cambodia (ICC) | International Labour Organization (ILO) | Intervida Cambodia | Khmer HIV/AIDS NGO Alliance (KHANA) | Life With Dignity (LWD) | Maelis Psycho Social Support Center (PSSC) | Pathways to Development | Phare Ponleu Selpak (PPS) | Reproductive And Child Health Alliance (RACHA) | Reproductive Health Association of Cambodia (RHAC) | Room to Read Cambodia (RtR) | Rose Cambodia Rehabilitation Centre (RCRC) | Soutien à l'Initiative Privée pour l'Aide à la Reconstruction (SIPAR) | Strey Khmer Organization (SKO) | The Cambodian Center for the Protection of the Children's Rights (CCPCR) | Transcultural Psychosocial Organization (TPO Cambodia) | World Vision Cambodia (WVC) | ZOA Refugee Care (ZOA Cambodia)

### **FOR FURTHER DETAILS, PLEASE KINDLY CONTACT:**

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