



## ToR CCP Training

<b>Place of Training:</b>	Laos PDR
<b>Commissioned by:</b>	Pestalozzi Children's Foundation
<b>Topic</b>	Digital Tools for Monitoring and Reporting

The Pestalozzi Children's Foundation (PCF) is a Swiss non-profit organization, which works worldwide. Our vision is to create a world as a global village of peace through education. PCF seeks to enhance inclusive and equitable quality education to promote sustainable development and living peacefully together in 12 different countries in Central America, South East Asia, East Africa and South East Europe. To get more information about PCF, please have a look on the following website: <http://www.pestalozzi.ch/en/>

PCF is implementing projects through local and experienced partner organizations (OPs), which are responsible for the planning, implementation, monitoring and evaluation of the joint projects. In Laos, all projects have similar outcomes for the achievement of quality learning and a safe environment of primary school girls and boys in the subjects of the Lao language, mathematics, environmental education and green and clean school development in partnership with teachers and local communities.

### 1 Objective of the Training

PCF provides funding to local organizations and aims at strengthening their staff capacities and skills to achieve the programme outcomes. To support local partner organizations, we would like to offer a training for the project management staff, project coordinators and staff members responsible in project monitoring. Even though the partner organizations' staff have experience in result-based management (RBM), in developing monitoring tools and in reporting, they need further capacity building in digital tools for monitoring and reporting. Therefore, this training shall enable participants to understand the online monitoring tool Kobo Toolbox and its application according to the project design and context, as well as enable them to apply it in their daily work.

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

- Apply digital monitoring tool Kobo Toolbox for project monitoring;
- Integrate project monitoring forms and tools into the digital monitoring tool Kobo Toolbox;
- Collect data (online and offline) via the Kobo Collect application;
- Analyse, compare and interpret the project quantitative and qualitative data by applying the online tools/software and digitally creating visual presentations of the progress/results in the project monitoring report (e.g. with Google Data Studios or other).

### 2 Participants

The participant is 16 people from 3 operation partners but excluding PCF Lao staff and the facilitator:

**Government institution:**

1. 6 participants from Dongkhamxang Teacher Training College (DTTC).
2. 6 participants from LuangNamtha Teacher Training College (LNTTC).

**Association (CSOs)**

3. 4 participants from Life Skills Development Association (LSDA).

### 3 Tentative Agenda

The training agenda shall be developed in close cooperation of PCF and the external service provider. The main topics will be:

- Introduction to the digital monitoring tool Kobo Toolbox for online and offline data collection
- Application of the digital monitoring tool Kobo Toolbox (e.g. procedures and tools for recording class observation, integration of project monitoring forms and tools into the online Kobo Toolbox by creating quantitative and qualitative surveys, questionnaires and interview guides);
- Application of the surveys, questionnaires and interviews with Kobo Collect;
- Analysis and interpretation of the project quantitative and qualitative data by applying the online tools/software and digitally creating visual presentations of the progress/results in the project monitoring report.

The training shall be tailored to the specific needs and knowledge of the PCF Partner Organizations. In order to determine the current knowledge and exact needs of the participants, an assessment questionnaire shall



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be developed and circulated by the trainer upon provision of participants' contacts. The results will inform the detailed planning and agenda of the training.

A follow-up exercise for the participants shall be part of the training package (participants go back to their respective work and apply their learning), the exact format is to be identified and agreed with the trainer.

### **4 Dates and Place**

Preferred dates for the training are in 15-19 May 2023. The duration of the training should not exceed 5 days (excluding arrival and departure of trainer and participants). The training shall tentatively take place in Vangvieng district, Lao PDR. Costs for transport, accommodation and alimentation are covered by PCF.

### **5 Application**

To apply, please send a signed technical and financial offer and your CV to Khamseng Homdouangxay [k.homdouangxay@pestalozzi.ch](mailto:k.homdouangxay@pestalozzi.ch) and to Alisa Autenried [a.autenried@pestalozzi.ch](mailto:a.autenried@pestalozzi.ch) by latest 17 April 2023.

*The present ToR are part of the contract to be signed by the Contractor and PCF.*