WORKSHOP ON
LOGICAL FRAMEWORK ANALYSIS
AND
REPORT WRITING

Date: 9th & 10th July, 2016

Venue: RCPDS Training Centre, Madurai

Organised by

RCPDS – CMCJ

TAMILNADU CHAPTER

Training Summary

This report provides an overview of progress made on the workshop on "Logical framework and report writing" organized by Children Movement for Climate Justice (CMCJ) National Office hosted by RCPDS-CMCJ Tamilnadu Chapter as part of RCPDS overall projects from July 8- 10, 2016 at RCPDS Training Centre, Madurai.

26 senior members from Mariyalaya-Tirupur, WWTC, Arogyagam, RCPDS, SPEECH-Thiruchuli, SPEECH-Sivakasi, CCRD, SASY facilitating organizations in Tamilnadu undertook the two days workshop on Logical framework and Report Writing. The two day workshop was facilitated by Mr. Johnson, Catalyst Management Services, Bangalore as led resource person jointly with Mr Arunodayam Erskine, Director of SPEECH using participatory approaches. The major idea is to enable the participants to use similar participatory methods/tools to collect basic data from various fields.

Annexure One is a copy of the daily programme schedule that outlines the content and teaching methodologies.

Annexure Two is a copy of the participants list.

Introduction:

Children Movement for Climate Justice (CMCJ) is National level children led organization, having roughly 6000+ children spread across four States. This workshop is part of similar workshops conducted cross the member state chapters simultaneously to ensure qualitative and quantitative report writing and to enhance the skills of potential leaders and State/National committee members.

CMCJ TN has organized two days capacity building workshop on understanding the basics of logical framework and report writing for potential leaders, State/National committee members from across the Districts. The aim of the workshop was to equip the participants to be confident and competent enough to face challenges as well capture their own work to be more transparent and accountable to all the stakeholders through writing reports.

The objective of the workshop was to:

* Develop the basic concepts of logical framework to the members and leaders
* Provide hands on opportunity for participants to develop report writing skills of the members through team working
* Develop the analyzing skills of the members

The outcomes of the workshop was that at the conclusion of the workshop

Participants should be reasonably able to:

* Explain and articulate the ultimate aim and purpose of training as relevant to their own context and working scenario
* Improved conceptual clarity on the process of making Results based logical framework;
* Design, develop, review and evaluate their activity performed.
* Explain the principles of report writing and its importance;
* Relate the gained knowledge to meet the social and financial accountability with KNH as well other stakeholders
* Demonstrate how to formulate log frame and how to write reports

Welcome address: Mr. Jone, State Coordinator, Tamilnadu

Mr. Jone, State Coordinator of CMCJ TN welcomed all the participants, resource person Mr. Johnson, Catalyst Management Services, Banagalore, Mr Arunodayam Erskine, Director of SPEECH, Ms. Deepika, National Coordinator, CMCJ and Mr. Sathish Samuel, KNH consultant .

Mr. Jone requested the participants to capitalize the opportunity which normally

will not be available for most of the children and youth of our age by being more attentive and actively participate in the process.. He also briefly shared the expertise of resource persons and the relevance of their expertise to CMCJ.

He asked the participants to introduce themselves by mentioning their names, whereabouts and their studies. He also requested the participants to be free of any hangovers back home but develop more parallel friendship with other members.

Purpose and expected outputs of the training: Mr. Sathish Samuel, CMCJ Consultant

Mr. Sathish Samuel, KNH Consultant spoke about the purpose of the training. This capacity building program was organized based on the request received from the members during Leadership training held on May 2016 at

Chennai, to make CMCJ as more independent functional organisation which is led by children.

The training was organized for the purpose of improving the knowledge/Skills of the members in the arena of reporting. Reporting is an art of expressing their activity in the form of written which required by the funding agency. The funding agency seeks reports in short and very crisp instead of reading too many pages that could shows the overall impression of the project progress that is called Log frame.

He also requested the participants that,

* Members should prepare their activity, quarterly report by their own without depending on others.
* Members participation is very important in preparing reports

He has also appreciated the participants that, the level of capacity of the children is being coming out through various training program.

Ms. Deepika, National Coordinator has briefed about the expected outcome of the training. This training mainly supported by the National office to ensure improving report writing skills among senior members of CMCJ, because the leaders of the parental/ facilitating organization struggle in preparing reports. She hoped that the training will be very useful for the participants in future. She also requested the resource person to facilitate the training in such a way that the participants are able to understand the concept in relation to project objectives.

Facilitator Introduction: Mr. Nirmal Raja, State Convener of CMCJ TN

Mr. Nirmal Raja, State Convener, Tamilnadu stated that, the capacity level of children is constantly growing when compared to previous year. We have organized many training programs for the better enhancement of the capacities

of CMCJ members. Workshop on Logical framework and Report writing organized as per the request received from the members. This workshop gives the clear picture of how to prepare reports, content of the report etc., He formally welcomed Mr. Johnson, Facilitator from Catalyst Management Services, Bangalore. Mr. Johnson has 30 years experience in the field of proposal writing, Agriculture, Logical framework and trainer for students.

SESSION 1: Introduction to Log-Frame: Mr. Johnson and Mr. Erskine

This session will help participants to understand the concept of logical framework and its importance.

The facilitator has used power point presentation to explain the concepts and ideas; plenary discussions to obtain participants views and opinions; group activities to enable participants to work with one another; demonstrations etc., Teaching methods took into account the special needs of participants including their ability to understand difficult concepts.

What is log frame? Log frame is the term derived from two words called logical and framework. It is a tool used to design projects and programs. It facilitates planning, implementation, monitoring, and evaluation of a project.

It involves identifying inputs, outputs, purpose (outcomes), goal (impact), and their relationships, related performance indicators, and the assumptions or risks that may influence success and failure.

It is used for measuring project progress through objectively verifiable indicators and means of verification.

SESSION 2: Cause and Effect Analysis- Group Exercise: Mr. Johnson & Mr. Nirmal

The logical framework consists of activities, expected results, indicators, and assumptions, linked together in a logical cause-and-effect arrangement.

- Cause tells us why something happen i.e. smoking causes lung cancer!
- Effect is the result, i.e. 1,200 smokers die every year from lung cancer!

The participants were divided into three groups and they were requested to identify the cause and effect relationships among the sets of statements given by labeling them 1, 2, 3, etc., starting with the first cause.

Example:
- Potable water available to all households in the project area
- Illness due to consuming unclean drinking water declines
- Sites for handpumps and tanks selected
- Handpumps and tanks are operational.

The members were very serious in identify and arranging the cause and effect relationships statements. Each group came out with their outputs and shared the same with other participants.

During the presentation, other participants also provided suggestion to the presenting team in the area where they have to correct.

SESSION 3: Introduction to Log Frame
Results chain Simplified
A Results Chain is a simplified picture of a program, initiative, or intervention that is a response to a given situation.

The results chain shows expected cause-effect linkages within a project from its inputs, through to its activities, outputs, and outcomes, through to strategic objectives.

- It is essential for effective monitoring.
- It is difficult to monitor progress in getting somewhere if it is not clear where you want to go.

It starts with an objective strategic objective defines the main direction for the organization.

What Are Results/ outcomes?

Results are measurable changes in state or condition that are originated from a cause-effect relationship.
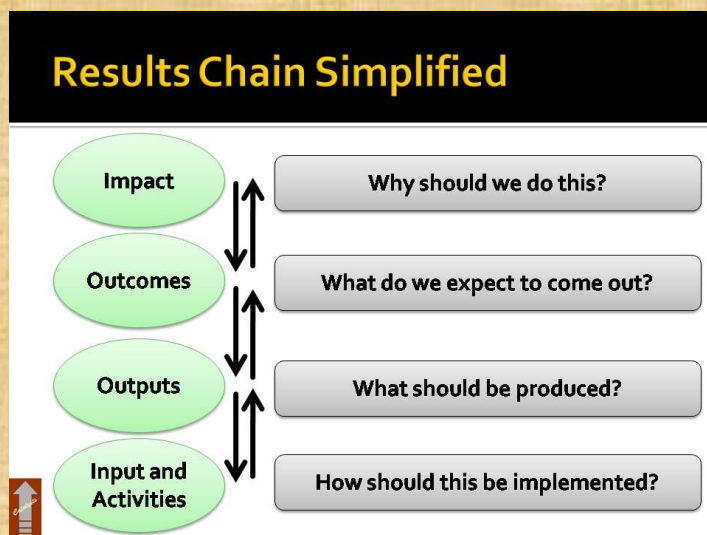
- Outputs –The most immediate results of a project i.e. goods and services.
- Outcomes–Medium-term results generated within the life-cycle of a project by a combination of achieved outputs.
- Impacts –Results of a intervention/project with reference to its long term goals. Impact is achieved through a combination of outputs and outcomes.

Indicators:

- Once expected objectives and results are determined within the results chain, appropriate indicators needs to be selected.
- Indicators are qualitative or quantitative means for measuring progress towards objective. It is a key piece of information serves as a gauge to assess a situation or a process of change.

An indicator should be SMART: Specific, Measurable, Achievable, Realistic, and Time-bound.

Specific: to relate to conditions that the project is likely to change (e.g. number of Lorries hired for transporting seedlings is not a good indicator of kitchen gardens established)

Measurable: quantifiable indicators preferable. Indicators could also be observable

Attainable: answers should be attainable at a reasonable cost, time and effort

Relevant: need to provide relevant info for decision making at various levels

Timely: need to be available at the right time for taking right decision

LF 4X4 Matrix: Mr. Johnson & Mr. Nirmal

Narrative Summary	Verifiable Indicators	Means of Verification	Assumptions
Goal The long-term results that an intervention seeks to achieve(What we want to achieve)	Impact Indicators Quantitative and/or qualitative criteria that provide a simple and reliable means to measure achievement or reflect changes connected to the goal.	How the information on the indicator will be collected (can include who will collect it and how often).	External conditions necessary if the Goal is to contribute to the next level of intervention.
Outcomes The primary result(s) that an intervention seeks to achieve,	**Outcome Indicators** Quantitative and/or qualitative criteria	How the information on the indicator will be collected (can include who will collect it and how often).	External conditions not under the direct control of the intervention necessary if the outcome are to contribute to reaching intervention goal.

Outputs The tangible products, goods and services	Quantitative and/or qualitative criteria	How the information on the indicator will be collected (can include who will collect it and how often).	External factors not under the direct control of the intervention which could restrict the outputs leading to the outcome.
Activities The collection of tasks to be carried out in order to achieve the outputs.	Process Indicators As above, connected to the stated activities.	How the information on the indicator will be collected (can include who will collect it and how often).	External factors not under the direct control of the intervention which could restrict progress of activities.

SESSION 4:

Group Work: Log Frame development

The second group work was done for enabling participants to learn by self and develop logframe. The participants were made into three groups and they were asked to prepare log frame on three different topics that are education, health and economy.

Initially the group members were struggling in framing logframe. After that, the facilitator presented a model log frame by involving the participants to make successful. The participants were asked to prepare log frame and they requested to present with other participants.

 Group 1: Education

In this group, the members of the group presented their log frame with other participants. Other group members also shared their ideas in making their log frame as a good one.

Mr. Johnson appreciated the team members for their good attempt in framing log frame. He suggested the team to practice in the area of horizontal statements such as indicators and verification part.

Group 2: Economy The team members were appreciated for their effective

work. The team has come out with clear output.

Group 3: Health

Third Group also came with their presentation. They shared their log frame with other participants.

GROUP PRESENTATION

Day-2

Day-2 started with the recap of previous day session. Mr. Sathuragiri presented the last day session.

Mr. Sathish Samuel, CMCJ consultant appreciated the participants for their effective team work. He also encouraged the participants to use different ways in presenting their reports and to be very innovative.

SESSION 1 of Day 2: Introduction to Report Writing:

Report Writing is an art, essential skill for a successful development worker. A good

report should be one which effectively conveys what the outcome of the project is (or) what the writer wants to say. It is a major channel for the communicating information, tool for decision making and part of our everyday work.

Purpose:

- **Donors** - want to see evidence of a return on their investment
- **Project Managers** - To take informed decisions to steer the project in right direction
- **Field Team** - To understand how the project is progressing

Key Principles of report writing:

- **P**urpose
- **A**udience
- **C**ontent
- **S**tructure

SESSION 2 of Day 2: Steps in Report Writing

- Gather information
- Analyze and organize
- Write the first draft
- Edit and revise
- Finalize

STEP 1: Gather Information: Before writing the reports, the qualitative and quantitative information related to the project progress to be collected. It will make easier the person to incorporate the information with the project objectives. Information may come from a variety of sources, but only relevant information to be added in the report.

STEP 2: Analyse and organize: After gathering information, the person need to decide what will be included and it what sequence it should be presented. The person should analyse the evidences and facts to be validate our work.

STEP 3: Writing the first draft report

After organised the material into appropriate sections and headings the person begin to write the first draft of your report. It is very easier to write the summary and contents page at the end when you know exactly what will be included.

STEP 4: Edit and Revise: Once draft report ready, the person should review the draft. The report should be drafted from the funding agency perspective.

STEP 5: Finalize: Once the draft report satisfied with the content and structure then you may finalise the report. Headings and Sub headings is to be very clear and accurate.

SESSION 3 of Day 2:

Introduction to KNH Reporting Format: Mr. Sathish Samuel & Ms. Deepika

Mr. Sathish Samuel, KNH Consultant spoke about importance of KNH reporting requirements. KNH is working in 38 countries & supporting 900 projects. In India, 355 projects have been supported by KNH. The implementing organization is accountable to the funding agency regarding project progress and development.

Ms. Deepika, National Coordinator facilitated the session on KNH reporting format. She briefly dealt with the report format of KNH where we required sending the same in a prescribed manner.

KNH is working in 38 countries and supporting 900 projects. In India, 355 projects have been supported by KNH. In terms of reporting the implementing

organization (partner organization) is accountable to the funding agency regarding project progress and development.

The KNH reporting format consists of three sections.

Setion 1 is aimed at briefing the sponsors/supporter and giving a brief account of how their support enabled to change the situation or issues presented in the appeal (such as impact of climate change on children rights, child participation, building awareness, mitigating climate change, improve/protect environment, etc.) This section should contain a clear note of thankfulness, recognition of the support, how farr the assistance enabled to change the situation without diluting tone of self respect on both sides.

COVER NOTE

Project title: CHILDREN MOVEMENT FOR CLIMATE JUSTICE (CMCJ)

Project number: 21730

Project duration: September 2014 to August 2016

Reporting period: April 2015- March 2016

Author/s : Ms.Deepika

Responsible person: Ms. Deepika

Date of submission: 30.05.2016 (please check)

I.   GENERAL REPORT (maximum 3 pages)

1. Introduction

1.1 General information on the project, context, objectives

1.2. How many children are supported through the project, how many are reached by campaigns etc.? Has the number of children in the project (not only sponsored children) increased or decreased, has there been a major fluctuation, and if so why (cause, such as, for example, migration, natural disasters etc.)?

1.3. Which external factors and events have had a special influence on the work of the project?

Examples: child and youth politics, educational system, improvement of the infrastructure, war, natural disasters, epidemic diseases, social problems in the

project area (not in the country as a whole), reasons for sponsored children leaving the project.

2. Work in the project This part is the second section of the report which details the narrative portion to share with KNH in detail wherever with photographs of activities carried out during the reporting period compared against the agreed project proposal, and explain wherever there is deviation, had this been mutually informed to KNH, obtained their approval, lessons learnt from the intervention, scope or effort taken from sustainability point of view, possibilities of scaling up, strengthening of institutional arrangement within the project frame, networking, future strategies, etc should be explained in detail.

2.1. Which activities have been carried out during the past twelve months?

Please report in detail about any success/progress made so that the reader can see that his/her support is valuable and also important and necessary in future. In addition, please describe how members of CMCJ experience the progress, what kind of activity they took part in and whether it had an impact on their overall development and their future. Special campaigns/measures or courses (in general and in relation to KNH's annual topic) might also be mentioned here.

2.2. How does the work of CMCJ influence the children's development with regard to awareness building, mitigation, adaptation and other influence factors

2.3. Which problems or difficulties has the project been faced with and how has the project tried/is trying to cope with them? Please also describe the lessons learned. For example…. (like mobilizing new members ?? retaining the existing members from those partner organizations which are withdrawn from KNH support, etc)

2.4. Children's highlight: Please enable all children to identify the most important highlight which they have experienced during the past twelve months. The detailed description shall be based on children's group discussions and comprise a minimum of 15 lines.

3. Outlook and thanks

3.1. Future plans

Group work: Report writing by participants

Section 3 is in the form of Logical Frame work which will be helpful from monitoring the progress on both sides (project and donor)with qualitative and quantitative evidences of indicators and verifiable sources. That is why this training is organized with speial focus to building the capacity of key members of CMCJ to get hands on experience in evolving the log frame.

This activity helps participants to improve their skills through self-learning. The participants were made into three groups and they asked to prepare activity report by using the templates were discussed on the floor.

The team members were came out with their presentation and shared with other participants. Some of the team was not able to complete the target.

After seeing the presentation of the participants, facilitator gave the following suggestion to the participants since participants made mistake in some areas

❖ Indicators to be included

❖ Output should justify the indicator

❖ Verifications to be added

❖ Learning's to be incorporated in the report

❖ Report always in very logic format

TRAINING EVALUATION

Pre-workshop assessment

At the beginning of the workshop participants were asked to rate their level of knowledge and skills regarding designing and delivering training programs. In addition, they were asked a series of questions regarding their understanding of certain content relating to designing and delivering a training program.

Post-workshop assessment

At the conclusion of the workshop, participants were asked to rate their level of knowledge on the same. Second set of question were asked the participants to rate the quality and value of the Workshop. The following graph shows a comparison between pre-workshop and post-workshop responses regarding content knowledge and shows a significant increase in the level of skills and knowledge post training
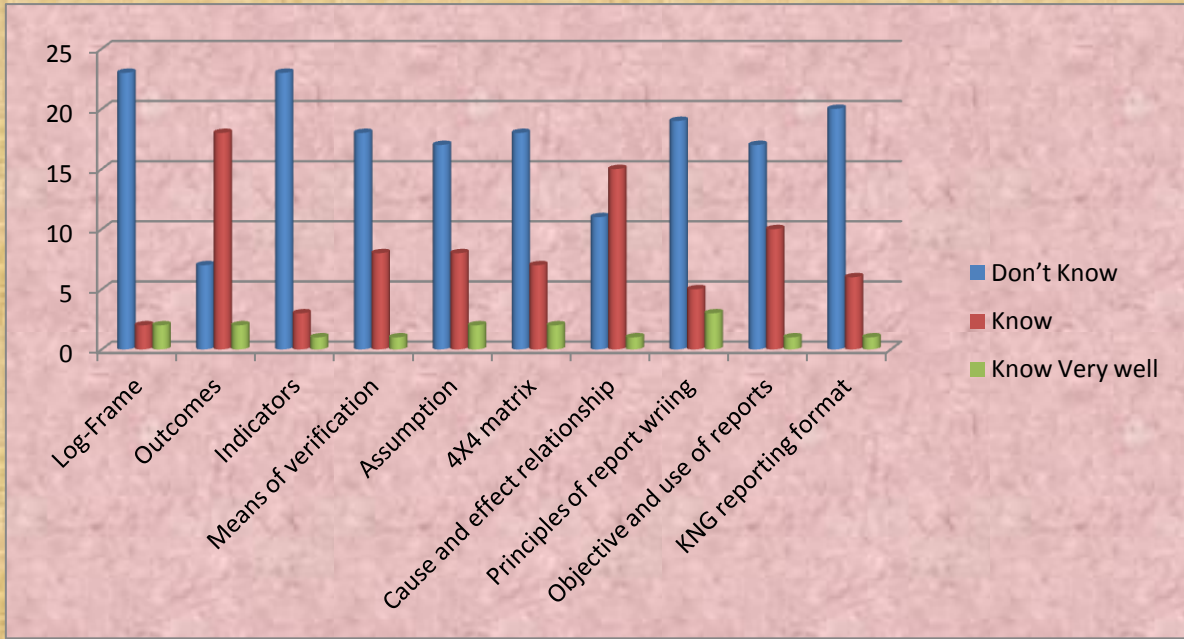
PRE TEST
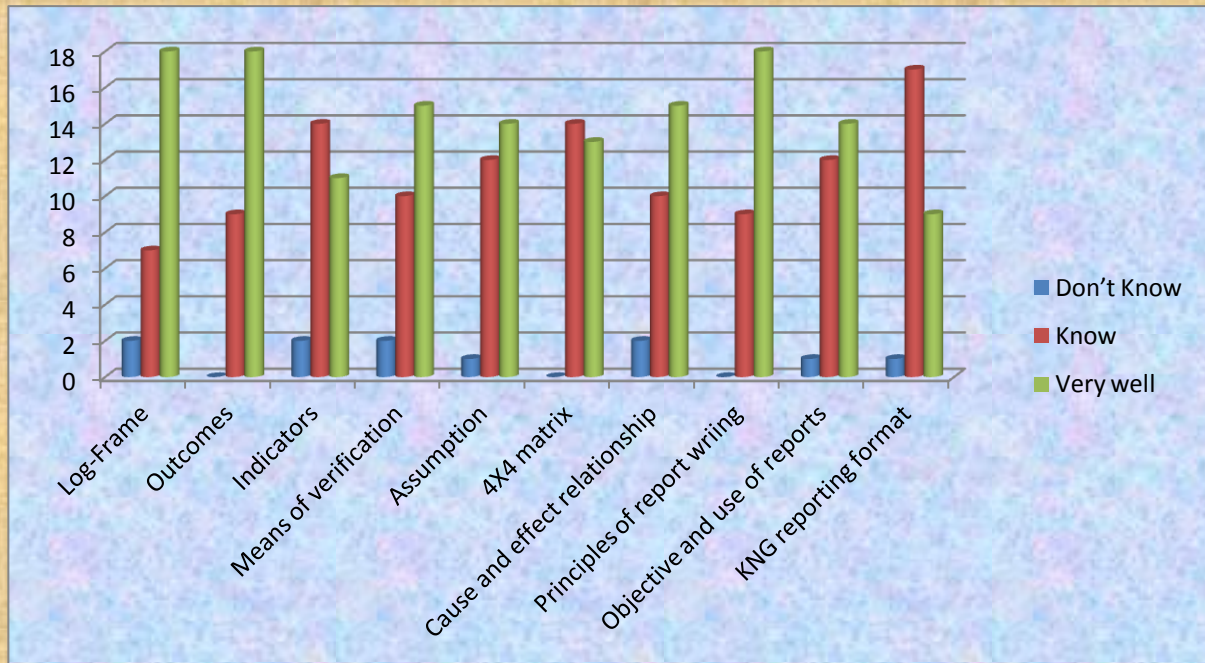
POST TEST

SUMMARY OF THE WORKSHOP RESPONSES REGARDING QUALITY AND VALUE OF THE WORKSHOP

QUALITY AND VALUE OF THE WORKSHOP
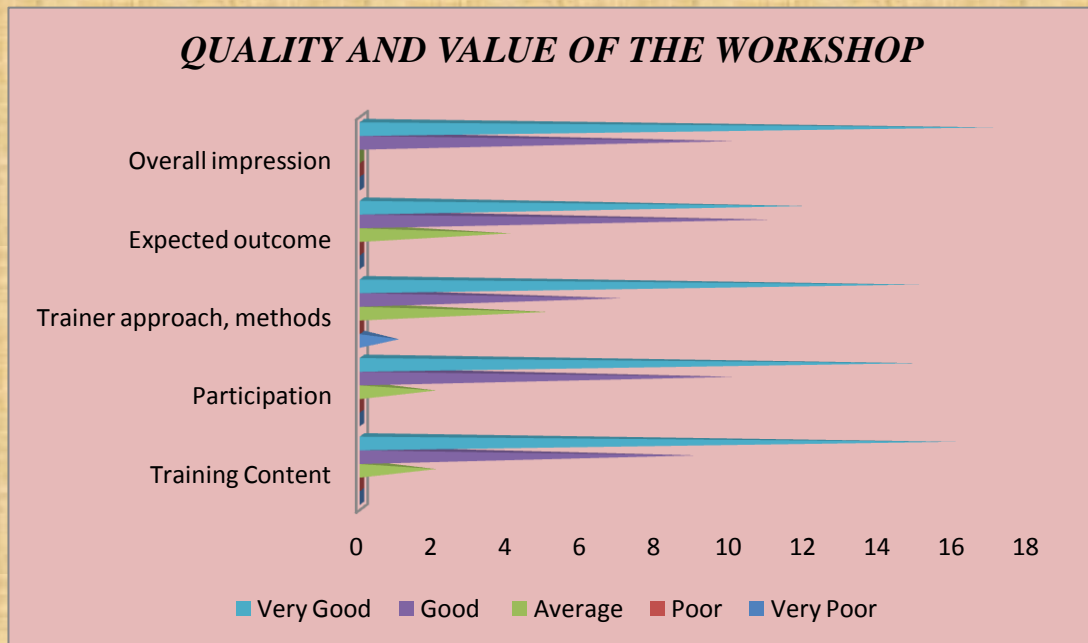
The graph shows the workshop quality and value. None of the participants not mention in as least score

CONCLUSION

At the end of the workshop, Mr. Jone, State Coordinator of CMCJ-TN has given vote of thanks to the participants, facilitator, special invitee Mr. Sathish Samuel and Ms. Deepika, National Coordinator.

The workshop was very successful and all participants significantly increased their level of knowledge and skills in the area of report writing.

Annexure 1: Schedule

Training on Log-Frame and Report writing

AGENDA

Se ssi on No	From	To	Durat ion (Mts)	Session	Key objective(s)	Method	Resource Person(s)
	Day : 1	Satur day		9th July 2016			
1	9:30	10:00	0:30	Registration			Mr. Nirmal
2	10:00	10:15	0:15	Introduction to the training		Facilitation	Mr. Erskin
3	10:15	10:30	0:15	Training purpose and outputs	Understand the purpose of training and expected outputs	Facilitation	Mr. Sathish Samuel
4	10:30	11:00	0:30	Introduction to log-frame	Participants understand about logical framework and its importance	Facilitation	Mr. Johnson
5	11:00	11:15	0:15	Tea break			
6	11:15	11:45	00:30	Cause-effect analysis	Participants able to do cause-effect analysis and develop logical sequencing skills	Group work	Mr. Johnson
7	11:45	13:00	01:15	Introduction to Log-Frame matrix and its elements	Participants understand the components of log-frame such as activities, outputs, outcome and impacts	Facilitation	Mr. Johnson
8	13:00	14:00	01:00	Lunch Break			
9	14:00	16:00	02:00	Log-frame development by Participants	To enable participants to self learn and develop logframe	Group activity	Mr. Johnson
10	16:00	16:15	00:15	Tea break			

Session No	From	To	Duration (Mts)	Session	Key objective(s)		Resource Person(s)
11	16:15	17:00	00:45	Clarifications and ways forward	To enable the participants to clarify all their doubts related to LFA	Open house discussions	Team
12	17:00	19:00	02:00	Cultural events			Mr. Nirmal
Se ssi on No	**From**	**To**	**Durat ion (Mts)**	**Session**	**Key objective(s)**		**Resource Person(s)**
	Day : 2	Sunda y		10-Jul-16			
1	9:30	10:00	00:30	Recap of yesterday's proceddings			Mr. Erskin
2	10:00	11:00	01:00	Introduction to Report writing	Understand the purpose and importance of report writing	FAcilitatio n	Mr. Johnson
3	11:00	11:15	00:15	Tea break			
4	11:15	12:00	00:45	Steps in Report writing	Pariticipants understand the various steps in preparing a report	Facilitation	Mr. Johnson
5	12:00	13:00	01:00	Introduction to KNH reporting formats	Participants understand the reporting requirements and gaps	Facilitation	Mr. Sathish Samuel
6	13:00	14:00	01:00	Lunch Break			
7	14:00	15:30	01:30	Report writing by participants	Pariticpants improve their skills through self-learning	Group activity	Team
8	15:30	16:00	00:30	Summary and ways forward			Mr. Erskin

Annexure-II

List of Participants

CHILDREN MOVEMENT FOR CLIMATE JUSTICE- CMCJ
TAMILNADU

Date: 09 &10/07/2016　　　　　　　　　　　**Venue: RCPDS-Madurai**

S.No	Name	Organization
1	R.Gayathri	SPEECH-Thiruchuli
2	A.Veeralakshmi	SPEECH-Thiruchuli
3	N.Swetha	SPEECH-Thiruchuli
4	K.Santhana Mahalingam	SPEECH-Thiruchuli
5	A.Alaguudaiyakkal	WWTC
6	M.Saranya	WWTC
7	J.Manikandan	WWTC
8	K.Karthigai Lakshmi	SPEECH-Sivakasi
9	S.Subalakshmi	SPEECH-Sivakasi
10	C.Siva Barathi	RCPDS
11	P.Kayalvizhi	RCPDS
12	M.Sathuragiri	RCPDS
13	M.Arunkumar	RCPDS
14	V.Rajeshwari	Mariyalaya-Thirupur
15	S.Saranya	Mariyalaya-Thirupur
16	G.Kaviya	Mariyalaya-Thirupur
17	A.Selvi	Mariyalaya-Thirupur

18	D.Rahul	CCRD
19	R.Bharath	CCRD
20	S.Saranya	CCRD
21	Agalya	CCRD
22	M.Anitha	CCRD-Staff
23	R.Kannan	CCRD-Staff
24	S.Subalakshmi	Arogiya Agam
25	S.Suseela	Arogiya Agam
26	Selvakumar	SASY
27	P.Banumathi	SASY
28	T.Narmatha	SASY
29	Mr.Sathish Samuel	KNH Consultant
30	Mr.Nirmal Raja	State Convenor CMCJ-TN
31	Ms.Deepika	National Coordinator, CMCJ
32	Mr.Johnson Thangaraj	Facilitator , CMS-Bangalore
33	R.Jone	State Coordinator, CMCJ-TN
34	Kumutha. Y	Asst. Project Officer, RCPDS
35	Mr. Arunodhayam Erskine	Project Director, SPEECH