

MFF VIET NAM NATIONAL TRAINING COURSE ON PROJECT CYCLE MANAGEMENT

Emphasis on Proposal Writing

Hanoi, 14-15 March, 2012
La Thanh Hotel, Hanoi, Viet Nam

Summary Report



I. INTRODUCTION

Mangroves for the Future (MFF) is a partnership-based initiative promoting investments in coastal ecosystems for sustainable development. MFF provides a collaborative platform to help countries, sectors and agencies in the MFF region tackle the growing challenges to coastal sustainability.

Viet Nam became a full member of MFF in January 2010. MFF's activities in Viet Nam are overseen by a multi-stakeholder National Coordination Body (NCB) that is composed of government, university and research institutes, local NGOs, international NGOs and international organizations with IUCN as the Secretariat to the NCB. In the first round of the MFF Small Grant Facility, 4 projects were funded. The second round of SGF was launched in December 2012. On behalf of the NCB, IUCN advertised a call for proposals in several local and national newsletters as well as on our website and received 43 eligible pre-proposals. Seven concept notes were shortlisted and two staffs from each proponent organization were invited to participate in a training course on Project Cycle Management (PCM) from 14-15 March 2012 prior to submitting full proposals.

II. PCM TRAINING COURSE

2.1. Duration and Venue

The PCM training was delivered during 2 days from 14 to 15 March 2012 at La Thanh Hotel, 218 Đội Cấn, Ba Dinh District, Hanoi, Viet Nam.

2.2. Course objective

The main objective of the National Training Course on Project Cycle Management with emphasis on proposal writing was to instruct proponents on how to write a SGF proposal in line with MFF guidelines. Specific objectives of the course are to enable the potential project grantees to:

- Have an adequate understanding of MFF initiative, its programs of work and cross-cutting themes (climate change, gender equality, and knowledge management and communications), in particular, the priorities of SGF in Viet Nam;
- Grasp the basic principles of project cycle management using the logical framework approach,
- Make a realistic budgeting and work plans for the project, and
- Be fully instructed and comply with MFF SGF guidelines in preparation of proposals, as well as project reporting and communications (Monitoring Learning and Evaluation).

2.3. Topics of the course

The training covered the following topics:

- MFF Overview and course introduction
- MFF SGF in Viet Nam: approaches and priorities
- Project Cycle Management
- The Logical Framework Analysis (LFA)
- Context Analysis: Coastal issues, livelihoods and community participation in coastal resources management
- MFF Small Grants Project Template
- Integrating climate change and disaster risk reduction
- Integrating gender equality
- Situation analysis and LFA practices and presentations (with advice and feedback from facilitators)
- Output-based budgeting: introduction, practice, presentation and discussion
- Project reporting and communications. Monitoring, learning and evaluation
- Presentation of an example of SGF full proposal from the first round

For detailed training agenda, please refer to Annex I.

2.4. Trainers and trainees

The course was conducted in Vietnamese and English with consecutive translation. Main trainers were Dr. Ranjith Mahindapala, MFF Programme Manager (MFF RS) and Ms. Nguyen Thi Bich Hien, Viet Nam SGF Manager, with the collaboration of Dr. Nguyen Chu Hoi, NCB Viet Nam Chairman, Mr. Jake Brunner, IUCN Mekong Programme Coordinator and Ms. Debora Simon Baile, IUCN Project Officer.

There were a total of 16 trainees from potential grantees, 2 from each organization, plus 2 extra participants from the Quang Tri Center for Environmental Monitoring and Technology. The list of participants is attached as Annex II.

2.5. Setting and delivery of the course

The training contents were delivered in theory combined with several examples and practical exercises. The focus of the training was on proponents' work on the situation analysis, logframes and budget of their own proposals with one by one guidance and advice from facilitators. The presentation of each potential grantee was followed by a discussion and provided with feedbacks in order to help them to develop better full proposals that would meet MFF standards.

The training course opening remarks included welcome speech from Dr. Nguyen Chu Hoi, MFF NCB Viet Nam Chairman and Professor in the Faculty of Natural Sciences, Viet Nam National University followed by welcome remarks addressed by Jake Brunner, Head of Office, IUCN Viet Nam, who observed that unsustainable, polluted and unregulated use of coastal resources is Viet Nam's first environmental problems. He also congratulated the proponents for their concept notes, remarked that previous experience proved that PCM training helps providing better proposals and encouraged participants to take advantage of such chance.

Theoretical section was delivered on the first day of training course. Dr. Ranjith Mahindapala started with an overview of MFF initiative in the region introducing MFF approach, history and evolution, programs of work, lessons learnt and future work. He stated that MFF is not only about mangroves, but all coastal ecosystems and overall, about coastal communities: projects for people. He presented examples of best practices and successful projects and remarked on the importance of sharing experiences and knowledge since many countries have similar coastal issues.

Ms. Nguyen Thi Bich Hien followed with a presentation on MFF Small Grant Facility in Viet Nam, explaining the NCB structure and highlighting MFF VN approaches and its seven prioritized POWs. She also described the four projects funded in the first round of SGF Viet Nam that are currently being implemented.

Then Dr. Ranjith Mahindapala gave a lecture on different phases of project cycle and Logic Framework Approach as a tool for planning, implementation and monitoring in project management. He remarked that LFA enables everyone to understand (make it homogenous) and has become a requirement from all donors. He showed that there are many different names for concepts used in LFA, but advised not to get confused. He also reminded that projects are done to make a change and that situation analysis is crucial and requires field participative discussions. Clear explanations with examples on how to make a good LFA with realistic objectives, specific activities and SMART indicators were given to participants. Dr. Mahindapala advised that an SGF project should have one project objective that is what proponents are committed to achieve, hence they must make sure they can fulfill it through 3 to 5 measurable results. All the participants would work on the LFA of their own project proposals after the theoretical sections.

Prof. Dr. Nguyen Chu Hoi delivered a presentation on context analysis presenting key coastal issues and challenges in Viet Nam, such as overexploitation, lack of awareness and deficient multisectorial coordination. He highlighted the need to increase community participation in coastal resources management rather than restrictions as a mean to ensure sustainability in the projects and avoid dependence on international funds.

Section on crossing-cutting theme of climate change and disaster risk reduction was presented by Jake Brunner. He reminds that Viet Nam is one of the most affected countries by CC and pointed out the need to switch to a river basin integrated approach for land management which is politically sensitive. The salt intrusion was named as one big impact of CC in Viet Nam's rice crops and the key concepts of vulnerability, exposure, sensitivity and adaptive capacity were introduced. He explained how government has improved at disaster risk management by building concrete schools or providing clean water and rice after storms, whereas on the other hand, government policy has been poor and even harmful to disaster risk reduction, due to construction of high dykes that lead to rapid coastal erosion and alter the hydrology in the Mekong, resulting in catastrophic floods.

The presentation on integrating gender equality was delivered by Ms. Debora Simon Baile, IUCN Project Officer who highlighted that gender mainstreaming is a requirement from both MFF guidelines and

donors. Gender disaggregated data is necessary for a gender analysis to identify the men and women's roles in access, ownership, and use of resources, income and participation in making decisions, based on which strategies should be included to achieve equal benefits and have real effects in changing the roles of men and women in the process. She showed some examples of how SGF projects in other MFF countries have integrated gender equality through aloe vera plantations (Sri Lanka), mangrove recipe courses (Indonesia), etc

After lunch on the 14th March, Ms. Nguyen Thi Bich Hien, Viet Nam SGF Manager, explained carefully MFF template for Small Grant proposals with the additional help of a case example from Viet Nam. Ms. Bich Hien also noted requirements of budget estimation in local currency, project management costs of not more than 10% and up to 5% budget on communications and knowledge products. The project duration should not exceed 18 months although 12-15 months will be preferable. Full proposals could be submitted either in English or Vietnamese regardless the funds requested.

After the theoretical sections, participants spent the afternoon of first day practicing LFA of their own proposal with one by one guidance from MFF facilitators. All proponents then presented their LFAs, which were provided with comments on how to fulfill their LFAs up to MFF's requirements. Notes of comments on each LFA are documented in Annex III.

Later in the morning of 15 March 2012, Dr. Ranjith Mahindapala and Ms. Nguyen Thi Bich Hien provided instructions and direct guidance on how to make a realistic output-based budgeting plan for each SGF project. After team work, all proponents presented their budgeting plan and were guided with specific recommendations to help them meet on the donor's requirements in terms of financial reports and audits to small grantees. Notes of comments on each budgeting plan are documented in Annex III as well.

The last presentation of an example of SGF full proposal from the first round, was given by Ms. Debora Simon Baile. She followed the Xuan Thuy NP proposal point by point noting some possible improvements and remarked the need to fulfill the time frame in line with the progress reporting. She advised on collecting accurate and comprehensive data for the context analysis, defining realistic objectives and activities in their LFA, avoiding over-optimism and taking into account the sustainability of the project.

The theoretical sections on project reporting and communications and monitoring, learning and evaluation (MLE) could not be delivered due to lack of time but the content of the presentations and the reporting template were distributed to participants for their reading and information. In addition, participants were informed that the monitoring would be done by SGF manager and/or country NCB members in an appreciative inquiry approach in order to assess project progress and efficiency and identify lessons learned; learning needs or provide timely recommendations to the project implementing organizations.

After completing the evaluation form (see Annex IV), Ms. Nguyen Thi Bich Hien announced the participants that the deadline for submission of full proposals will be on 31th March 2012.

As part of the training course, an informal networking dinner was held in the evening of 14 March 2012 with the participation of MFF Secretariat, IUCN Viet Nam and trainees.

The workshop closed with the remarks from both Dr. Nguyen Chu Hoi and Dr. Ranjith Mahindapala and the distribution of certificates to all participants (See Annex V for example of certificate).

III. COURSE EVALUATION

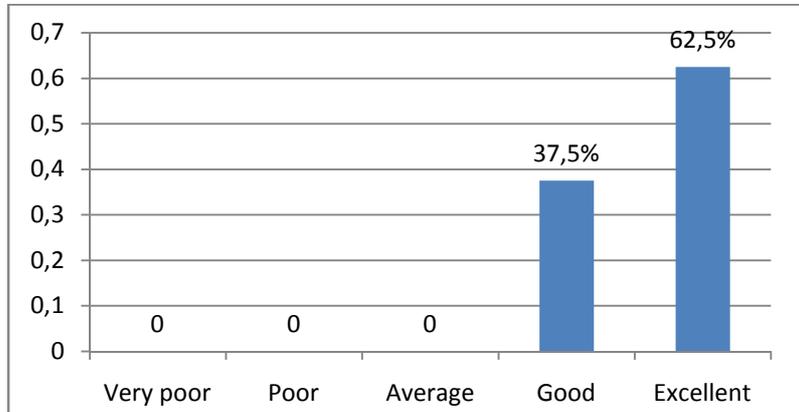
This course has been evaluated to enable MFF Secretariat and MFF Viet Nam to improve future training courses. The training course evaluation and feedback results are summarized below based on participants' feedbacks of the course. Each participant was asked to fill in an evaluation form (Annex IV) to assess participants' opinions on logistics, overall training conduct, each trainer presentation, and helpfulness in preparation of their proposals, as well as a few open-ended questions. All 16 trainees filled out and submitted the questionnaires.

3.1. Workshop training worthwhile in developing better project proposals

All of the participants (100%) responded that the training workshop is worthwhile in helping them develop better project proposals. 62.5 % of the participants considered the workshop as excellent and 37.5% of the participants rated it as good.

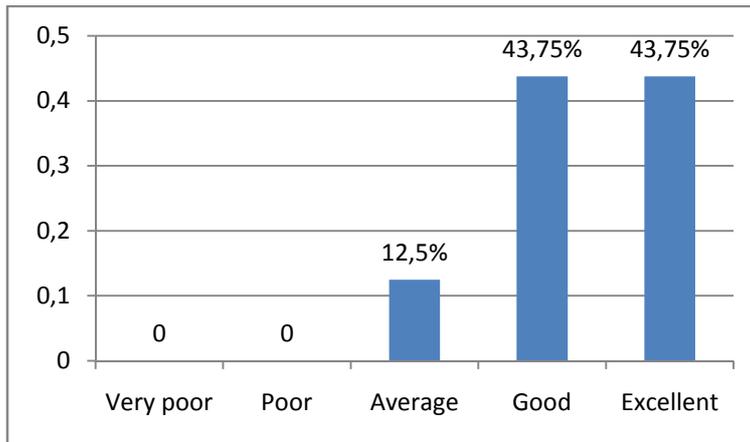
3.2. Overall agenda of the workshop

The impressions about the overall agenda show the same results as the first question about usefulness in developing better proposals. Once again, 62.5 % of the participants ranked overall agenda of the training as excellent and 37.5% participants rated it as good.



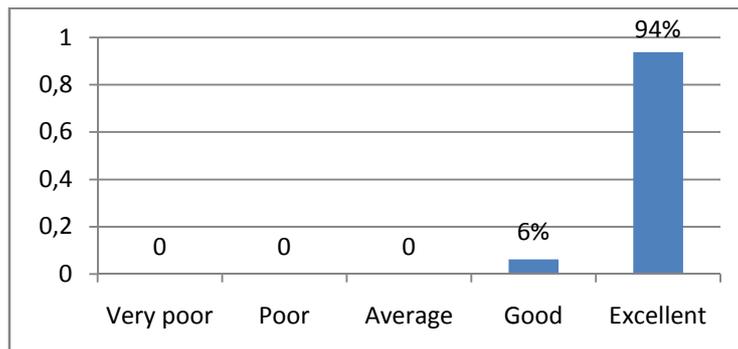
3.3. Level of interaction among participants

Most of participants ranked the level of interaction among participants as excellent (43.75%) or good (43.75 %). However, 12.5% of participants rated it as average.



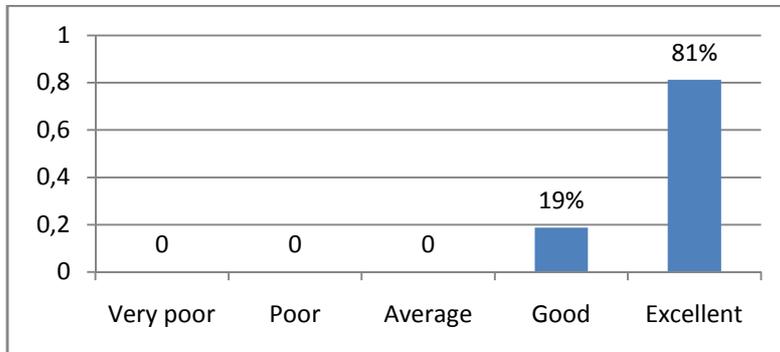
3.4. Workshop organizers

The workshop organizers were what all participants appreciated the most, with almost 94% ranking them as excellent. Organizers are considered to have worked very hard and have been very helpful, enthusiastic and friendly in coordinating with participants when organizing the workshop.



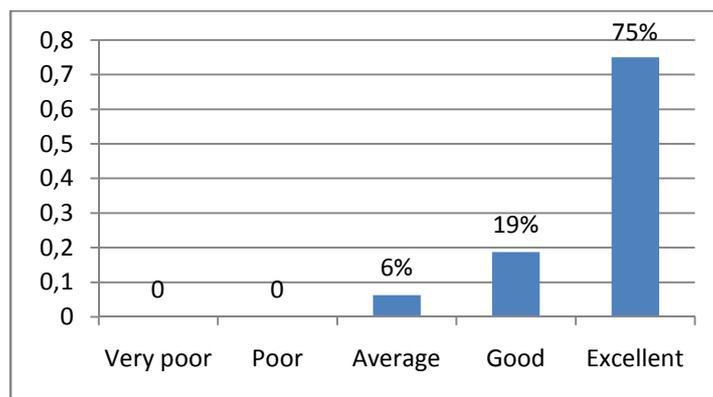
3.5. Venue of the event

The training venue in terms of food, location and accommodation was ranked as excellent by the majority (81%) and good by 19% of the participants, with such comments as nice hotel room, easy to access, and even, too big meals!



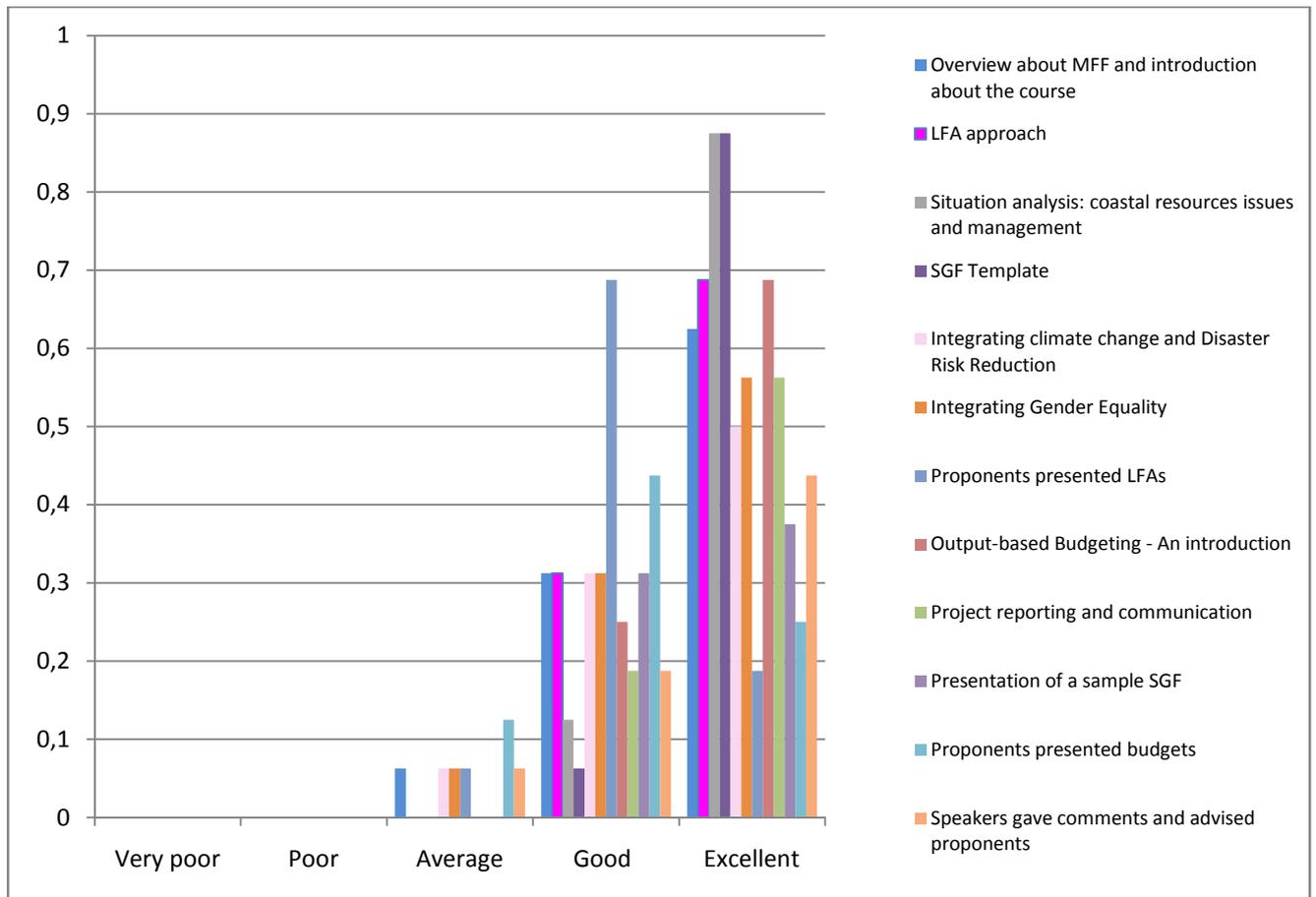
3.6. Materials/information distributed

Training materials were put in folder and distributed to participants at the beginning of the workshop. This was highly rated by all participants, with 75 % considering it excellent, 19 % good and only 6 % rating as average. However, as last year, some participants commented that some information should be sent by email in advance.



3.7. Amount of information provided in workshop sessions

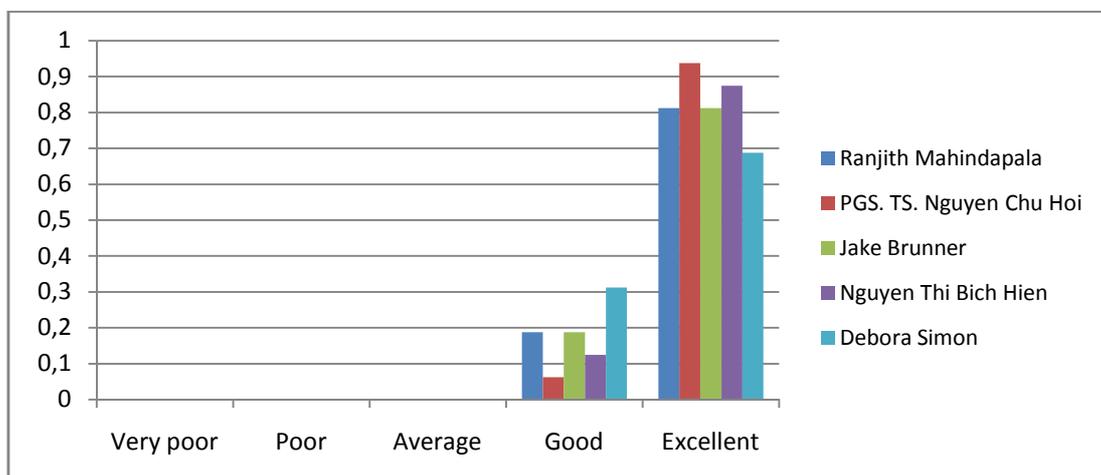
There were 12 sessions during the training. Most the sessions were highly rated by the participants with the sessions on “Situation analysis: coastal issues” and “SGF template” regarded the best (87.5% excellent) followed by the sessions on PCM-LFA and budget, that were considered excellent by almost 69% of the participants.



On the other hand, sessions on proponents' presentation of both LFAs and budgets were the less appreciated, with only 19% and 25 % respectively, rated as excellent. Some comments were noted as "it took too much time for all proponents to practise and present" or "participants are not good at practicing". This may be due to different experience and skills on LFA and project writing among participants.

3.8. Speakers and mentors

Five speakers and mentors were involved in the training. All of the speakers/mentors were considered as excellent by most of the participants, with average rating higher than 82%. Such ratings were compatible with the ratings in section 3.7. PGS. TS. Nguyen Chu Hoi was regarded the best, 94% of participants rated him as excellent as well as his presentation on "Situation analysis: coastal issues" ("updated information"), he was closely followed by Ms. Nguyen Thi Bich Hien who delivered the presentation on "SGF Template" and was one of the main facilitators.



3.9. Participants' favorite activity

Participants were asked which activity of the workshop they liked most as an open question. Although some participants had no comments (6/16), half of them (8/16) responded that they like LFA presentation and practice sessions the most because it is the foundation to write a good full proposals with comments such as "Although I have learnt LFA many times beforehand, this is the first time there is a teacher talking about it in a very detailed, enthusiastic way and easy to understand". Discussion and practice, in general, and budget practicing were also mentioned by participants.

3.10. Suggestions for improving the workshop or specific workshop sections

This open question was responded by 50% of the participants whereas the other half left it blank. Their suggestions include:

- "Should spend more time for LFA section and extend the course to 3 days"
- "Should allocate time for each section more reasonably in order to reduce pressure on participants"
- "Better time allocation and reduce the amount of knowledge"
- "Extend the training to one more day"
- "Too long sections make participants feel tired"
- "Assign exercises in advance. At class is for presentation and evaluation only"
- "Better time allocation, participants had to submit exercised on time"

3.11. Helpfulness of the information presented at the workshop

Being asked whether and how they found the information presented at the workshop helpful, all participants agreed that the training has been very useful and pointed out that they could apply LFA approach and budget making skills not only in MFF full proposals but also in other project proposals in the future. One participant observed that he has written many proposals but they were not as good as the guidelines in this training. Other participants remarked that the training provided them a better understanding of the peculiarities of MFF approach and the importance of protecting mangroves.

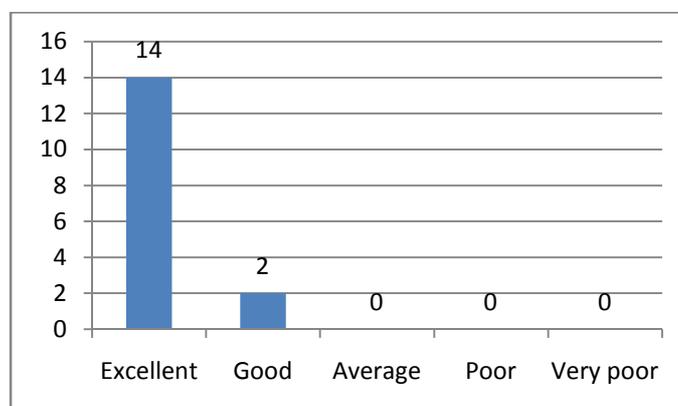
3.12. Additional topics to be included in the future workshops/learning events

Participants have suggested different topics to be included in future trainings and learning events. These include the followings:

- Share experiences in project writing, management, implementation and monitoring. Exchange and learning experience from other MFF projects (also regional).
- Apart from mangroves, other ecosystems like sea grasses, coral reefs and lagoons should be paid more attention. Also inform about coastal and river bank erosion and measures to protect coastal.
- Other funding opportunities

3.13. Overall ratings of the workshop experience

The overall workshop experience was highly ranked by all participants with almost everyone rating as excellent (14 out of 16), and only 2 of the 16 participants considering it as good. No one rated the workshop as average, poor or very poor.



IV. CONCLUSIONS AND RECOMMENDATIONS

Overall, the PCM course was regarded as successful and valuable by participants in terms of achieving the set forth objectives to help shortlisted MFF SGF proponents in writing project proposals up to MFF's guidelines and requirements. Both logistic and technical sections of workshop were very well prepared. Information provided during the workshop was excellently conveyed by the trainers, hence well received by the trainees.

In comparison with last PCM training in 2011, the evaluation has been much more positive in every aspect. Unlike previous PCM training, all the sessions and speakers were highly rated and the overall rating was excellent for the 87.5% of participants, whereas last year, only the 54% of them ranked it as excellent. As an improvement from the PCM organized last year, consecutive interpretation was provided during this edition, assuring a better understanding among participants. However, there are still a couple of things to be improved for the next trainings:

- **Training materials:** Training materials were very well prepared and provided also in Vietnamese. However, it would have been even better if some supporting materials were circulated to participants before the training so that they could arrive with a general familiarity and framework of the issues to be discussed and be better prepared. In this case, provide web site URL's or digital documents instead of paper documents where possible.

- **Time management:** Better time allocation is a recurrent suggestion and should be better managed in the next course. Some participants suggested reducing the amount of theoretical sessions and dedicating more time for LFA and budget practice. Many of them suggested extending the training one more day.

- **Mentors and facilitators:** For the facilitators from MFF RS like Dr. Ranjith, it would be good to provide them with an English summary of shortlisted pre-proposals in advance so they can arrive with a general background and information about the proponents.

- **Participation of NCB members:** Since NCB members will be responsible for the final decision on the funded proposals, it is highly recommended to ensure their participation and commitment during the training (or at least the participation of reviewers who already have a deeper knowledge of the pre-proposals). In particular, it would be useful to have their comments during the proponents' LFA practicing and presentation. However, in order to avoid misleading, NCB members collaborating as facilitators should have proved experience with LFA approach.

ANNEX I: AGENDA



AGENDA

MFF Viet Nam National Training Course on Project Cycle Management (Emphasis on Proposal Writing)

14-15 March 2012

Venue: La Thanh Hotel, 218 Doi Can, Ba Dinh, Hanoi

14 March 2012

8.30	Registration	IUCN Viet Nam
8.45	Opening remarks NCB Viet Nam Chairman Head of Office, IUCN Viet Nam	Dr. Nguyen Chu Hoi Mr. Jake Brunner
9.00	MFF Overview & Course Introduction	Dr. Ranjith Mahindapala MFF Programme Manager
09 15	MFF Small Grants Programme in Viet Nam: approaches and priorities	Ms. Nguyen Thi Bich Hien MFF Viet Nam
9.30	The Project Cycle: project design, appraisal, implementation, monitoring and evaluation	Dr. Ranjith Mahindapala MFF Programme Manager
10.15	Tea/Coffee Break	
10.30	The Logical Framework Approach (LFA): A tool for planning, implementation and monitoring	Dr. Ranjith Mahindapala MFF Programme Manager
11.15	Context analysis: coastal issues, livelihoods and community participation in coastal resources management	Dr. Nguyen Chu Hoi NCB Viet Nam Chairman
11.45	The MFF Project Proposal Guidelines/Templates MFF Small Grants project Template Integrating Climate Change and Disaster Risk Reduction Integrating Gender Equality	Ms. Nguyen Thi Bich Hien MFF Viet Nam Mr. Jake Brunner IUCN Viet Nam Ms. Debora Simon Baile IUCN Viet Nam
12.30	Lunch	
14.00	Proponents work on the Situation Analysis and Logframes	Facilitated by MFF Secretariat and Viet Nam
15.30	Tea/Coffee Break	
15.45	Presentations of revised logframes by the proponents followed by a discussion	Proponents and MFF Secretariat and Viet Nam
18.00	Informal dinner arrangement for all participants	Arranged by MFF Viet Nam

15 March 2012

8.30	Recap of Day 1 and Additional Pointers	MFF Secretariat
9.00	Output-based Budgeting – An introduction	Dr. Ranjith Mahindapala & Ms. Nguyen Thi Bich Hien
9.30	Proponents work on Output-based budgets	Facilitated by MFF Secretariat and Viet Nam
10.15	Tea/Coffee Break	
10.30	Presentations and discussions on the budgets	Proponents, MFF Secretariat and Viet Nam
12.15	Lunch	
13.30	Project Reporting & Communications Monitoring, Evaluation & Learning	Dr. Ranjith Mahindapala MFF Programme Manager
14.00	Presentation of a sample Small Grants Project from 1 st Cycle	Ms. Debora Simon Baile IUCN Viet Nam
14.30	Open discussion, and Question and Answer Session	
15.00	Feedback and Course Evaluation	MFF Secretariat and Viet Nam
15.30	Announcements on the submission of revised proposals and other relevant information	MFF Secretariat and Viet Nam
15. 45	Closure, distribution of certificates and Tea	MFF Secretariat and Viet Nam

** Participants will practice preparing a situation analysis, logical framework and activity-based budget for their project proposal*

Rapporteur: Debora Simon

Additional Instructions:

All participants are requested to bring the following:

- a. Laptop computer
- b. Relevant data on the proposed project site, situation analysis, maps and other useful information.

ANNEX II: LIST OF PARTICIPANTS

No.	Name	Organization	Contact details
I. Shortlisted SGF proponents			
1.	Võ Quốc Hưng	Phu Thoi Pagoda, Tien Giang Province	Tel: Email:
2.	Nguyễn Quốc Đạt	Phu Thoi Pagoda, Tien Giang Province	Tel: 0908 614 567 Email: quocdatmt@yahoo.com
3.	Bùi Thị Thuý Nhi	Quang Tri Center for Environmental Monitoring and Technology	Tel: 0989440693 Email: buithuynhi@gmail.com
4.	Nguyễn Thị Vân	Quang Tri Center for Environmental Monitoring and Technology	Tel: 0987873307 Email: vanqtm@gmail.com
5.	Võ Thị Diễm	Quang Tri Center for Environmental Monitoring and Technology	Tel: 0975744877 Email: thidiengt05@gmail.com
6.	Võ Thị Hiền	Quang Tri Center for Environmental Monitoring and Technology	Tel: 0913154757 Email: vohunmtgt@gmail.com
7.	Nguyễn Đình Sơn	Quang Nam Fishing Association	Tel: 0977 034 685 Email: dinhsonstnt@yahoo.com
8.	Hoàng Thị Kim Yến	Quang Nam Fishing Association	Tel: 0122 546 0727 Email: kimyents@gmail.com
9.	Lưu Ngọc Hiếu	Mũi Cà Mau National Park	Tel: 0918247156 Email: vgg_mcm@yahoo.com.vn
10.	Nguyễn Mạnh Hùng	Mũi Cà Mau National Park	Tel: 0938923279 Email: nmhung1905@gmail.com
11.	Nguyễn Thanh Tài	Center for community development and awareness raising.	Tel: 0987588564 Email: nguyenthantai1003@yahoo.com
12.	Phạm Ngọc Thuởng	Nha Trang Bay Marine Protected Area Management Board	Tel: 0989395066 Email: ngocthuong43hdh@yahoo.com
13.	Phùng Thị Thìn	Giao Xuan Community Eco-tourism Cooperative, Nam Dinh Province	Tel: 0987438264 Email: ptthin@gmail.com
14.	Tăng Duyên Hồng	Marine Gifts	Tel: Email:
15.	Huỳnh Đức Hoàn	Can Gio Protective Forest Management Board	Tel: 0988599899 Email: huynhduchoan@yahoo.com
16.	Cao Huy Bình	Can Gio Protective Forest Management Board	Tel: 0986098169 Email: caohuybinh2008@gmail.com
II. MFF-IUCN speakers/mentors			
17.	Ranjith Mahindapala	MFF Secretariat	Email: Ranjith.mahindapala@iucn.org
18.	Nguyen Thi Bích Hiền	IUCN Viet Nam	Tel: 0988220288 Email: hien.nguyen@iucn.org
19.	Jake Brunner	IUCN Viet Nam	Email: jake.brunner@iucn.org
20.	Debora Simon Baile	IUCN Viet Nam	Email: debora.simon@iucn.org
21.	Nguyen Duc Tu	IUCN Viet Nam	Tel: 0913247551 Email: tu.nguyenduc@iucn.org
III. Coordinating staff			
21.	Le Thi Thanh Thuy	IUCN Viet Nam	Tel:0976937972 Email: thuy.lethithanh@iucn.org
22.	Pham Hong Nhung	IUCN Viet Nam	Tel: 01688664439 Email: Nhung.PHAMHONG@iucn.org
IV. NCB members			
23.	Nguyen Chu Hoi	Faculty of Natural Sciences, Viet Nam National University	Tel: 0936186366 Email: nchoi52@gmail.com

ANNEX III: COMMENTS ON LFA AND BUDGET PRESENTATION

During the PCM training, the participants had time to practice LFA and activity-based budgeting of their own proposal with one by one guidance from MFF Secretariat and MFF Viet Nam. The followings are comments on proponents' presentations on their LFA and budget for further evaluation of full proposals.

1. "Environment improvement and restoration and sustainable development of traditional crafts in Gio Linh District, Ben Hai River" – by Quang Tri Center for Environmental Monitoring and Technology.

-In general, well structured LFA

-Discussion about whether locals will take advantage of the restored shrimp ponds to be back to farming or not, proponent replied that they did a survey in the area and found out that the area is not suitable for farming, they have never been successful, that's why they are willing to invest only in natural shrimps and shells in combination with cultivation of morning glory.

- This model is replicated from a pilot site in another district.

-Budget: Total: ≈455M VND. Need to specify that they have a nursery that can contribute in-kind 50% of seedlings (152M VND). Reconsider 5M VND in the call for drawing competition.

2. "Responsibilities of Buddhist Community for mangroves in Loi Quan Island, Tien Giang Province" – by Phu Thoi Pagoda

-Recommendation: take advantage of their "public" (Buddhist) who voluntarily go to the pagoda, listen and respect Buddhist principles, this can make the difference if they integrate conservation into Buddhist principles

-Need to reorganize their LFA, 4 objectives is too much, integrate into one objective: awareness enhancement in 900 people from Buddhist community in Loi Quan Island (planting 2ha of mangroves as demonstration would be an activity)

-Proponents were asked if the activity of drawing competition is only for Buddhist. They answered that no, it is open, but most children are Buddhist.

-Target HIV collective is a good idea but better be mentioned in the beneficiaries section, not in LFA.

-Activity of website is too technical for the local community, better focus on radio broadcast, leaflets, etc

-Budget: Even when they consider important in-kind contribution from the grantee, the 16,600USD budget is over the original one. Prizes for children drawing competition are too many (11 prizes) and far too much money (250 USD 1st prize?). The planting demonstration for 300 people, not all of them can help planting, most will be observers, so the labor cost should be reduced.

3. "Potential of community-based ecotourism development in combination with mangrove biodiversity conservation in Mui Ca Mau National Park" – by Mui Ca Mau National Park

-Potential for eco-tourism, as he explained that so far many visitors come to Ca Mau just to see the Southern end-point of the country without any other tourism activities. Website development is a good idea in this case.

-His initial LFA has 3 objectives (should be one), do not confuse project goal, objectives and outputs. However, they understood hierarchy of objectives, activities in the logical framework

-Budget: So far, less than 20,500USD, in-kind contribution from grantee still need to be discussed. Wide range of activities but purchase of 2 boats for tourists (40M VND) is not applicable for SGF, unless it is decided by Vietnam's NCB.

4. "Strengthening group working capacity of forest ranger households in resource management and protection combining with eco-tourism in Can Gio Biosphere Reserve" –by Can Gio Protective Forest Management Board

-Integrate output 2 and 3: Patrolling made efficient, costs and risks reduced (by attacks or bad conditions of boats)

-Good, specific outputs: (10% reduced violations, 20% reduced costs/year)

-Means of verification for capacity building activities: can be a survey before and after the activity.

-Budget: Around 25.000 USD. Need to reconsider trainings: number of trainees (170) per training and days (6) are too many. Be realistic: can locals take 6 days "off" for training leaving work and households unattended?

5. "Developing model of women producing souvenirs from mangroves specimens to increase participation of local community and tourists in mangrove conservation in Xuan Thuy Ramsar site" –by Giao Xuan Community Eco-tourism Cooperative.

-Project objective: new approach for sustainable use of mangroves is too general, (and low income is a relative concept), it should be more specific, suggested: alternative income generating handicraft using mangrove (by-products) introduced to 25 families in Giao Xuan Community.

-XT proponents are interested in expanding and replicating the marine gifts in the sites of other proponents, but that is too ambitious, need to focus geographically.

-Budget: No presented because LFA no completed either, even when they are the last group presenting. Still need to discuss with local partners about contributions.

6. “Mangrove ecosystem rehabilitation, sustainable livelihoods development for poor women in Nha Trang Bay Marine Protected Area” –by Nha Trang Bay Marine Protected Area Management Board

-Activities for seedling plantation but do not consider after care (50% survival rate). Discussion about feasibility regarding the number of seasons of planting available, in 15 months, 3 seasons (June-October-June), but, could grantees already have seedlings in June 2012?

-The way the proponent explained on farming poultry, goat and cows (as alternative livelihoods) was not clear, they should undertake an initial assessment before proposing such alternative livelihoods.

Although the pre-proposal was regarded well-written, participants in the training were not able to explain clearly some of the project's ideas and issues, so it seems that the author of the pre-proposal and the trainees are different persons

-Output 2: Regulations on mangrove management formulated, this could only be done in 1 year if the target is local government.

The activity “mangrove protection drawing competition” is not related to the project objective since the project focuses on women and not in awareness in schools

-The indicator for the project goal “mangrove area in Nha Trang Bay was 500ha but now only 6 ha remaining” is not indicator but the context analysis

-Budget: Total: 571M VND. Restoration of 16 ha, too much capacity needed, better reduce the area to ensure feasibility.

-Budgeting in such item as “support schools in participating in mangrove protection drawing competition” is not justifiable.

7. “Developing Nipa Palm co-management model in Ben Dinh Rivers, Tich Tay, Tam Nghia” –by Quang Nam Fishing Association.

-Confuse goal and objective, Ranjith clarified that goal is what the projects contribute to in the long term whereas objective is what the project is committed to, and suggested:

Goal: Nypa plantations in Quang Nam are sustainably used

Objective: An effective community management regime for 30 ha of nypa plantation introduced

-In the 3rd output: “model for effective exploitation (of nypa palm) introduced”, grantees proposed the construction of channels to enhance natural circulation but it should also specify the sustainable exploitation regulation on nypa palm, for example: cutting only leaves and flowers and leaving the seeds or how many leaves per week/family?

-Budget: 499M VND but proponent considered 24 months, need to readjust to 12-15 months.

DSA for trainer (consultant) has to follow IUCN regulations, it varies depending on the size of the city (small-medium size cities: 500.000 VND). Rent car is only admitted if a group of people travelling. Some budgets were repeated (drinks, tea breaks). Need to reconsider the budget for broadcasting (VND500k) and the rent of chairs and tables for meetings.

ANNEX IV: EVALUATION FORM

MFF Viet Nam National Training Course on Project Cycle Management
(Emphasis on Proposal Writing)
14-15 March, La Thanh Hotel, Hanoi Viet Nam
Participant evaluation form



We are happy to receive feedback from you about the workshop. Let us know how we can conduct our activities better. Thank you!

DIRECTIONS:

Please rate the following activities accordingly. (1= Very poor, 2= Poor, 3= Average, 4= Good, 5=Excellent)

- 1. Do you feel that this workshop was worthwhile to help you develop better project proposals?**

1 2 3 4 5

Comments

- 2. How would you rate the overall agenda of the workshop? (in terms of objectives, content, and expected outputs)**

1 2 3 4 5

Comments

- 3. How would you rate the level of interaction among participants?**

1 2 3 4 5

Comments

- 4. How would you rate the workshop organizers/coordinating staff?**

1 2 3 4 5

Comments

- 5. How would you rate the venue of the event? (in terms of food, location, and accommodation)**

1 2 3 4 5

Comments

- 6. How would you rate the materials/information distributed? (pre-course information, training folder, MFF notebook)**

1 2 3 4 5

Comments

7. Please share your thoughts regarding the amount of information/level of detail that was provided during these workshop sessions. Kindly rate the following activities accordingly. (1= Very poor, 2= Poor, 3= Average, 4= Good, 5=Excellent)

a. MFF Overview & Course Introduction (by Ranjith Mahindapala)

1 2 3 4 5

Comments

b. MFF Small Grants Programme in Viet Nam: approaches and priorities (by Ms. Nguyen Thi Bich Hien)

1 2 3 4 5

Comments

c. The Project Cycle Management (by Ranjith Mahindapala)

1 2 3 4 5

Comments

d. The Logical Framework Approach (by Ranjith Mahindapala)

1 2 3 4 5

Comments

e. Context analysis: coastal issues, livelihoods and community participation in coastal resources management (by Dr. Nguyen Chu Hoi)

1 2 3 4 5

Comments

f. General MFF Template for the Small Grants (by Ms. Nguyen Thi Bich Hien)

1 2 3 4 5

Comments

g. Integrating Climate Change/Disaster Risk Reduction (by Jake Brunner)

1 2 3 4 5

Comments

h. Integrating Gender Equality (by Debora Simon Baile)

1 2 3 4 5

Comments

i. Output-based Budgeting – An introduction (by Dr. Ranjith Mahindapala & Ms. Nguyen Thi Bich Hien)

1 2 3 4 5

Comments

j. Presentation of a sample Small Grants Project from 1st Cycle (by Debora Simon Baile)

1 2 3 4 5

Comments

k. Project Reporting and Communications. Monitoring, Learning and Evaluation (by Ranjith Mahindapala)

1 2 3 4 5

Comments

l. Presentation of draft LFA's

1 2 3 4 5

Comments

m. Presentation of draft budgets

1 2 3 4 5

Comments

n. One by one Session

1 2 3 4 5

Comments

8. Please rate the following speakers/mentors (1= Very poor, 2= Poor, 3= Average, 4= Good, 5=Excellent)

Speaker/Mentor	Rating
Ranjith Mahindapala	
Nguyen Chu Hoi	
Jake Brunner	
Nguyen Thi Bich Hien	
Debora Simon Baile	

9. Which activity did you like most? Why?

10. Please share any suggestions you might have for improving the workshop or specific workshop sessions.

11. Did you find the information presented at the workshop helpful? How?

12. Please share any additional topics you would be interested in having addressed at future workshops/learning events.

13. Overall, how would you rate the workshop experience?

(5=Excellent, 4= Good, 3= Average, 2= Poor, 1= Very poor)

5

4

3

2

1

Comments

THANK YOU VERY MUCH!

ANNEX V: EXAMPLE OF CERTIFICATE



**MFF Viet Nam National Training Course on
Project Cycle Management
*Emphasis on proposal writing***

14-15 March 2012, La Thanh Hotel, Hanoi, Viet Nam

Attended by:

Bui Thi Thuy Nhi

Dr. Ranjith Mahindapala
MFF Programme Manager

Assoc.Prof.Dr. Nguyen Chu Hoi
NCB Chair

