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Sustainable Fish Asia (SUFIA) Local Capacity Development
(LCD) Activity

**Training on Monitoring, Evaluation and
Learning (MEL) Data Management and
Designing Value-Added Research
Activity Report**

June 22, 2022

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Sustainable Fish Asia (SUFIA) Local Capacity Development (LCD)
Activity

Training on Monitoring, Evaluation and Learning (MEL) Data Management, and Designing Value-Added Research

Activity Report
June 22, 2022

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Executive Summary

USAID SUFIA LCD is identified the need for building capacity on Monitoring, Evaluation and Learning (MEL) Data Management and Designing and Conducting-Value Added Research for CTI-CFF. To answer this need, the training on the said theme is executed on June 22, 2022. This training also aims to enhance the organization's data management and research practices and capacities to achieve quality performance in addressing its mandates in the region. The training is attended by 13 participants from CTI-CFF MEL working group that consist of 9 male and 2 female. Participants have various demographic background. Most of them came from Indonesia (8 participants), and the rest are from Philippines, Thailand, Malaysia, and Papua New Guinea. This document presents the process of the training and also shows as documents of the training. Dr. Gio Velez was the trainer and Ms. Dyah Indrapati served as the facilitator for the training.

The purpose of the USAID SUFIA LCD Activity is to facilitate the organizational capacity development of regional fisheries organizations; facilitate and document project co-creation between these organizations and the United States Agency for International Development (USAID), leading to USAID issuance of a Public International Organization (PIO) grant to each organization; and conduct a regional Private Sector Engagement Landscape Assessment of the fisheries sector in Asia. RTI International is the implementing

Participants had good impressions regarding how the training session went, both in terms of presentation and discussion materials. Participants rated this session quite positively in the range of excellent (2 responses), very good (4 responses), and good (2 responses). Overall, they found that the training session is useful, and the information provided will be used in their work. However, there are suggestions regarding time management and to conduct training sessions with more in-depth and practical discussions

1. Introduction and Objectives of the Course / Event

The Capacity Development Action Plan for CTI-CFF identified the need for building capacity on Monitoring, Evaluation and Learning (MEL) Data Management and Designing and Conducting-Value Added Research. The objective of this training is to enhance the organization's data management and research practices and capacities to achieve quality performance in addressing its mandates in the region.

The purpose of the USAID SUFIA LCD Activity is to facilitate the organizational capacity development of regional fisheries organizations; facilitate and document project co-creation between these organizations and the United States Agency for International Development (USAID), leading to USAID-issuance of a Public International Organization (PIO) grant to each organization; and conduct a regional Private Sector Engagement Landscape Assessment of the fisheries sector in Asia. RTI International is the implementing organization for SUFIA LCD Activity.

Training Objectives :

- Provide knowledge and skills to participants regarding how to develop and implement Monitoring, Evaluation and Learning (MEL) Data Management
- Provide knowledge and skills to participants regarding how to design and conduct value-added research as part of the learning process
- Document the training process and contents in a training report

2. Agenda of Training:

Date	Duration	Name of Session	Description	Remarks
9:00 – 9:30 am	30 minutes	Opening Session	Welcoming remarks, introduction and group photo	Dr. Arlene Satapornavit, SUFIA LCD Md Anjum Islam, CTI-CFF Regional Secretariat
9:30 – 10:30 am	60 minutes	Monitoring, Evaluation, and Learning (MEL) Data Management	What is data, data management, data quality and best practice on data management.	Before the trainer present the materials, the session was started by quick survey about data management
10:30 – 11:20 am	50 minutes	Designing Value-Added Research	What is the value of research, value-	Presentation by the trainer

			added and guiding principle in designing value-added research	
11:20 am – 12:10 pm	50 minutes	Discussions and Group Activities	Discussion, question and answer related to the training materials, and sharing session from the participants about challenges and best practice.	Robust discussion based on questions and responses at zoom/mentimeter during the session
12:10 – 12:20 pm	10 minutes	Closing Session		

3. Session Details

3.1 Session 1: Monitoring, Evaluation, and Learning (MEL) Data Management

This session started with facilitator asking participants to answer questions in Mentimeter. This activity was aimed to roughly see participants' understanding on MEL Data Management. Apart as being a pre assessment, these questions also served as baseline questions for the trainer to maneuver the course of training. Please see Section 4 to find the detailed questions.

The session then continued with the trainer presenting his material. Participants were welcomed to put their questions on the Mentimeter page and/or Zoom chat box. Participants' enthusiasm was started to build up. Both Mentimeter and the chat box were filled with questions and opinions from participants regarding the trainer's presentation. Consequently, a robust discussion took place shortly after the presentation. Below is the questions and summary of the discussion among participants as well as with the trainer.

- *How can CTI-CFF use M&E data to demonstrate its value to the international community?*

It is used for organizational capacity building in MEL, data management, and value-added research. Also, to enhance CFF performance and support implementation. As indicators to measure performance of particular aspect or result, outcome of an activity. M&E data will help better decision making among management, especially in portraying performance of data overtime. It would be better if data is presented not only in number but also using graphic or picture so that the meaning of that particular data can be delivered well. It also can be used to measure the performance of CTI. This will be explained better by the CTI secretariat in separate session.

- *What kind of data that we are going to talk about or manage?*
The important thing is all countries need to agree on the collected data to measure indicators, understand what those indicators are about, how we define them, and other related data will be collected. We also talk about measurement that will be used in one area. For area, for example, some countries use acre, sqm, etc. It is important for countries to agree on certain parameter or standards, so that data presentation will be consistent and not confusing. In the context of this organization, it means it is important to standardize measurement and how data are to be collected across the CT6, in order to have comparable data. We also need to agree on the definition and indicators. It is important for us to sit together to align everyone's understanding, especially those who responsible for data collection, budget, etc
- *Related to the data collection, Is there a minimum percentage that we can use to state that the respondents who filled the survey already represent the group/community?*
Based on response rate (RR) of data collection. Response rates depend on data collection method used. RR higher in face to face because it has direct interaction. It will be lower if data collection using online method/mobile. 50% of the data need to be reach if DC using online/mobile because there is possibility, you can't contact them anymore, because they're moving, data is not completely responded, die, imprisoned, sick and cannot accommodate data collection activity
- *Because CTI-CFF is a regional organization, does it need to develop a standardized approach across the Coral Triangle to seek prior and informed consent with respondents for CT6 data collection? Or is it okay to be country-level prior and informed consent?*
Yes, it is needed. It depends on their approach in working group. To ensure that it will be uniform and standardized data collection. It needs to sync informed consent. Agree and informed about the approach, at least in the form of agreements among members.

3.2 Session 2: Designing Value-Added Research

This session explained about the conceptual definition of value-added research, guiding principle of value-added research and its best practice based on trainer's personal experience in Philippines. Same as previously, the session was full of discussion and responses from the participants and trainer. The discussion session merged with session 3 where the participants could ask and shared the challenges or their best practices.

- Data privacy is an important concern for researcher. We use people's personal information. In data analyzing we need to take out personal identifiable information or reduce biased, avoid tracing information about certain respondents, and protect their privacy. To ensure that we reduce phishing information like birth date, full name, that could be used by hackers. To avoid scams.
- There is challenge in data safety and security. Also, in maintenance and data accessibility. To make sure data is accessible to user and other people in the organization.
- We need to consider more about data collection process and protocols. Who collect, upload, analysis, share the information. When protocol steed, we can avoid data management stage violation (analysis, to destroy)We need to ensure the clear understanding and guidance for data collector.
- Accessibility is important, especially about the result so it can be known by the stakeholder. We need to give feedback on the result of the research that we conduct. What are the key issues of challenges? Optimizing use of social media so stakeholder can access information online. We can utilize technology to disseminate information.

Example: Facebook. Organization optimizes its utilization so external stakeholders can access information.

3.3 Session 3: Discussion and Group Activity

Facilitator opened session 3 by welcoming any question or comment about data, data management and how to design value-added research. Facilitator also encouraged participants to share their experience and thought regarding data management. The discussion was very robust and insightful.

Below are key-takers from the said discussion.

- Organization needs to target who you serve the data collected, who we are going to provide this info to be useful. We need to focus on outcome, aside from output. We need to sit down with the organization that we work with in terms of data collection and measurement. It will be clear direction. There is small information that is difficult to measure so it is only qualitative data. Even though it can also use quantitative calculations to support data presentation, the Secretariat needs to agree the party that you serve, the audience. It will be not difficult for anyone later to collect and serve data
- Other than data accessibility, I think there's a challenge for data interpretation as in interpreting the data collected into a summary which is easier to be shared and understandable by other parts of management. Without such understanding, it is hard to "use" the data collected.
- We need to tailor the data collected and the information we share. We need to identify our data user. Either the technical parties or policy analysis. It will affect how our audience appreciate the result and information.
- Data collection is the continual process we need to ensure that there is continuous mentoring for the collectors and get the understanding. There is tendency that they to forget about data collection matters. There is regular session for the collectors so they will get appraise, get update on system, the research status, tools, and measures. We need to establish single source of truth.
- There have been standard in tracking progress and status. *We use Ongoing, just starter, not completed. Those are several code that usually used.*
- Dr. Tiu raises an important point regarding the experience of NCC Malaysia: because quantitative biophysical changes require a longer time frame to observe and verify, often we fall back on short-term, qualitative measures as proxies of biophysical change, such as coral reef health, as Dr. Tiu mentioned. In the case of CTI-CFF, it has the benefit of having nearly 15 years since implementation and therefore can work with the NCCs/CT6 to 'tell the story' regarding biophysical changes being observed since 2009 across the Coral Triangle Region.
- Ms. Abecina raises a useful suggestion based on the Philippines NCC experience: that standardizing marine protected area (MPA) performance measures for both NCC use and cross-CT6 comparison can be useful. Ms. Abecina also give recommendation to use coastal resource mapping across the CT6 as a complement to the CT Atlas.
- One obvious challenge to CTI-CFF data collection and sharing is the financial resources that are required to do so, particularly given limited available funding. Also, public and private donors do not always appreciate and therefore allocate sufficient funding toward M&E activities and applied research.

4. Participants' Training Assessments

4.1 Pre-Event Assessment

The Pre-Event Assessment was performed in the beginning of training, right after the opening ceremony. Facilitator asked participants to answers some questions in Mentimeter. Below are participants' responses:

1. Hello! Nice to see you! How are you feeling today?

Go to www.menti.com and use the code 38617419

Hello! Nice to see you! How are you feeling today?

Mentimeter



Excited



Under the weather



Inspired

0

Stress

0

Numb

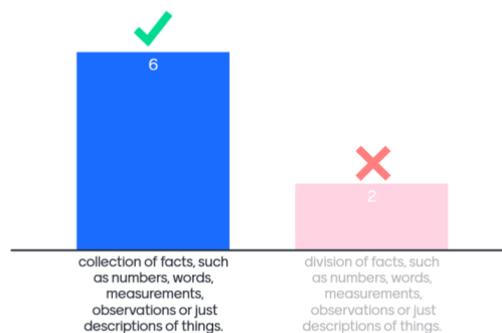


2. What is data?

Go to www.menti.com and use the code 38617419

What is data?

Mentimeter

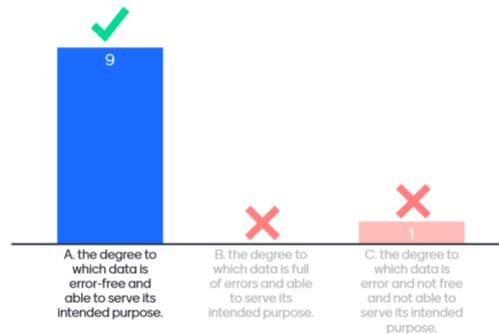


3. What is data quality?

Go to www.menti.com and use the code 3861 7419

What is data quality?

Mentimeter



10

4. Participants Questions

Put your questions and curiosity here! we will discuss later

Mentimeter

A screenshot of a Mentimeter Q&A session. It shows a grid of question boxes with various colors and borders. The questions are:

- Excellent!
- Want to get deep understanding about data management
- How is the weather at your area? Beautiful Manado is fine and good weather outside.
- How can CTI-CFF use M&E data to demonstrate its value to the international community?
- What kind of data that we are going to talk about or manage?
- Related to the data collection, is there a minimum percentage that we can use to state that the respondents who filled the survey already represent the group/community?
- Because CTI-CFF is a regional organization, does it need to develop a standardized approach across the Coral Triangle to seek prior and informed consent with respondents for CT6 data collection? Or okay to be country-level prior and informed consent?
- Does Dr. Velez have any 'best practices' or suggestions to share on how best to develop a robust code sheet for use by enumerators/data collectors?

The session started well with a short Q&A via the Mentimeter. IT helps trainers and facilitators to find out the participants' basic understanding of the training material presented. Small activities in the opening session also helped to build a more fluid conversation and atmosphere between trainers, facilitators and participants before entering a long presentation session.

The training assessment only followed by 10 participants. However, from asking a brief question on Mentimeter, we know that most of the participants were excited to join the training session and had sufficient knowledge base on data management and quality based on the survey results. The materials delivered well so it trigger their curiosity. This can be seen from the number of responses and questions given by participants both on the Mentimeter page and the Zoom chat box as well as long discussion session in the end of presentation.

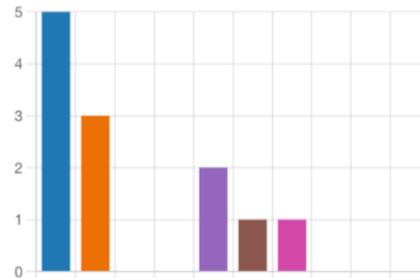
4.2 Post Event Assessment

Post Event Assessment was partly delivered in the end of training and also sent after the training to the participants, to ensure we have their feedback. Although only 8 from 14 of participants gave their responses, yet it is already enough to analyze and have a conclusion that the training is quite successful.

1. We are collecting demographic information to ensure gender equality and social inclusion measures. Please select all that applies.

[More Details](#)

Male	5
Female	3
Non-binary	0
Member of LGBTQi group	0
Age group 29 and below	2
Age group 30-49	1
Age group 50-79	1
I have difficulty seeing, even if w...	0
I have difficulty hearing, even if ...	0
Prefer not to say	0



2. Country

PNG: 1

Indonesia: 2

Malaysia: 2

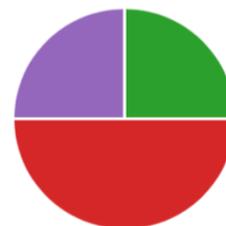
Philippines: 2

Thailand: 1

3. How would you rate the quality, content and the overall process of the training session?

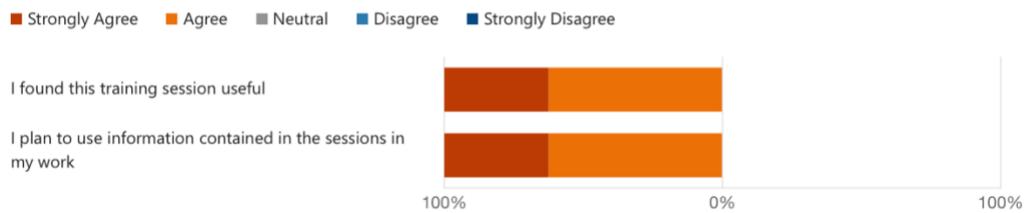
[More Details](#)

Poor	0
Fair	0
Good	2
Very good	4
Excellent	2



4. Please indicate your level of agreement on the statement below

[More Details](#)



The feedback form filled by 8 out of listed 14 participants. Participants rated this session quite positive with responses in the range of excellent (2 responses), very good (4 responses), and good (2 responses). Overall, they found that the training session is useful, and the information provided will be used in their work. However, there are several suggestions to make the more specific material and bring deeper discussion. The NCC presentation from other countries like Papua New Guinea, Singapore and Thailand or by using real data as the example can be one of the options to create further discussion. There is also concern regarding time management.

The response and feedback from the participant indicated that the material was properly developed and delivered according to the needs of the participants in the midst of the limited time. Thus, the material can be absorbed and understood properly. The wider space and opportunity to have discussions and ask questions to the trainers make it easier for the participants to make the material relevant to of their work or issues in their organizational context. Moreover, this training session has succeeded in growing demand and the need from participants to carry out capacity building in MEL in more specific use case as shown on the feedback survey results.

5. Comments and Recommendations

Overall, MEL training went very well. No technical problem occurred. Based on participants' responses and post event assessment, we can conclude that the training is quite successful, it delivered the material that the participants need. Furthermore, the training also fostered fruitful discussion on the guiding principles of MEL and Data Management, such as privacy of the data, accessibility to the data etc. It is also shown that the participants are not only interested with the training material but they see it as an important input of their jobs. Reflecting from the discussion on this workshop, they seem to be ready to work together as a working group. The follow-up of this training is providing the participants with another MEL training that discuss technicality of MEL activity. It is also important to provide a platform for this working group to discuss anything related to MEL. They need to have this kind of discussion because each country has their own unique and specific needs. Within the safe space of the discussion platform, the participants can either ask or share their best practice in doing MEL activities. So that even though they have the standardized process and method, their uniqueness can still be answered.

Annexes

Annex 1. List of Participants

Name	Gender	Age	Position	Office	Country
Md Anjum Islam	Male	29 and below	MEM	RS CTI-CFF	Indonesia
Therese TIU	Female	30-49	officer	Ministry of Environment and Water	Malaysia
John Parks	Male	50-79	Chief of Party	Tetra Tech	Thailand
Reita Kalalo	Female	30-49	FAM	RS	United States
Solomon Sundah	Male	30-49	IT Officer	CTI-CFF Regional Secretariat	Indonesia
Muhammad Ichsan	Male	30-49	TPM	CTI CFF	Indonesia
Michael Tampongangoy	Male	30-49	Project Administrative Assistant	CTI-CFF Regional Secretariat	Indonesia
Brian Nerre	Male	30-49	Finance & Operation Manager	REGIONAL SECRETARIAT OF CTI-CFF	Indonesia
Irish Mikee Wigwigan	Female	29 and below	Monitoring Officer	DENR-BMB	Philippines
Amelia Abecina	Female	30-49	GIS Specialist	DENR-BMB	Philippines
Kelik Sunarko	Male	50-79	Indonesia NCC Staff	MMAF	Indonesia
Muhammad Ammar	Male	29 and below	Assistant Secretary	KASA	Indonesia
Marcus Daniel Wicaksono	Male	29 and below	Junior Policy Analyst	Ministry of Marine Affairs and Fisheries	Indonesia
Marzena Ann Marinjemi	Female	29 and below	Assistant Marine Project Officer	Conservation and Environment Protection Authority	

Annex 2. Photo Documentation

Recording

Best Practices for Data Management

- #2 - Use Version Control for Your Data

- Manually
- Automatic version-control
- Cloud-based version-control

Diagram illustrating data flow and versioning:

```
graph LR; data[data] --> features[features]; data --> data_v2[data_v2]; features --> features_copy[features_copy]; features --> features_2[features_2]; features --> features_3[features_3]; features_copy --> model[model]; features_2 --> model_1[model_1]; features_2 --> model_1_2[model_1_2]; features_2 --> model_prefinal[model_prefinal]; features_3 --> model_data_v2[model_data_v2]; features_3 --> model_2_2[model_2_2]; model --> model_final[model_final];
```

Participant: Giovanni Velez

Unmute Start Video Security Participants 16 Chat Share Screen Record Live Transcript Reactions Apps Whiteboards More Leave

Recording

2 Dyah Indrapati

USAID Presidental Palaka Local Capacity Development Activity Training on Monitoring, Evaluation and Learning (MEL) Data Management and Reporting (MEL-DR) (June 18, 2023)

Dyah Indrapati Giovanni Velez Novena Rena Parengkuan Ariene Satapornyanit

RS_Md Anjum Islam Johd Parks RS_Reita Kalalo Therese TIU RS_Solomon Sundah

RS_Muhammad Ichaan RS_Michael Tampongangor RS_Brian Nerre