



**GLOBAL CLIMATE CHANGE ALLIANCE:  
PACIFIC SMALL ISLAND STATES PROJECT**

**REPORT ON LOGICAL FRAMEWORK APPROACH WORKSHOP PART II IN TONGA**

**15 – 18 JUNE 2015**



## Introduction

The Global Climate Change Alliance: Pacific Small Island States (GCCA: PSIS) project is funded by the European Union (EU) and implemented by the Secretariat of the Pacific Community (SPC) in collaboration with the Secretariat of the Pacific Regional Environment Programme (SPREP). The project budget is €11.4 million. The implementation period for the GCCA: PSIS project is from 2011 to 2015.

The overall objective of the EU funded GCCA: PSIS project is to support the governments of nine Pacific smaller island states, namely Cook Islands, Federated States of Micronesia (FSM), Nauru, Marshall Islands, Niue, Kiribati, Palau, Tonga and Tuvalu, in their efforts to tackle the adverse effects of climate change. The purpose of the project is to promote long term strategies and approaches to adaptation planning and pave the way for more effective and coordinated aid delivery on climate change at the national and regional level.

The project approach is to assist the nine countries design and implement practical on-the-ground climate change adaptation projects in conjunction with mainstreaming climate change into line ministries and national development plans; thereby helping countries move from an *ad hoc* project-by-project approach towards a programmatic approach underpinning an entire sector. This has the added advantage of helping countries better position themselves to access and benefit from new sources and modalities of climate change funding, e.g. national and sector budget support.

Between March 2013 and May 2014, training in proposal preparation using the logical framework approach was delivered to 9 Pacific Small Island countries, including all four states of the Federated States of Micronesia. The results of a longitudinal survey issued three months after participants attended the training indicated an interest in follow-up training on the LFA in addition to training on monitoring and evaluation. Several countries also made direct requests to SPC for additional capacity building training in project design.

SPC responded to the longitudinal survey feedback and country requests by announcing the delivery of follow-up training on the LFA and project monitoring in five Pacific Small Island States<sup>1</sup>.

### **GCCA: PSIS Capacity development in the Logical Framework Approach and Project Monitoring Part II ('LFA Workshop Part II') in Tonga**

The second LFA Workshop Part II was held in Nukualofa, Tonga between the 15<sup>th</sup> and 18<sup>th</sup> of June 2015. The workshop was delivered by two facilitators from Pacific Research and Evaluation Associates (PREA). The training workshop was delivered over 4 days. A summary agenda documenting the main topics covered during the training is presented in Annex 1.

The objective of the workshop was to:

- Apply the Logical Framework Approach to develop a robust logframe matrix;
- Develop an accurate timeline and budget for projects, based on identifying the tasks and costs to implement activities in the logframe matrix; and
- Develop a monitoring plan and understand how to monitor projects as they are implemented.

The LFA training workshop was organised by SPC with support from in-country staff. PREA liaised with Mr Manu Manuofetoa, Tonga SPC GCCA: PSIS Coordinator from the Climate Change Division, Ministry of Meteorology, Energy, Information, Disaster Management, Environment, Climate Change and Communication (MEIDECC) to identify the specific training needs and projects to work on during the training in Tonga. All relevant training resources were provided to participants in hardcopy with an electronic copy provided on a USB stick.

---

<sup>1</sup> Tuvalu, Palau, Niue, Kiribati, Tonga

The workshop was attended by 27 participants from a range of Government departments/ministries and several NGOs. (See Annex 2 for a list of workshop participants).

Ms Lupe Matoto, Director, Department of Environment welcomed participants and officially opened the workshop.

After introductions, the two training facilitators from PREA began workshop proceedings.

## **Workshop Results**

*“I’ve learned to use tools in identifying and developing a more effective proposal or projects”.*

Training delivery included a mix of informative presentations, large group activities to demonstrate new knowledge and skills followed by small group activities where participants were challenged to use the knowledge and skills for real-life project ideas they wanted to develop (see Annex 3 for photo of group work). The whole-of-class activity focussed on a semi-fictional case study to implement a renewable energy project in a small island state. There were five six project groups that worked through the LFA, representing the following project ideas:

1. Increasing the number of Mullet in the lagoon
2. Increasing marine diversity in Manuka village in Tongatapu
3. Increasing recycling in Tongatapu
4. Reducing the incidence of dengue fever and chikungunya in Tonga
5. Improving ground water in Tongatapu through improved septic waste systems

The participants were very interactive in their small group projects throughout all the steps of the LFA.

The workshop concluded on day four with Mr Leveni ‘Aho, Director, Department of Meteorology, issuing certificates of participation to attendees. Ms Luisa Tuiafitu Malolo provided concluding remarks to end the workshop.

## **Workshop Evaluation**

The detailed results of the workshop evaluation are presented as Annex 4. Sixteen participants who attended the workshop completed a post-workshop evaluation form. The results of the dartboard indicate that the training was very well received and that the participants are confident in the use of the LFA.

All respondents indicated that the course was well presented and that they learnt things that would be useful to their work. Respondents also indicated that the learner guide was useful and that the activities gave them the confidence to apply the knowledge in their work.

All respondents indicated a strong degree of confidence in being able to design a good project. All respondents indicated that they would be able to complete all the steps of the LFA.

The most useful components of the training were:

1. All the LFA steps (x4)
2. Budgeting and finance (x3)
3. Logframe (x2)
4. Problem analysis (x3)
5. Project monitoring

Two respondents indicated that the training could be improved if there was more time. Another indicated that more activities would add to the training. Overall, most participants did not have many suggestions to improve the workshop.

“No comments as it was an excellent delivery from both trainers”

“The course was highly effective as it was”

The most popular topics for further training and development were:

1. Budgeting and finance (x3)
2. Logframe
3. Problem analysis
4. Project monitoring

There was strong interest in monitoring and evaluation, and in the demonstration of the smartphone survey application ‘Field Task’.

There was interest in using Gantt chart software in the training, as well as further training in Gantt chart software. Gantt Project, a free open source Gantt charting tool was distributed to participants on USB flash drives along with the other training resources.

*“Awesome training”*

*“I would love to attend on the future training”*

*“It's such an excellent workshop”*

*“Thanks for the sponsor for this good training”*

All respondents indicated that they would recommend the course to their colleagues. Twelve respondents indicated the length of the training was about right, and two indicated it was too short.

The medium term outcomes resulting from the training will be assessed through issuing a longitudinal post-training survey (3 – 6 months after the training) combined with telephone interviews.

## **Conclusion**

The training was very successful in continuing to build capacity of Tongan government staff in project proposal preparation. The participants were engaged throughout the four days of training.

Participants indicated that the training would be very useful to both their work and proposal development.

Overall, this round of training in Tonga was very successful and demonstrates the benefits of having experienced and motivated participants working on real projects that they can work on and develop during the training. The strong level of engagement in group discussion and feedback was beneficial to participants learning from each other.

The impact evaluation in several months’ time will determine whether any of the projects worked on during the training will be developed up into real proposals.

## Proposal preparation using the Logical Framework Approach - Part II

### Workshop Objective

To build participant capacity in applying the logical framework approach to designing projects, and to build capacity in project monitoring. More specifically at the end of this training programme, participants will be able to:

- apply the Logical Framework Approach to develop a robust logframe matrix;
- develop an accurate timeline and budget for projects, based on identifying the tasks and costs to implement activities in the logframe matrix; and
- develop a monitoring plan and understand how to monitor projects as they are implemented.

### Workshop Schedule

Day 1	Day 2
Official opening Introduction to the Logical Framework Approach Step 1. Situation Analysis Step 2. Stakeholder analysis Step 3. Problem analysis Step 4. Solution analysis	Step 5. Strategy analysis Step 6. Logframe matrix
Day 3.	Day 4
Step 6. Logframe matrix Monitoring your project	Step 7. Timeline Step 8. Budget Workshop evaluation Certificate presentation



**SPC**  
 Secretariat  
 of the Pacific  
 Community

## Annex 2 Participants List

### Workshop on proposal preparation using the Logical Framework Approach 15-18 June 2015, Nukualofa, Tonga

No.	Name	Gender	Job title	Organisation	Email	Phone (+676)
1	Seini Fotu	F	Project Technical Officer	DOE (MEIDECC)	<a href="mailto:sfotu09@gmail.com">sfotu09@gmail.com</a>	25050/7759912
2	Hikaione Loumoli	M	Project Officer	DCC (MEIDECC)	<a href="mailto:lou_kai@hotmail.com">lou_kai@hotmail.com</a>	28772
3	Lupe Matoto	F	Director of Environment	DOE (MEIDECC)	<a href="mailto:lupe.matoto@gmail.com">lupe.matoto@gmail.com</a>	
4	Ta'hirih Hokafonu	F	Project Coordinator	DOE (MEIDECC)	<a href="mailto:tfifitahokafonu@gmail.com">tfifitahokafonu@gmail.com</a>	25050/8883327
5	Ana Bing Fonua	F	Program Coordinator	CRSP (MEIDECC)	<a href="mailto:anabingfonua@gmail.com">anabingfonua@gmail.com</a>	26782/7703320
6	Sitiveni Fe'ao	M	District Officer			8202185
7	Fakaosilea Kaufusi	M	District Officer	Le'ole'o		8795534
8	Paluki Fisiiahi	M	District Officer	Niutoua		8773361
9	Amelia Ma'afu	F	Program Coordinator	CARITAS		8737227
10	Mele Lasike	F	Finance Assistant	MEIDECC	<a href="mailto:croque3@hotmail.co.nz">croque3@hotmail.co.nz</a>	28772/7707825
11	Latu Aisea	M	Fisheries Officer	MAFF	<a href="mailto:ra2aisea@gmail.com">ra2aisea@gmail.com</a>	21399/8442206
12	Mele Atuekaho	F	Senior Fisheries Officer	MAFF		8767145
13	Aneti Havili	F	Finance Officer	GCCA (MEIDECC)	<a href="mailto:berna.windy@gmail.com">berna.windy@gmail.com</a>	27262/7773803
14	Lilu Moala	F	Project Coordinator	MEIDECC	<a href="mailto:lilumoala@gmail.com">lilumoala@gmail.com</a>	28772/7733221
15	Paula Taufu	M	PACC Project Coordinator	MEIDECC	<a href="mailto:taufapaula@gmail.com">taufapaula@gmail.com</a>	21506/8885899
16	Uikelotu Vunga	M	Project Coordinator	MEIDECC	<a href="mailto:vungauikelotu@gmail.com">vungauikelotu@gmail.com</a>	27767/8886999
17	Epeli Finau	M	District Officer	Talafo'ou		32645
18	Siosipa Lauilatu	M	District Officer			8431879
19	Kalio Moala	M	District Officer	Lapaha District		31392/7780969
20	Manu Manuofetoa	M	GCCA Coordinator	DCC (MEIDECC)	<a href="mailto:manuofetoa_m@yahoo.com">manuofetoa_m@yahoo.com</a>	27262
21	Luisa Malolo	F	Director of Climate Change	DCC (MEIDECC)	<a href="mailto:ltuiafitumalolo@gmail.com">ltuiafitumalolo@gmail.com</a>	28349 / 26514
22	'Ana Takitaki	F	Women's Group Chairperson	Manuka Women's Group		8733447
23	Taniela Takitaki	M	District Officer	Ma'anuka		7785974
24	Sioana Fili	F	Economist	MFNP	<a href="mailto:sfili@finance.gov.to">sfili@finance.gov.to</a>	23066/7519590
25	Talo Fulivai	M		MEIDECC		8446618
26	'Anaseini Tufui	F	Assistant Economist	MFNP	<a href="mailto:atufui@finance.gov.to">atufui@finance.gov.to</a>	23066/7755717
27	'Ofa Muna	F	Economist	MFNP		7719604

**Annex 3**  
**Photos of workshop activities**





**Annex 4**

**LFA PART 2 - POST TRAINING EVALUATION FORM TONGA**

**16 participants completed the post-workshop questionnaire**

The training was well structured	14	2	<input type="checkbox"/>	The training was poorly structured				
----------------------------------	----	---	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	------------------------------------

The activities gave me the confidence that I can apply the knowledge in my work	14	2	<input type="checkbox"/>	The activities did not give me confidence that I can apply the knowledge in my work				
---	----	---	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	---

I found the learner guide useful	13	3	<input type="checkbox"/>	I did not find the learner guide useful				
----------------------------------	----	---	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	---

I learnt things that will be useful to my work	14	2	<input type="checkbox"/>	I did not learn things that will be useful to my work				
--	----	---	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	---

The course was well presented	14	2	<input type="checkbox"/>	The course was poorly presented				
-------------------------------	----	---	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	---------------------------------

The facilitators made the material enjoyable	14	2	<input type="checkbox"/>	The facilitators did not make the material enjoyable				
--	----	---	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--

For each of the following, please rate your level of confidence in being able to undertake the following steps of the logical framework approach when you get back to your job.

	<i>Very confident</i>		<i>Not at all confident</i>				
Problem analysis	9	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Solution analysis	12	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Logframe matrix	9	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project monitoring	9	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timeline	12	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budget	11	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I am confident that I can design a good project	12	4	<input type="checkbox"/>	I am not confident that I can design a good project				
---	----	---	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	---

I would recommend this course to my colleagues	16	<input type="checkbox"/>	I would not recommend this course to my colleagues					
--	----	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--

Four days for the course was:	About right	12
	Too short	2
	Too long	2

What was the most useful thing you learnt on this course?

<p>All good          All of it, I often jump to the conclusion to start activities and tasks without planning it well, doing a logframe nor fulfilling prerequisite analysis. All was applicable and add value to my current job.          Enjoyable workshop, effective, professional, clear and good examples. Thanks for sharing 'Field Task' information          All the steps using the logical framework approach          Budget</p>
--

Contingency budgets

Logframe matrix, teamwork, contingency and currency exchange

Planning and working in collaboration

Preparing a timeframe and budget

Problem /Solution tree

Problem analysis- being able to differentiate between the core problem, causes and effects

Specifically logframe matrix table (everything)

Systematic approach i.e. one step after the other, knowing the parts in detail one by one

The LFA 8 steps

The most useful thing is analysing the problem

The part on project monitoring- very much needed for my work in the project

The course would have been more effective if:

Do some more exercises

I would have focussed more

It was a good training

More time

No comments as it was an excellent delivery from both trainers

The course was highly effective as it was

Which topic(s), if any, do you want follow-up training on?

Budget

Budgeting is always critical to a project and would like to see workshop/training specifically on developing budgets

Logframe matrix

Problem analysis

Project monitoring

Do you have any further comments or feedback about any aspects of the training?

Awesome training

I would love to attend on the future training

It's such an excellent workshop

Malo 'arpito for this great training

Many thanks to the trainer and the sponsors SPC & EU

More training on this aspect

Thanks Damien and Martin

Thanks for the sponsor for this good training

Training with Martin and Damien is always a great experience and very enjoyable as always

Well done