

The Logical Framework Approach (LFA) is a useful process and set of tools used to design and plan projects. This page provides a case study summary of how training in the LFA was applied to improve proposal writing in six Pacific Small Island States. This case study (Part II) follows on from the [first round of training](#) in 'using the logical framework approach to inform proposal writing', This page contains:

- a description of the [changes and improvements](#) made to the training program and resources
- [free training resources](#) used to deliver the training
- a summary of the [findings](#) from the training evaluation

The 'Logical Framework Approach to inform Proposal Preparation' project was implemented by the [Pacific Community](#) (SPC) in collaboration with the [Secretariat of the Pacific Regional Environment Programme](#) (SPREP). Background information can be found [here](#)

. The project was funded by the [European Union](#) (EU).

[Pacific Research and Evaluation Associates](#) (PREA) were contracted to develop [training resources](#) and deliver the workshops.



## Changes and Improvements

The training program and resources was revised and improved to reflect feedback received during the [first round](#) of training. Key improvements made to the training program and resourced included:

- Introduction of a 'situation analysis' step at the start of the LFA
- More details and more time allocated to cover the timeline and budget steps
- Introduction to monitoring tools to measure project progress and impact

- One-on-one mentoring was piloted in during the Cook Islands training workshop

The situation analysis step was added to explicitly require participants to think about what they already know about the selected sector/topic, what the existing sources of information are and what gaps might exist that need filling.

Feedback from the first round of training found that participants still had trouble breaking activities from the logframe down into smaller tasks to inform the timeline. The training resources now provide much greater detail in the steps to follow the break activities down into smaller tasks and how to estimate how long tasks will take to complete.

The collection of baseline data and ongoing monitoring data to assess project progress and impacts was acknowledged as an area where participating countries could needed assistance. The revised training program and resources address this through dedicated content on developing monitoring plans, monitoring tools and reporting actual results against set targets. The use of free open source mobile phone survey software [FieldTask](#) (and supporting [SMAP](#) server) was also demonstrated.

### About the Training Workshops

Each training session was delivered by two facilitators over four days. A sample workshop agenda can be found [here](#) .

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. This delivery method facilitated the development of skills and the confidence to put them into practice, either in proposal preparation or in general work duties.

Participants were provided with a learner guide, copies of slides, and electronic resources on a USB drive. The most recent Training and Learning resources can be found [below](#).



### Training and Learning Resources

The training and learning resources that formed the LFA training project are provided below to assist future training and capacity building efforts in project design and proposal preparation.

#### ***Presentation Slides***

The presentation slides cover the four days of training.

[Download Introduction and Module 1 Slides](#)

[Download Module 2 \(main steps\) Slides](#)

# Logical Framework Approach & Project Monitoring Part II Introduction and Module 1

GCCA: PSIS Programme



## Module 2

Logical framework approach  
steps 1 - 6



[Download Module 3 \(monitoring\) Slides](#)

[Download Module 4 and 5 \(timeline and budget\)](#)

## Module 3

### Project monitoring



## Module 4 & 5

### Timeline & Budget



The [Logical Framework Approach](#) is a tool used to develop and monitor projects. It consists of a series of slides that outline the project's objectives, activities, and resources. The proposal

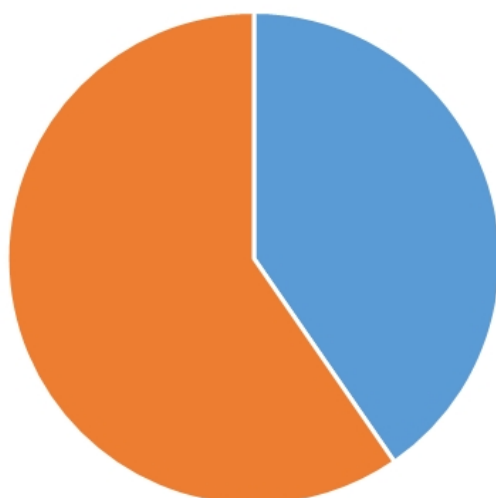
## *Learner Guide*

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# PROPOSAL PREPARATION USING THE LOGICAL FRAMEWORK APPROACH & PROJECT MONITORING PART II



General  
work duties  
60%



Proposal  
preparation  
40%



[For more information about the SPC JFA training project, contact the SPC Geoscience](#)