**Notification of Preparation for Monitoring and Evaluation of Multi-Year Scheme Community Service Programs**

By: **Chalid Luneto.**  October 16, 2020 12:19:33

To improve the quality of the implementation of the Community Service Program, the Directorate of Research and Community Service, the Deputy for Research and Development Strengthening, will carry out Monitoring and Evaluation (Monev) for the implementation of the Multi-Year Scheme of the Community Service Program, Fiscal Year 2020. Due to the COVID-19 pandemic, the monev is still ongoing and will be carried out online. Things that need to be prepared:

1. Monitoring and Evaluation of the Community Service Program will be carried out starting October 26, 2020.
2. A reminder for lecturers who are assigned to the Community Service Program at your university that progress reports, daily notes, and 70% budget expenses reports must be uploaded to SIMLITABMAS and Google Form on the http://bit.ly/Form\_MonevDaringPPM page according to schedule;
3. The technical implementation of monev is online, all grantee lecturers make presentations, and a description of the location conditions for implementing the Community Service Program is done through documentary video recordings. Therefore, each lecturer who receives the grant must prepare presentation materials to be presented in front of the Monitoring and Evaluation Team, and a video of a maximum duration of 5 minutes describing the location and activities of the Community Service Program implementation activities uploaded on the youtube page. (Note: The video created is a collection of short videos, not photos or PowerPoint);
4. Partners must be willing to be confirmed for the implementation of the Service Program and attend the Monev implementation. Therefore, every lecturer who receives the Community Service Program grant must fill in partner data on the: http://bit.ly/Form\_MonevDaringPPM
5. Partners must be presented at the time of External Monev via zoom
6. All Teams and their members must attend the External Monev through Zoom
7. If the lecturer is not present during the monitoring and evaluation of community service, it is considered as not following the monev and must return 30% of the received grant funds;
8. If the team leader cannot attend for reasons (severe illness, childbirth, main family death, disaster/accident), s/he must submit a letter that is signed by the Head of LPM/LPPM.
9. LPM/LPPM have carried out internal monev to all lecturers receiving service program grants, and the results of internal monitoring and evaluation of Community Service at their respective universities, which have been signed by the Head of LPPM/LPM/UPPM, progress reports, and 70% budget expenses reports uploaded on the:http://bit.ly/Form\_MonevDaringPPM LPM/LPPM
10. make a statement letter stamped Rp 6,000.00 related to the implementation of community service programs that the activities have been carried out correctly and adequately for each grantee lecturer (format attached)
11. Upload all requested documents: progress reports, internal monev reports, video links, and others according to data in google form at the http://bit.ly/Form\_MonevDaringPPM
12. For those who do not comply with the promised output (according to the contract article 6 paragraph 3: Community Service Implementers who are not optimal in carrying out Community Service activities, they are required to pay back the Community Service funds that have been received to the state treasury in the amount of the reviewer's recommendation);
13. Lecturers implementing Community Service are not allowed to change the groups/monev rooms.
14. We will inform you about the zoom room in the following letter.

Download :

1. Letter
2. Absolute Liability Letter
3. Service Monitoring and Evaluation Grid
4. Guidelines for the Implementation of Service Monitoring

Source: Simlitabmas (October 16, 2020)