**Notification of Preparation for Monitoring and Evaluation of Community Service Program Single-Year Scheme**

By: **Cindra Zakaria**. November 20, 2020. 11:09:43

The Directorate of Research and Community Service, the Deputy for Research and Development Strengthening, will carry out Monitoring and Evaluation (Monev) to implement the Single-Year Scheme of 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:

Here are the things that need to be prepared and paid attention to:

1. The Monev of the Single-Year Community Service Program will be held from November 30 to December 3, 2020.
2. Progress reports, daily notes, and 70% of budget expense reports must be uploaded to SIMLITABMAS and Google Form on the https://bit.ly/Form\_MonevMonoPPM page according to schedule.
3. The technical implementation of monev is online, presentations are made by lecturers who receive grants, and a description of the location conditions for implementing the Community Service Program is carried out through documentary video recordings. Therefore, every lecturer who receives the grant must prepare a presentation about implementing the Community Service Program. It will be presented in front of the Monitoring and Evaluation Team, and a video with a maximum duration of 5 minutes describing the location and activities of the Community Service Program implementation activities and be uploaded on Youtube. (Note: The video created is a collection of short videos, not photos or PowerPoint).
4. All Teams and members must be at the External Monev via Zoom.
5. If the Team and its members are not present during the monitoring and evaluation of community service, they are considered absent from the monev and must pay back 30% of the received grant funds.
6. If the team leader cannot attend for reasons (severe illness, childbirth, main family death, disaster/accident), they must submit a letter signed by the Director of LPPM.
7. Progress reports and 70% budget expenses reports are uploaded on the https://bit.ly/Form\_MonevMonoPPM
8. Upload all requested documents, namely progress reports, internal monev reports, video links, and others, according to the data in the google form on the https://bit.ly/Form\_MonevMonoPPM
9. 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);
10. Lecturers implementing Community Service cannot change the groups/monev rooms.
11. We will inform you about the zoom room in the following letter.

DRPM

Attachment:

1. Letter
2. Guidelines for the Implementation of Monitoring and Evaluation

Source: SIMLITABMAS