ACTIVITY DESIGN AND REPORTING FEEDBACK FOR IMPLEMENTING PARTNERS

Feed the Future’s PRIME Project Concept Note and Reporting System

3 November 2017
Key Points

- What was our development challenge?
- How did we address it?
- Did it work?
- Additional challenges and lessons learned
The Challenge

- Highly complex project
  - Consortium structure: 10 organizations
  - Five different technical areas
  - Nine offices in three regions
  - Complex organogram

- New approach: strengthening market systems through facilitation techniques

- Mixed capacity: 2 international NGOs, 9 national/local NGOs, 1 contractor

- Need to respond to rapidly changing environments, including shocks.
  - High level workplans
  - Budget flexibility

How can we manage monitoring, reporting, learning and feedback?
The Proposed Solution

A concept note system
• Focus on design: a mini-business case (technical, budget, roles)
• Approval to implement required
• Monitoring and evaluation plan component
• Documentation

And a matching reporting system
• Planned vs Actual
• Lessons learned and challenges encountered
• Evidence (sign up sheets, photos, etc.)
Sub-Activity Concept Note (CN) Initiation

CN approval or rejection

Tracking of activity status

Approved

Implementation

Reporting

Output Indicators reports

Dashboards

Output Indicator Reports

Sub-Activity Concept Note Report
What worked?

› Calculating and understanding indicators
› Better design
› Replication and learning
› Ability to see what the bottlenecks were and where more training was needed
› Ability to make changes to reporting forms and indicator definitions
What didn’t work

- Focus on design and implementation vis-à-vis reporting (spend vs document mentality)
- Paper vs web-based system
- Approval system
- Replication/Scale-up vs Copy/pasting
- High attrition meant constant training and setting up system for new staff
- Highly dependent on staff uptake and personality