Webinar 2: SUN Movement Pooled Fund M&E WebEx for Grantees

2019-2020 SUN Movement Pooled Fund

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Summary

- Part I: Overview

- Part II: Introduction to Planning, Monitoring, and Reporting (PMR) Guidance for Grantees

- Part III: Improvement and Operationalization of the Grantees’ M&E tools
Part I: Overview
Objective of the session

- Introduce the M&E system and procedures for the SUN Movement Pooled Fund
- Initiate process to better align, improve, and operationalize the grantees’ M&E system and tools
SUN Movement Pooled Fund M&E System Aims to Answer:

1. Were the **planned activities and services** by the Pooled Fund Project delivered in **time** ensuring **quality**?

2. What has **changed** (big-picture results) at national/sub-national level on the SUN Pooled Fund Project outcome(s)?
   
   i. **SMART Planning & Legislation**,
   
   ii. **Financial Resourcing**, and
   
   iii. **Effective Implementation and Accountability**

3. What were the Pooled Fund Project’s **achievements**? How did the Pooled Fund Project’s achievements **contribute** to the national/sub-national level change(s) on outcome(s)/Scaling Up Nutrition?

4. What were the key **challenges** and **lessons** learned?

5. How likely would the Pooled Fund Project’s achievements be **sustained** beyond the project period?
Part II: PMR Guidance for SUN Movement Pooled Fund Grantees
Purpose

- Provide guidance on procedures, requirements and templates to implement a Planning, Monitoring, and Reporting (PMR) system for the Pooled Fund Grantees.
SUN Movement Pooled Fund (Window 1): Monitoring and Reporting Procedures

1) UNOPS signs contracts with selected Grantees and transfers 1st instalment payments.

2) Grantees trained on Monitoring and Reporting tools through group WebEx and Individual calls.

3) Planning, Monitoring and Reporting Guidance for Grantees finalized and circulated.

4) UNOPS helps each grantee (through M&E Contact Persons) to improve and finalize country-specific M&E frameworks with baselines and targets.

5) UNOPS establishes baseline and targets on Pooled Fund Logframe indicators aggregating data from grantees’ logframes and other relevant sources.

6) Field Visits Begin*: to facilitate M&E system rollout and assure quality of project implementation (On going…)

7) Monthly update call or report by 1st week of the each month.

8) Grantees submit interim reports.

9) Grantees organize project mid-point internal review, reflection & accountability meeting.

10) Grantees organize project end-point internal review, reflection & accountability, and final report validation meeting.

11) Grantees submit project completion report.

*Field visits will be conducted throughout project cycle approximately 2X per country.
### Reporting

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<thead>
<tr>
<th>Report</th>
<th>Reporting period</th>
<th>Due date</th>
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<tr>
<td><strong>1 Monthly update:</strong></td>
<td>Monthly from the grant start date</td>
<td>Within 7th of the following month.</td>
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<td><strong>2 1st Interim report</strong></td>
<td>From date of agreement countersignature – 30 Sept 2019</td>
<td>30 October 2019</td>
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<td>5 pages excluding annexes</td>
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<td><strong>3 2nd Interim report</strong></td>
<td>1 October 2019 – 31 Mar 2020</td>
<td>30 April 2020</td>
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<td><strong>4 Project completion report</strong></td>
<td>From date of agreement countersignature – 30 Sept 2020 (complete project cycle)</td>
<td>30 November 2020</td>
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<td>(one time) – 10 pages</td>
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## Reviews, reflection and accountability meeting

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<th>Activity</th>
<th>Period to cover</th>
<th>Objectives</th>
<th>Due date</th>
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| **1** Mid-point    | First 9 months from the grants start date | • Assess progress against planned results, and validate them,  
• Discuss on challenges, opportunities and solutions, and;  
• Identify corrective actions to ensure achievement of the planned results.                                                                  | On 10\textsuperscript{th} Month of the project implementation                                      |
| Review            |                                      |                                                                                                                                             |                                                                                                   |
| **2** End-point    | Complete project period              | • Assess progress against planned results,  
• Document lessons,  
• Finalize sustainability strategy, and;  
• Review and validate project completion report before submission to UNOPS.                                                           | Within 45 days of the project implementation completion                                             |
| Review            |                                      |                                                                                                                                             |                                                                                                   |

Suggested stakeholders to engage during the meetings:

- SUN government focal point(s)
- SUN donor convener
- SUN UN Agencies focal point
- SUN business network focal point(s)
- Relevant CSA members

Endorsed copy the minutes should be shared with UNOPS within two weeks of the review meeting.
Knowledge building

- **SUN Pooled Fund MEL Group**: to promote peer-to-peer learning and sharing.

- **M&E Capacity Support**: UNOPS will offer M&E capacity support to the grantees through remote assistance and/or on the spot coaching.

- **Knowledge Documentation**: the grantees are encouraged to document lessons and best practices in both texts and visual forms.

- **Knowledge sharing quarterly calls**: UNOPS and CSN will jointly organize Group Calls among the Pooled Fund Grantees in quarterly basis to promote knowledge sharing and stimulate mutual learning across the grantees, CSAs and stakeholders.
Knowledge sharing & Social media

- **Knowledge sharing**: a separate page for the Pooled Fund within the SUN Movement website. The documented key knowledge products by the grantees …published on the Pooled Fund Website Page with necessary editing or improvement.

- **Social Media**: the grantees are encouraged to post their results, lessons, best practices, photos, visuals, etc. that highlight the Pooled Fund’s achievements through their own CSAs’ social media and websites. Grantees are also encouraged to tag their social media posts to SUN Movement Social Media:
  - Twitter handle 1: @SUN_Movement
  - Twitter handle 2: @SUNCSN
  - Facebook handle 1: Scaling Up Nutrition Movement
  - Facebook handle 2: SUN Civil Society Network
Part III: Improvement & Operationalization of M&E Tools
Initiate process to align, improve, and finalize the grantees’ M&E tools

1. Theory of Change: Annex 1
2. Grantee's Logframe Indicators Tracking Sheet: (aligned with SUN Movement Pooled Fund Logframe – Simplified version) – Annex 2
3. Activities tracking sheets: Annex 3
4. Risk log: Annex 8
5. Workplan: Annex 4

Note:
1) Annexes are included into PMR Guidance;
2) Editable versions of the templates will be supplied via email.
**SUN Movement Pooled Fund Project Theory of Change**

**With whom is your project working?**

- Natl & sub-natl. govt.
- NGOs/CSOs
- Private Sector
- UN
- Donors
- Media
- Academia
- Communities

**In which themes?**

- Continuously improve country planning and policy to end malnutrition
- Mobilize resources, advocate and communicate for impacts
- Strengthen capacity of state and non-state actors for scaled up nutrition action at all levels
- Ensure equity, equality and non-discrimination for all mainly women and girls

**To deliver what, for whom?**

- Output 1.1: CSOs, particularly those at a decentralized level are enabled by the CSAs to contribute to national plans and processes
- Output 1.2: Nutrition champions increase the profile of nutrition and influence legislations and policies, planning and budgeting for nutrition.
- Output 1.3: Results from advocacy and analyses conducted by CSAs are used by decision makers to inform national and sub-national legislation, policymaking, planning and budgeting.

- Output 2.1: Civil society contribution to and analysis of nutrition specific and sensitive allocations and expenditures made available at national and subnational levels.
- Output 2.2: Civil society supports Governments and local partners to access innovative sources of financing including international funds.
- Output 3.1: Civil Society Alliances put CSO membership at the forefront, enabling them to actively contribute to multi-sectorial and multi-stakeholder decision-making and coordination platforms at national and subnational level.

- Output 3.2: Civil Society Alliances contribute to and report on national progress in the SUN annual Progress Report as well as other national reporting mechanisms including Voluntary National Reviews for the Sustainable Development Goals.
- Output 3.3 With the support of the CSA, sub-national CSOs encourage local authorities to honour and report on their nutrition commitments.

**Contribute to achieve with partners**

- Outcome 1: The grantee SUN Countries have SMART-costed, multi-stakeholder nutrition plans in place.
- Outcome 2: International and domestic resources are better mobilised to finance national nutrition plans.
- Outcome 3: The SUN Country CSA is on track in implementing their nutrition commitments and are making a demonstrable impact; reduce malnutrition in all forms

**In long term?**

- Risk/Assumptions:
  - R: Elections are an opportunity for nutrition messaging/campaign manifestos, but can also slow and divert parliamentary involvement in other areas.
  - R: Independence of CSOs not fully recognized (e.g. government nominating persons outside the CSA for participation in SUN meetings)
  - R: Private sector interests block/divert parliamentarians' focus on policy development and nutrition financing.
  - R: National emergencies (e.g. civil war, infectious disease outbreak, natural disaster) retards funding and priorities.
  - A: Governments allow CSA to actively contribute to decision-making processes at national and subnational level with a focus on legislation, planning, budgeting, implementation and accountability.
  - A: Sufficient funding is available from donors to continue supporting the project.

Note: Themes, Outputs, Outcomes and Overall objective are taken from SUN Movement Pooled Fund Grants Proposal.
1. Some tips on presenting Theory of Change (TOC)

1. Closely review the Pooled Fund global TOC.
2. Try to align your project's result statements (outcomes and outputs) with you’re the Pooled Fund global TOC – where possible. 
   **Remember** to priorities and address the issues and country contexts/needs.
3. Specify the stakeholders with whom your project will work.
4. Assess the risks and the assumptions.
5. Present your project’s TOC on the simple format. You can even edit the copy that we used here.

*Note: editable version of the Pooled Fund global ToC will be sent via email.*
### 2. Grantee's Logframe Indicators Tracking Sheet

*(alignment with SUN Movement Pooled Fund Logframe – Simplified version)*

<table>
<thead>
<tr>
<th>Outcome 1:</th>
<th>Indicators</th>
<th>Baseline</th>
<th>Milestone for 1st 4 months</th>
<th>Target</th>
<th>Means of Verification</th>
<th>Frequency of Reporting</th>
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**Annex 2: Logframe and work-plan template**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Responsible Party</th>
<th>Indicator with target</th>
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<th>3</th>
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<th>5</th>
<th>6</th>
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</table>
## 2. Grantee's Logframe Indicators Tracking Sheet
(alignment with SUN Movement Pooled Fund Logframe – Simplified version)

<table>
<thead>
<tr>
<th>Name of the Grantee:</th>
<th>Country:</th>
<th>Grant Number:</th>
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### SUN Movement Pooled Fund Project

<table>
<thead>
<tr>
<th>Outcome/Outputs</th>
<th>Indicators</th>
<th>Baseline</th>
<th>Planned</th>
<th>Achieved</th>
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</table>
2. Grantee's Logframe Indicators Tracking Sheet
(alignment with SUN Movement Pooled Fund Logframe – Simplified version)

- Closely review the Pooled Fund logframe outcomes and outputs and corresponding indicators – provided on SUN Movement Pooled Fund Logframe (Simplified Version).

1. Where possible, **try to better align the outcome and output statements** of your logframe with the SUN Movement Pooled Fund Log-frame (Simplified Version).

2. Where possible, **try to better align and/or adapt indicators** – from SUN Movement Pooled Fund Log-frame (Simplified Version) - into the your project logframe.

3. Establish baselines, milestones and targets as suggested on the templates. Provide clear Means of Verification and Reporting Frequency.

4. Where possible, data disaggregation by age group, sex, and type:
   - Men, women, boys, girls
   - National, sub-national
   - Nutrition specific, nutrition sensitive
3. Activities tracking sheets

### Annex 3: Activities Tracking Sheet

**SUN Movement Pooled Fund Project**

<table>
<thead>
<tr>
<th>Name of the Grantee:</th>
<th>Country:</th>
<th>Grant Number:</th>
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<table>
<thead>
<tr>
<th>Outputs</th>
<th>Activity description</th>
<th>Indicator</th>
<th>Baseline</th>
<th>Milestone 18 Months</th>
<th>Achieved 18 Months</th>
<th>Planned Total</th>
<th>Achieved Total</th>
<th>Data Source</th>
<th>Frequency</th>
<th>Remarks</th>
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<td>Q1</td>
<td>Q2</td>
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<td>Q6</td>
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</table>
3. Some tips on developing and implementing an Activities Tracking Sheet

- Transfer outputs and corresponding activities from the latest version of your project log-frame into the suggested template under annex 3.
- Enter the activity indicators and disaggregate them by age group, sex and type (where possible):
  - Men, women, boys, girls
  - National, sub-national
- See an example excel sheet (provided by UNOPS) as a reference how to use activity indicators and disaggregation.
- Establish quarterly milestones for each indicator along with appropriate data source and data collection frequency.
- Update the tracking sheet in monthly basis with credible data on the achievement columns. The column #1 indicates the starting month of your project and so on.
4. Risk Log

<table>
<thead>
<tr>
<th>SN</th>
<th>Type and description of risk</th>
<th>Internal /External</th>
<th>Likelihood of occurrence (low, medium, high)</th>
<th>Impact on the project (low, medium, high)</th>
<th>Mitigating Measure(s)</th>
<th>Who is responsible for mitigation?</th>
<th>Specific actions and assigned people</th>
<th>Likelihood of risk occurrence (low, medium, high) after mitigation measures</th>
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Tips on completing risk log:

1. Review the risks included in your proposal and reassess.
2. List out all the risks on the Column 2: Type and Description
3. Provide the appropriate assessment of the risks and mitigation measures by indicating who is responsible for mitigation, what is the specific action, and who is assigned to carry out that action.
5. Workplan

Tips completing workplan:

1. Please include all the activities under the project including Research, Training, Human resource, Procurement, Filed visit, reporting, etc.
2. Plan the timeline as precise as possible – reviewing the possible risks.
3. Assign the specific staff who will responsible to complete the activities.
Next step: We look forward to receive updated drafts of following M&E documents

1. Theory of Change
2. Grantees’ Logframe Indicators Tracking Sheet
3. Activity Tracking Sheet
4. Risk Log
5. Project workplan

- Details about how to better work on above M&E tools to be discussed at one-to-one skype calls with each grantee/M&E Contact.

- If you have M&E questions or would like feedback on your work as you go along, please contact Bhushan Shrestha at bhushans@unops.org
Thank you!

Any Questions?
Contact

- Hours:
  - 09:00 – 18:00 (Geneva Time)

- Marek Gajdos: marek.gajdos@scalingupnutrition.org
- Bhushan Shrestha: bhushans@unops.org
- Ann-Marie Quinn: annmarieq@unops.org
- CSN Network: sun.csnetwork@savethechildren.org.uk