



Document withdrawn 28 March 2017

BRACED Project Development Phase

NGO workshop 30th January 2014



Interaction with DFID

- Most projects have either signed or been in receipt of their Accountable Grant Arrangement
 - There are a few exceptions, where negotiations are ongoing
 - DFID's aim is to complete all grant negotiations as soon as possible
 - Your offer of grant covers the period 1st February – 31st July 2014
 - During that period you are required to:
 - a. **Engage and correspond** with your Monitoring Officer (MO) (appointed from the interim FM prior to contracting the FM)
 - b. Provide your MO with **monthly updates** of progress against the activities identified in your AG
 - c. **Claim for expenditure** according to the terms of your AG
 - d. **Work with the Knowledge Manager** (there will be an interim KM in advance of placement of the contract for the KM) to develop common approaches to baselines and indicators, build knowledge and disseminate lessons and evidence.
 - e. **Engage with other consortia** in sharing approaches and lessons, including at workshops
 - f. **Produce communications outputs** on what your project is doing
 - g. Provide a **final report** to DFID on the outputs and outcomes of your PDG project
-

PDG phase: report formats

There are two report formats:

1. Monthly updates
2. Quarterly / final updates

Monthly update



Introduction	
1.	Organisation and project name:
2.	Date of update:
3.	Period covered:
4.	Primary contact [name/email/phone number]:
5.	Length of project [agreed and actual]:
6.	Number of beneficiaries [expected and actual]:
Progress During Month (x)	
Please write in here a summary of progress achieved for each activity or task specified. Approx 50-70 words per activity.	
Summary of work to be done in the next month	
Any other comments	
(Please comment on any other aspects of the project, including any changes or issues. Maximum 100 words)	

Quarterly and final reports

- Format to be finalised but likely to cover:
 - Performance against logframe milestones and outputs
 - Changes to risks and to design
 - Value for money
 - Impacts on government systems, climate and environment
 - Internal cost management
 - Changes to budget and timescales
 - Lessons learnt
 - Evaluation plans
-

The role of the MO from a project perspective

The MO monitors projects and assists implementation on behalf of the funder. He/she is responsible for the following.

- Maintaining contact with the project to keep abreast of progress. This will be via monthly progress checks and reports, and by telephone and/or by email.
 - On the basis of the information collected above, the MO will update the FM on the progress of each project.
 - The MO will ensure that the formal quarterly reports are compiled correctly and submitted in the correct format.
 - The MO will chase overdue reports.
 - The MO will check that all the conditions for payments have been fulfilled and verify grant claims for payment.
 - The MO will alert the FM if there is an issue raised by a project, and will engage both the FM and DFID in assisting a resolution.
 - The MO will also provide a link to the activities of the interim KM and will facilitate Technical Assistance on any aspect of M&E
-



Timescales

		Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14
Initial introductions	MO to call projects	Early Feb						
Monthly updates	MO to call projects	27-Feb	27-Mar		29-May	26-Jun		
	Report due		15-Mar	15-Apr		15-Jun	15-Jul	
Quarterly Reporting	MO to call projects			24-Apr			24-Jul	
	Report deadline				30-May			30-Aug