

Project Performance Monitoring Meeting (PPMM)

COAST Foundation, Dhaka; Dated: 22 December 2021

A virtual PPMM was organized on 22 December 2021 where the Executive Director, Deputy Executive Director, Joint Director, Deputy Director, Heads, RTL, Project leaders and Monitoring & Evaluation Officers from different projects were present and assisted to make decisions. The meeting was moderated by the Joint Director-MEAL&R.

A. Meeting Agenda:

1. Last meeting minutes review
2. Data Segregation Report presentation
3. Exit Strategy revision
4. Project midline and end-line evaluation
5. Beneficiary Feedback and Risk Assessment
6. Newsletter feedback
7. PPT and progress report sharing
8. AoB.

B. Discussion and Decisions:

SL	Agenda	Discussion and Decision	Deadline	Responsibility
1.	Last meeting minutes review	<ol style="list-style-type: none"> a. All the monthly reports have been shared timely and field visits of the PIU team have been increased. This courage should be sustained. b. A2JaC project's staff-wise budget allocation should be checked again in the PoP and if it is ok then need to upload in the website. c. Due to the spread of the COVID-19 new variant, the plan for in-person PPMM will be remaining postponed. 	<p>Ongoing</p> <p>31/12/2021</p> <p>Ongoing</p>	<p>All</p> <p>AD-Justice Project</p> <p>All</p>
2.	Data segregation report findings	<ol style="list-style-type: none"> a. Total 73% of the cumulative targeted activities have been achieved during the last reporting month, where 52% was male and 48% was female. b. All projects' monthly (November) activity achievements reached to 84%. c. While comparing the 2-months achievements in the PPT slides, the reporting month will be presented at the upper part. 	Ongoing	PC/PM/M&E
3.	Exit Strategy revision	<ul style="list-style-type: none"> • All the projects need to revise their Exit Strategy. To do this, community consultation meeting is needed to conduct and pictures will also be preserved as evidence. 	10/01/2022	PC/PM/M&E
4.	Project midline and end-line evaluation	<p>The Executive Director advised that:</p> <ul style="list-style-type: none"> • Project should conduct its midline and end-line evaluation, where with the necessary guidance from MEAL section. • The report should be short containing objectives, methodology, findings, achieved, not achieved [why not?], learning, and challenges, etc. • JD-MEAL&R will facilitate a meeting to prepare a planning calendar for conducting six months and year-ending project evaluations. 	Ongoing	MEAL Section/PC/PM/M&E

		<ul style="list-style-type: none"> PC/PM/M&E will conduct their project mid-term evaluation. Findings from the ECW was discussed by the Deputy Executive Director detailing the areas of improvement i.e. (a) Grant Management, (b) Inclusion of disabilities in program, (c) project evaluation (MEAL) and (d) CRM. The report will be shared soon and initiatives will be taken to improve the areas accordingly. 	28/12/21	DED
5.	Beneficiary Feedback and Risk Assessment	<ul style="list-style-type: none"> The outcome of the Beneficiary Feedback will be discussed in the monthly meeting and decisions will be documented. Taken initiatives will be reflected in the monthly newsletter under the title "Your Feedback and Our Response". Every project will submit their Beneficiary Feedback and Risk Assessment Report for the quarter Oct'21 to Dec'21. 	Ongoing 10/01/2022	JD-MEAL&R PC/PM/M&E
6.	Newsletter feedback	<p>The quality of the newsletters should be improved. Quote of the key stakeholder or program participant should be highlighted. Apart, to avoid spelling mistakes, need to revise thoroughly. However, feedbacks are:</p> <p>A2JaC</p> <ul style="list-style-type: none"> Photo caption mentioning place, date, and other information should be used. A short project brief should be used on the top. At the end, contact information should be used. <p>ACCORD</p> <ul style="list-style-type: none"> Project brief should be more organized. Proper alignment and contact information should be used. <p>UNICEF - Child Protection</p> <ul style="list-style-type: none"> Project intro should be more precise. <p>Tearfund</p> <ul style="list-style-type: none"> Needed to use proper page setup and alignment. <p>CJRF</p> <ul style="list-style-type: none"> Write-up should be precise and the focus should be on the highlighted issue of a particular activity/Case story. Logo and margin should be placed proportionately. 	Ongoing	PC/PM/M&E
7.	PPT and Progress report sharing	<p>All the responsible PC/PM presented their project progress of November 2021 through PPT. The feedbacks were:</p> <p>ISC Project</p> <ul style="list-style-type: none"> Good presentation Four major activities of next month needs to be mentioned Outcome of skill development training should be added People's Organizations' indicators should be included at next time. Burn rate in November-93%, and cumulative-89%. <p>Tearfund</p> <ul style="list-style-type: none"> More improvement is needed. Burn rate in November-27%. <p>UNICEF Education</p> <ul style="list-style-type: none"> Good Presentation. Burn rate in November-114%, and cumulative-84% <p>UNICEF Child Protection</p>	Ongoing	PC/PM/M&E

		<ul style="list-style-type: none"> ▪ PPT slides are good, and more focus should be placed on project outcome. ▪ Burn rate in November-29%, and cumulative-73% <p>ToGETHER</p> <ul style="list-style-type: none"> ▪ Good Presentation. ▪ Burn rate in November-65%, and cumulative-94%. <p>CEPI</p> <ul style="list-style-type: none"> ▪ Presentation speed and mood should be standard ▪ Need to use formal words in the last slide. ▪ Burn rate in November-93%, and cumulative-76%. <p>SEP</p> <ul style="list-style-type: none"> ▪ Good Presentation. ▪ Burn rate in November-97%, and cumulative-8%. <p>ENRICH</p> <ul style="list-style-type: none"> ▪ Good presentation. ▪ Change and impact should be in bullet point. ▪ Burn rate in November-100%, and cumulative-94%. <p>ACCORD</p> <ul style="list-style-type: none"> ▪ Good Presentation. ▪ Should be in brief. ▪ Burn rate in November-169%, and cumulative-95%. ▪ Need to show more impact. <p>FIRST</p> <ul style="list-style-type: none"> ▪ Good Presentation. ▪ Burn rate in November-13%, and cumulative-6%. <p>A2JaC</p> <ul style="list-style-type: none"> ▪ Good presentation ▪ Burn rate in November-93%, and cumulative-89%. <p>CJRF</p> <ul style="list-style-type: none"> ▪ Good presentation. ▪ Burn rate in November-99%, and cumulative-97% <p>Radio Saikat</p> <ul style="list-style-type: none"> ▪ Good Presentation. <p>Radio Meghna</p> <ul style="list-style-type: none"> ▪ Good Presentation. <p>CITEP</p> <ul style="list-style-type: none"> ▪ Good Presentation. <p>SFP</p> <ul style="list-style-type: none"> ▪ Good presentation. ▪ Burn rate in November-91%, and cumulative-93%. 		
8.	AoB	<ul style="list-style-type: none"> • A new climate change-focused project in Kutubdia: the DED will visit there for necessary action. PC-ENRICH will communicate him in this regard. • A training on P-FIM (People First Impact Method) will be organized in the first week of February 2022 with the support from ToGETHER project. It would be organized outside of Cox's Bazar and Bhola region, if possible. • COAST will organize a training on disability inclusion with the support from CDD. JD-SDC will communicate in this regard. 	<p>PC-ENRICH</p> <p>Head- MEAL&SD/ Sr. Coord.- MEAL JD-SDC</p>	<p>28/12/2021</p> <p>03/02/2022</p> <p>06/01/2022</p>

	<ul style="list-style-type: none"> Diary and year planner have already been sent to the field offices. All projects will discuss the appropriate use of these materials. JD-MEAL&R will prepare a meeting calendar for the year of 2022 by 28 December 2021. <p>Instructions from The Executive Director:</p> <ul style="list-style-type: none"> COAST's yearly financial performance report will be shared through the website. An organizational review will be conducted, and one strategic plan will be developed under the Quality management & capacity development activity of the ToGETHER project, if possible. Sr. Coordinator-MEAL of ToGETHER Project will look into this matter. RTL-Cox's Bazar Centre will assist Sr. Coordinator-SM&DC for taking an interview of that women whose son went to Germany after obtaining a scholarship program through ISCP project. Sr. Coordinator-SM&DC will share the previous video in the social media where the women talked about the issue. RTL-Cox's Bazar Centre will inform the ED about the venue of the training with the Union Parishad Chairmen and members of Ukhiya Upazila. It should be considered for conducting an awareness campaign on "No use of plastic" in the projects being implemented in the camps. 	<p>Ongoing</p> <p>28/12/2021</p> <p>Ongoing</p> <p>16/01/2022</p> <p>06/01/2022</p> <p>28/12/2021</p> <p>30/12/2021</p> <p>Ongoing</p>	<p>PC/PM</p> <p>JD-MEAL&R</p> <p>ICT Section</p> <p>Sr. Coodinat.-MEAL</p> <p>RTL, CxB.</p> <p>Sr. Coord.-SM&DC</p> <p>RTL-CXB</p> <p>PC/PM [FDMN Projects]</p>
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Having no other issues to discuss, the meeting has been ended with the vote of well-wishing and thanks by the JD-MEAL&R.

Notes taken by:



Md. Reaz Hossain
Monitoring and Evaluation Officer
COAST Foundation

Moderated by:



Md. Iqbal Uddin
JD-MEAL&R
COAST Foundation