

# Project Performance Monitoring Meeting (PPMM)

COAST Foundation, Dhaka; Dated: 19 January 2022

A virtual PPMM was organized on 19 January 2022 where the Executive Director, Joint Directors, Deputy Director, Heads, RTLs, 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	a. By June 2022, short evaluation of at least 8-10 projects will be conducted by following the evaluation guideline. In January, the evaluation of the UNICEF Education and CEPI project will be completed.	Ongoing	PC/PM/M&E
		b. Due to the spread of the COVID-19 new variant, the plan for in-person PPMM will be remaining postponed.	Ongoing	All
		c. Need to conduct PDM (Post Distribution Monitoring) after any distribution to the program participants.	Ongoing	PC/PM/M&E
		d. The PDM format should be simple, short and the major focus will be on accountability and transparency. Other sectors like CRM, gender, PSEA, their recommendations & participation will also be included here.		
		e. COAST's yearly financial report will be shared on the organizational official website by next week.	26/1/22	ICT & Finance section
		f. Sr. Technical Officer-EOM project and one local female staff will do the video on scholarship issue and send the raw clips to Sr. Coordinator- SM&DC for editing and finalization.	26/1/22	RTL-CXB
		g. RTL-CXB will inform about the venue of the training with the newly elected UP Chairman and members of Ukhiya Upazila after completing their Oath-taking.	7/2/22	RTL-CXB
2.	Data segregation report findings	a. Total 73% of the cumulative targeted activities have been achieved during the last reporting month, where 52% was male and 48% was female.	Ongoing	PC/PM/M&E
		b. All projects' monthly (December) activity achievements reached to 86%.		
3.	Exit Strategy revision	<ul style="list-style-type: none"> <li>• All projects need to submit their revised exit strategy through community and staff consultation.</li> </ul>	10/2/2022	PC/PM/M&E

4.	Project midline and end-line evaluation	<ul style="list-style-type: none"> <li>• Every project will conduct its project evaluation following the evaluation guideline.</li> <li>• One representative from the MEAL section will participate in every evaluation process.</li> </ul>	Ongoing	PC/PM/M&E/ MEAL Section
5.	Beneficiary Feedback and Risk Assessment	<ul style="list-style-type: none"> <li>• The outcome of the Beneficiary Feedback will be discussed in the monthly project coordination meeting and these will be documented properly. Taken initiatives will be reflected in the monthly newsletter following the title “<b>Your Feedback and Our Response</b>”.</li> </ul>	Ongoing	PC/PM/M&E
6.	Newsletter feedback	<p>The quality of the newsletters is improving. Quote of the key stakeholders or program participants should be highlighted. Apart, need to avoid spelling mistakes and revise them thoroughly. However, the feedbacks are:</p> <p><b>ISCP</b></p> <ul style="list-style-type: none"> <li>▪ Nice page makeup.</li> <li>▪ Clean and precise write-up.</li> </ul> <p><b>Radio Meghna</b></p> <ul style="list-style-type: none"> <li>▪ Excellent page makeup.</li> <li>▪ Enough margin and space are also maintained properly.</li> </ul> <p><b>ENRICH</b></p> <ul style="list-style-type: none"> <li>▪ Should use two columns.</li> </ul> <p><b>UNICEF-Child Protection</b></p> <ul style="list-style-type: none"> <li>▪ Page make-up and design quality need to develop.</li> </ul> <p><b>Tearfund</b></p> <ul style="list-style-type: none"> <li>▪ Need to focus on contact details.</li> </ul> <p><b>A2JaC</b></p> <ul style="list-style-type: none"> <li>▪ Caption should be used appropriately focusing on these concerns which are key issues addressed, where it was conducted, participants, and date.</li> </ul> <p><b>EASCR</b></p> <ul style="list-style-type: none"> <li>▪ Name of the contact person should be mentioned clearly in the newsletter.</li> </ul>	Ongoing	PC/PM/M&E
7.	PPT and Progress report sharing	<p>All the responsible PC/PM presented their project progress of December 2021 through PPT. The feedbacks were:</p> <p><b>ISC Project</b></p> <ul style="list-style-type: none"> <li>▪ Good presentation.</li> <li>▪ Project has already been completed in December 2021.</li> <li>▪ Burn rate in December- 100%, and cumulative- 99.66%.</li> </ul> <p><b>Tearfund</b></p> <ul style="list-style-type: none"> <li>▪ Good presentation.</li> <li>▪ Burn rate in December- 56%, and cumulative- 35%.</li> </ul> <p><b>UNICEF Education</b></p> <ul style="list-style-type: none"> <li>▪ Good Presentation.</li> <li>▪ Burn rate in December- 90%, and cumulative- 93%</li> </ul> <p><b>UNICEF Child Protection</b></p> <ul style="list-style-type: none"> <li>▪ PPT slides are good, and more focus should be placed on project outcome.</li> <li>▪ Burn rate in December- 154%, and cumulative- 80%</li> </ul> <p><b>ToGETHER</b></p> <ul style="list-style-type: none"> <li>▪ Good Presentation.</li> </ul>	Ongoing	PC/PM/M&E

		<ul style="list-style-type: none"> <li>▪ Burn rate in December- 133%, and cumulative- 98%.</li> </ul> <p><b>CEPI</b></p> <ul style="list-style-type: none"> <li>▪ Good Presentation.</li> <li>▪ Burn rate in December- 100%, and cumulative- 99.5%.</li> </ul> <p><b>SEP-Dryfish</b></p> <ul style="list-style-type: none"> <li>▪ Good Presentation.</li> <li>▪ Need to focus on the income-generating activities or results of the project deeds.</li> <li>▪ Burn rate in December- 60%, and cumulative- 11%.</li> </ul> <p><b>ENRICH</b></p> <ul style="list-style-type: none"> <li>▪ Good presentation.</li> <li>▪ Change and impact should be in bullet points.</li> <li>▪ Burn rate in December-100%, and cumulative-94%.</li> </ul> <p><b>ACCORD</b></p> <ul style="list-style-type: none"> <li>▪ Good Presentation.</li> <li>▪ Burn rate in December- 195%, and cumulative- 99%.</li> </ul> <p><b>A2JaC</b></p> <ul style="list-style-type: none"> <li>▪ Need to select appropriate words for PPT slides according to maintaining proper documentation.</li> <li>▪ Burn rate in December- 77%, and cumulative- 96%.</li> </ul> <p><b>CJRF</b></p> <ul style="list-style-type: none"> <li>▪ Should be impact documented.</li> <li>▪ Burn rate in December- 99%, and cumulative- 88%</li> </ul> <p><b>Radio Saikat</b></p> <ul style="list-style-type: none"> <li>▪ Good Presentation.</li> <li>▪ Can follow Radio Meghna.</li> </ul> <p><b>Radio Meghna</b></p> <ul style="list-style-type: none"> <li>▪ Good Presentation.</li> </ul> <p><b>CITEP</b></p> <ul style="list-style-type: none"> <li>▪ Good Presentation.</li> </ul>		
8.	AoB	<p><b>Instructions from the Executive Director:</b></p> <ul style="list-style-type: none"> <li>• Program participants should know COAST Complaint Response Mechanism and the contact numbers and PC/PM will ensure that.</li> <li>• As a part of review of sectors/programs for preparing the strategic plan, every unit will do desk review, field review and workshop. Therefore, a workshop on Social Development program will be organized from 23 to 25 February 2022 in Cox’s Bazar.</li> <li>• Likewise, a workshop on the MEAL issue will be conducted on 22 February 2022 in Cox’s Bazar.</li> <li>• P-FIM: An orientation training on P-FIM (People First Impact Method) will be organized in the first week of February 2022.</li> <li>• Awareness-raising campaign “<b>No use of plastic</b>” will be conducted by the EOM project at the camp level and the CJRF project at the community level in this month.</li> <li>• The campaign will be continuing in other projects if possible.</li> <li>• A proposal has come to organize the PPM bi-monthly. Decision will be informed later on.</li> </ul>	<p>Ongoing</p> <p>23-25 Feb’22</p> <p>22 Feb’22</p> <p>10/2/22</p> <p>31/1/22</p>	<p>PC/PM/M&amp;E</p> <p>JD-SDC</p> <p>JD-MEAL&amp;R</p> <p>SC-MEAL and Head-MEAL&amp;SD</p> <p>PM-EOM and Head-CJRF</p>

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:**



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SEP-Dryfish, COAST Foundation

**Moderated by:**



Md. Iqbal Uddin  
JD-MEAL&R  
COAST Foundation