

# Project Performance Monitoring Meeting (PPMM)

COAST Foundation, Dhaka; Dated: February 20, 2022

A virtual PPMM was organized on February 20, 2022, where the Deputy Executive Director, Joint Directors, Head-HR, RTLs, Project leaders, and M&E 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. Newsletter feedback
6. PPT and progress report sharing
7. Management Tips
8. AoB

## B. Discussion and Decisions:

SL	Agenda	Discussion and Decision	Deadline	Responsibility
1	Last meeting minutes review	<ol style="list-style-type: none"> <li>a. Project will conduct PDM [Post Distribution Monitoring] after distributing any material/cash, if any.</li> <li>b. A PDM format will be developed by the Head-Humanitarian Response within March 5, 2022 and shared.</li> <li>c. Besides program objectives, other cross-cutting issues like CRM, gender, PSEAH, and recommendations from the program participants will also be included in the PDM format.</li> <li>d. A section will be kept in the monthly newsletter named as <b>“Beneficiary Feedback and our Response”</b>.</li> </ol>	<p>Ongoing</p> <p>5/3/22</p> <p>Ongoing</p> <p>Ongoing</p>	<p>PC/PM/M&amp;E</p> <p>Head-HR</p> <p>PC/PM/M&amp;E</p> <p>PC/PM</p>
2	Data segregation report findings	<ol style="list-style-type: none"> <li>a. Total 74% of the cumulative targeted activities have been achieved during the last reporting month, where 51% was male and 49% was female.</li> <li>b. All projects' monthly (January 2022) activity achievements reached to 86%.</li> </ol>	Ongoing	PC/PM/M&E
3	Exit Strategy revision	<ol style="list-style-type: none"> <li>a. The project leaders who have not developed their project exit strategy yet will do it and send to the JD-MEAL&amp;R.</li> </ol>	3/3/22	PC/PM/M&E
4	Project midline and end-line evaluation	<ul style="list-style-type: none"> <li>▪ An evaluation guideline was sent earlier and a revised content list very recently by the JD-MEAL&amp;R and all are requested to follow the guideline during their project evaluation.</li> <li>▪ Coming projects for evaluation and datelines:               <ol style="list-style-type: none"> <li>i. COAST Child Protection project- March 2022</li> <li>ii. COST ISCP &amp; ACCORD- April 2022</li> <li>iii. ENRICH- May 2022</li> </ol> </li> <li>▪ One representative from the MEAL section will be engaged in every evaluation process.</li> </ul>	Ongoing	PC/PM/M&E/ MEAL Section

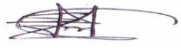
5	Newsletter feedback	<p>The goal of distributing the monthly desktop newsletter is to share the program update to the stakeholders regularly and continue a positive relationship. COAST practices these three methods during the distribution of project newsletters.</p> <ul style="list-style-type: none"> <li>▪ Hard copy to govt. and local stakeholders.</li> <li>▪ Twitting the newsletter.</li> <li>▪ Sharing through Facebook.</li> </ul> <p>Although the quality of the newsletter has been improved, some suggestions have also been raised:</p> <p><b>Radio Saikat</b></p> <ul style="list-style-type: none"> <li>▪ Careful before using both the COAST and Radio Saikat Logo at the same slide</li> </ul> <p><b>A2JaC</b></p> <ul style="list-style-type: none"> <li>▪ The name of the monthly newsletter should be changed. It can be '<i>Naybichar</i>'</li> <li>▪ Newsletter should be more organized</li> </ul> <p><b>CEPI</b></p> <ul style="list-style-type: none"> <li>▪ Avoid repetition of writing</li> <li>▪ Conscious about the word spelling</li> <li>▪ COAST Logo should be placed appropriately as per the organization's guideline</li> </ul> <p><b>SEP-Dryfish</b></p> <ul style="list-style-type: none"> <li>▪ It will be better to change the present name of the newsletter from '<i>Sutki Samchar</i>' to another good name.</li> </ul> <p><b>CJRF</b></p> <ul style="list-style-type: none"> <li>▪ Good</li> </ul> <p><b>Radio Meghna</b></p> <ul style="list-style-type: none"> <li>▪ Good</li> </ul>	Ongoing	PC/PM/M&E
6	PPT and Progress report sharing	<p>PC/PM/M&amp;E presented their project progress for January 2022 through PPT. The feedback was:</p> <p><b>ISCP</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 January- 0%, and cumulative- 0%</li> </ul> <p><b>EASCR</b></p> <ul style="list-style-type: none"> <li>▪ Good presentation</li> <li>▪ Burn rate in January- 151%, and cumulative- 26%</li> </ul> <p><b>Tearfund-EOM</b></p> <ul style="list-style-type: none"> <li>▪ Good presentation</li> <li>▪ Burn rate in cumulative- 100%</li> </ul> <p><b>UNICEF Education</b></p> <ul style="list-style-type: none"> <li>▪ Good presentation.</li> <li>▪ Burn rate in cumulative- 93%</li> </ul> <p><b>UNICEF Child Protection</b></p> <ul style="list-style-type: none"> <li>▪ Nice presentation</li> <li>▪ Burn rate in January- 7%, and cumulative- 83%</li> </ul> <p><b>CEPI</b></p>	Ongoing	PC/PM/M&E

		<ul style="list-style-type: none"> <li>▪ Presentation should in bullet point, it would not be narrative</li> <li>▪ Need to be more conscious for word selection in PPT</li> <li>▪ Burn rate in January- 96%, and cumulative- 97%</li> </ul> <p><b>SEP-Dryfish</b></p> <ul style="list-style-type: none"> <li>▪ Good presentation</li> <li>▪ Burn rate in January- 61%, and cumulative- 12%</li> </ul> <p><b>ACCORD</b></p> <ul style="list-style-type: none"> <li>▪ Nice presentation</li> <li>▪ Burn rate in January- 97%, and cumulative- 99%</li> </ul> <p><b>A2JaC</b></p> <ul style="list-style-type: none"> <li>▪ Make a report on the financial realization of the project achievement</li> <li>▪ Burn rate in January- 87%, and cumulative- 98%</li> </ul> <p><b>CJRF</b></p> <ul style="list-style-type: none"> <li>▪ Good presentation</li> <li>▪ Burn rate in January- 74%, and cumulative- 98%</li> </ul> <p><b>Radio Saikat</b></p> <ul style="list-style-type: none"> <li>▪ Presentation should in bullet points, it would not be narrative</li> </ul> <p><b>Radio Meghna</b></p> <ul style="list-style-type: none"> <li>▪ Good presentation</li> <li>▪ Need to be more conscious while capturing female's picture</li> </ul> <p><b>CITEP</b></p> <ul style="list-style-type: none"> <li>▪ Good presentation</li> </ul>		
7	Management Tips	<p>A session was conducted by the Deputy Executive Director and the topics were:</p> <p><b>Set More Realistic Targets to Hit Your Next Deadline</b></p> <ol style="list-style-type: none"> <li>1. Be objective, not subjective</li> <li>2. Commit early and publicly</li> <li>3. Schedule buffer time</li> <li>4. Assume the worst</li> </ol> <p><b>Contribute to a Healthy Organizational Culture</b></p> <ol style="list-style-type: none"> <li>1. Get to know people on a personal level</li> <li>2. Celebrate others</li> <li>3. Step up when you can.</li> </ol>	Continue	All
8	AoB	<ul style="list-style-type: none"> <li>• Program participants should know about COAST Complaint Response Mechanism. In these cases, they also know, by whom and where they will submit complaint for male and female related cases respectively.</li> <li>• As a part of the review of sectors before preparing the strategic plan, a workshop on the Social Development Program will be organized from February 23 to 24, 2022 in Cox's Bazar.</li> <li>• Likewise, a workshop on the MEAL issue will be conducted on February 22, 2022, in Cox's Bazar.</li> <li>• A workshop on the Humanitarian and Emergency Crisis Response issue will be conducted on February 25, 2022, in Cox's Bazar.</li> </ul>	<p>Ongoing</p> <p>23-24 Feb'22</p> <p>22/2/22</p> <p>25/2/22</p> <p>15/03/22</p>	<p>PC/PM/M&amp;E</p> <p>JD-SDC</p> <p>JD-MEAL&amp;R</p> <p>Head-HR</p> <p>Head-MEAL&amp;SD</p>

	<ul style="list-style-type: none"> <li>An orientation on P-FIM (People First Impact Method) will be organized in the middle of March 2022.</li> </ul> <p>Awareness-raising campaign <b>“No use of plastic”</b> will be continuing in the projects if possible.</p>	Ongoing	PC/PM
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Having no other issues to discuss, the meeting has been ended with a vote of well-wishing and thanks by the JD-MEAL&R.

**Notes taken by:**



Md. Shiful Islam  
M&E Officer  
ACCORD Project, COAST Foundation

**Moderated by:**



Md. Iqbal Uddin  
JD-MEAL&R  
COAST Foundation