

Project Performance Monitoring Meeting (PPMM)

COAST Foundation, Dhaka; Dated: 27 March, 2022

Virtual PPMM was organized on 27 March, 2022, where the Deputy Executive Director, Joint Directors, Heads, RTLs, Project leaders, and M&E Officers from different projects were present and participated to make decisions. Joint Director-MEAL&R moderated the meeting.

A. Meeting Agenda:

1. Last meeting minutes review
2. Newsletter feedback
3. Data segregation report presentation
4. Management Tips
5. Project midline and end line evaluation
6. Plan of Operation [PoP]
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. Every project will prepare PDM [Post Distribution Monitoring] report after distributing any material/cash, if any. Necessary documents [pictures, reports, etc.] will also be preserved for further use. b. A sample of PDM format will be developed and circulated. c. PC/PM will also should prepare project Exit strategy while writing the project proposal from now on. 	<p>Ongoing</p> <p>29/3/22</p> <p>Ongoing</p>	<p>PC/PM/M&E</p> <p>Head-HR</p> <p>PC/PM/M&E</p>
2	Newsletter feedback	<p>Quality of this month's monthly desktop newsletter is good. We just need to give more focus on continuing the positive relationship through the distribution of project newsletters by using these methods.</p> <ul style="list-style-type: none"> ▪ Hard copy to govt. and local stakeholders. ▪ Twitting the newsletter. ▪ Sharing through Facebook. 	Ongoing	PC/PM/M&E
3	Data segregation report presentation	<ol style="list-style-type: none"> a. Total 88% of the cumulative targeted activities have been achieved during the last reporting month, where 51% was male and 49% was female. b. All projects' monthly [February 2022] activity achievements reached to 76%. 	Ongoing	PC/PM/M&E
4	Management Tips	<p>A session was conducted by the Deputy Executive Director and the topics were:</p> <p>Make Sure There's Not an "Old Guard vs. Newcomers" Split on Your Team</p> <ul style="list-style-type: none"> ▪ Reduce resistance to new ideas. ▪ Show your enthusiasm and support for new ways of doing things. ▪ Welcome new ideas and give your new hires a chance to shake things up and rack up quick wins. 	Ongoing	All

		<p>To Keep Your Best Employees, Ask Them These Questions</p> <ul style="list-style-type: none"> ▪ What's your frame of mind today? ▪ Who do you feel connected to at work? ▪ What do you want to learn that will excite you and help you grow? ▪ What barriers can I remove for you to help you do your job better? 		
5	Project midline and end line evaluation	<ol style="list-style-type: none"> 1. An evaluation guideline was sent earlier and a revised content list very recently by the JD-MEAL&R and all are requested to follow the guideline during their project evaluation. 2. Coming projects for evaluation and datelines: <ul style="list-style-type: none"> – COAST ISCP & ACCORD- April 2022 – ENRICH- May 2022 3. One representative from the MEAL section will be engaged in every evaluation process. 	Ongoing	PC/PM/M&E/MEAL Section
6	Plan of Operation [PoP]	<p>The projects' Plan of Operation [PoP] are instructed to prepare and send it to JD-SDC for signing within the mentioned time frame.</p> <ol style="list-style-type: none"> 1. Radio Saikat-9 April 2022. 2. ELIBEC-3 April 2022. 3. Tearfund-DEC [Part-2]-28 March 2022. 4. APFP-31 March 2022. 5. GCA-11 April 2022. 6. ERBCR-05 April 2022. 7. ISCP-5 April 2022. <p>It needs to be mentioned here that the PoP of ESRPE project will be submitted in between 5 days after signing the PD.</p>	<p>9/4/22</p> <p>3/4/22</p> <p>28/3/22</p> <p>31/3/22</p> <p>11/4/22</p> <p>5/4/22</p> <p>5/4/22</p>	<p>PC- Radio Saikat</p> <p>PC- ELIBEC</p> <p>PC-TF-DEC [Part-2]</p> <p>Head-MEAL&SD</p> <p>GCA P. Personnel</p> <p>PC- ERBCR</p> <p>AD- ISCP</p> <p>PM-ESRPE</p>
7	PPT and Progress report sharing	<p>PC/PM/M&E presented their project progress for February 2022 through PPT. The feedback was:</p> <p>ISCP</p> <ul style="list-style-type: none"> ▪ Good presentation ▪ It is suggested to present some of the impact news at next PPMM from the previous phases ▪ Burn rate in February- 0%, and cumulative- 0% <p>EASCR</p> <ul style="list-style-type: none"> ▪ Good presentation ▪ Burn rate in February- 98%, and cumulative- 51% <p>Tearfund-DEC [Part-2]</p> <ul style="list-style-type: none"> ▪ Good presentation ▪ Burn rate in February- 0%, and cumulative- 0% <p>UNICEF Education</p> <ul style="list-style-type: none"> ▪ Good presentation. ▪ Burn rate in February- 0%, and cumulative- 0% <p>UNICEF Child Protection</p>	Ongoing	PC/PM/M&E

		<ul style="list-style-type: none"> ▪ Nice presentation ▪ Burn rate in February- 174%, and cumulative- 87% <p>CEPI</p> <ul style="list-style-type: none"> ▪ Burn rate in February- 109%, and cumulative- 97.5% <p>SEP-Dryfish</p> <ul style="list-style-type: none"> ▪ Good presentation ▪ Burn rate in February- 98%, and cumulative- 21% ▪ Must give specific and precise description. <p>ACCORD</p> <ul style="list-style-type: none"> ▪ Nice presentation ▪ Burn rate in February- 22%, and cumulative- 97% ▪ Must give specific and precise description. <p>A2JaC</p> <ul style="list-style-type: none"> ▪ Good presentation ▪ Burn rate in February- 53%, and cumulative- 78% <p>CJRF</p> <ul style="list-style-type: none"> ▪ Good presentation ▪ Burn rate in February- 87%, and cumulative- 98% <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>ERBCR</p> <ul style="list-style-type: none"> ▪ Good presentation ▪ Have to work out after receiving approval. ▪ Burn rate in February- 0%, and cumulative- 0% 		
8	AoB	<ol style="list-style-type: none"> 1. PC/PM should organize two meetings e.g. CRM and PSEAH at the program participant levels and to write the discussions in the field register. 2. An orientation on P-FIM (People First Impact Method) will be organized in the middle of April 2022. 3. Quarterly Beneficiary Feedback collection and Risk Analysis should be conducted and report should be sent by 13 April. 	10/4/22 15/4/22 13.04.22	PC/PM/M&E Head-MEAL&SD PC/PM/M&E

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:

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Moderated by:



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