

## Prevention + / Mid Term Review initial report template

Version 20-02-2018

### Guidance Note

This report format is developed as a guideline to assist you to write a concise mid-term review country report. The full body text of the report should be maximum 12 pages (excluding annexes).

This report is the culmination of your mid-term review, which will include several other data collection and analysis steps, as we have discussed. This report is the space to articulate your major findings and recommendations from the overall process. We welcome tables, overviews, and any other relevant outputs coming from MTR data collection to be added as annexes.

If needed, also considering the limited word space, you may refer to other reports, e.g. annual reports, but please be clear in your referencing.

### Country Overview

Country:  
Total programme (five year) budget:  
Consortium lead:  
Field office (if relevant):  
Implementing partner(s):  
Technical partners (if relevant):  
Implementation area(s):

### Final Recommendations (1 page)

Please provide your top five recommendations for major program changes or adjustments for your Prevention+ country program 2019-2020. Include a short rationale for each recommendation.

These recommendations should be the final result of your entire MTR process (review of outputs, outcomes, finances, sustainability, etc.) and completed after you have finished responding to all of the guiding questions. The recommendations should encompass changes you would like to make in the remaining years of the project (mid- 2018 through 2020).

1. **[Recommendation]** - *Description of < 200 words*
2. **[Recommendation]** - *Description of < 200 words*
3. **[Recommendation]** - *Description of < 200 words*

4. **[Recommendation]** - *Description of < 200 words*
5. **[Recommendation]** - *Description of < 200 words*

### **MTR Country Findings**

1. **Briefly describe the process and steps you undertook to conduct your mid-term review. Note any limitations in the scope of your mid-term review. (1/2 page).**
2. **Briefly describe what you think is the unique contribution of the Prevention+ program at country level, or what the unique contribution of the program should be by 2020. (1/2 page)**
3. **Assessing status of program implementation to date (3 pages)**
  - a) Reflections on what has worked really well or better than expected (1/2 page)
  - b) Reflections on any major implementation changes to date, and the contextual factors for those, including any (major) discrepancies in implementation according to timeline/plan (i.e. what did you do differently than was planned; what's lagging behind) (1/2 page)
  - c) Reflections on the quality of your programme implementation thus far. (1 page)

i.e. Describe the level of quality of the different activities you have implemented. Highlight activities/interventions that are of good quality (having impact) and activities/interventions where quality could be improved. Note why the activity is or is not of good quality, and how you reached that assessment. You do not need to describe every activity – highlight the highs and lows.
  - d) Reflections on the effectiveness of collaboration between country program partners, which may include sub-grantees or strategic partners (e.g. government institutions, other CSOs, etc.) Are these partnerships providing what you expected? (1/2 page)
  - e) Reflections on how well your country program is aligned to and promoting women's rights principles and meaningful collaboration with the women's movement and organizations ("accountability"). (1/2 page)

i.e. Describe your vision for ensuring your country program is driven-by and upholds women's rights principles and how you have operationalized this vision a) externally (e.g. meaningful collaboration with women's organizations as strategic partners) and b) internally (e.g. how have you worked to uphold high ethical standards of all staff members, ensuring that they "practice what they preach"

with regard to gender equality and a violence-free lifestyle). Highlight areas of strength and limitation.

#### **4. Assessing effectiveness of your program strategies (2 pages)**

- a) Reflections on whether your approaches (intervention/activities) are leading to the intended outcomes. (1 page)

i.e. Describe the assumptions you made in selecting and designing your activities or interventions (e.g. target population; intervention; topic selection; key partners) and whether they are, or are not, working to reach the intended outcomes. Please be as specific as possible and give examples.

- b) Reflections on how activities in the different result areas (individual/community/institution/government) are connected or interlinked and any added value of these connections. (1 page)

i.e. Describe why those linkages are there and how they reinforce each other (implementing according to the “socio-ecological model”). Is it working? Would stronger linkages between different activities lead to greater impact or effectiveness? What does working at all of these levels achieve?

#### **5. Sustainability, Scale-up and Institutionalization (1-2 pages)**

- a) Reflections on your country program’s approach to promoting sustainability of the Prevention+ program and/or specific components of the program and success to date. By sustainability we mean: how can (elements of) your programme continue after program funding has ended.

- b) Reflections on next steps to promote sustainability in 2019-2020.

- c) Reflections on your country program’s vision for scale-up and/or institutionalization of Prevention+ program activities?

i.e. What strategies are you using/planning to use to be able to either expand or institutionalize specific Prevention+ activities. Explain why you have chosen to try to institutionalize or scale-up particular parts of the program. By scale-up we mean expansion of the program/specific interventions to new intervention sites. By institutionalization we mean embedding the program/specific interventions within institutions and government structures so that they are implemented by/within these structures in future.

- d) Please give examples of the (most) achievable opportunities for scale up or institutionalization of (elements) of the Prevention+ programme in 2019-2020.

#### **6. Reflecting on Strengths, Opportunities and Risks (1 page)**

- a) Describe two conditions or factors that are supporting the success of the program. Please be as specific as possible [e.g. consider internal and external factors, such as capacity, available resources, partnerships, contextual or political factors]
- b) Describe two conditions or factors that are undermining the success of the program. Please be as specific as possible [e.g. consider internal and external factors, such as capacity, available resources, partnerships, contextual or political factors]
- c) Describe concrete needs or next steps to increase the potential for program success.

## 7. Finances (1/2 page)

Please include a concise narrative to present any discrepancies in spending to date (2016 through June 2018), including: underspending, overspending, delays in spending, as well as strategies for rectifying all of the above. [Note: when completing your MTR (and other reporting) it is important that you consider that your financial reporting (expenditure) is linked to or reflects your actual achievements (e.g. it does not make sense if you report a lot of funds spent on advocacy, but don't report any advocacy activities).

## 8. Stories of Change (1 or 2 pages)

Consider sharing 1 to 2 stories, these can be from people who have different experiences with the Prevention+ program (e.g. participant in an intervention, or a policy-maker). When crafting a story of change, it's important to think about the beginning, middle and end. For example, what were this person's beliefs/attitudes/behaviours before involvement in the program, versus now, and describe the process and key levers that led to that change.)

## 9. Annexes

Output achievements, outcome achievements, financial tables etc. can be available as annexes.