

M&E Bulletin



October 2021

#Sharinggoodpractices

Project Implementing Process

Provide Deliver Manage **Annual Monitor** Report **Oversight Change Results Planning** Design Closure

Annual

Planning

Template/ Person in No. Step Guideline charge Review & update multi-year workplan for Project Multi-year Workplan annual planning. Manager (PM) 2 Prepare Procurement Plan & upload to PM <u>Procurement</u> PROMPT. Planning, **PROMPT**

Deliver results

No.	Step	Person in charge	Template/ Guideline
1	Make funds available, initiate activities & deliver Outputs.	Program Officer (PO) & PM	Multi-year Workplan
2	Perform oversight functions through periodic on-site spot checks, and scheduled audits of the IP.	PO, service provider	HACT Process
3	Update the multi-year workplan (as necessary).	PM	

Monitor

No.	Step	Person in charge	Template/ Guideline
1	Data collection/ Tracking performance		
	Collect data for project RRF, scan context for changes, & collect stakeholder feedback.	PO, PM, M&E Officer	
2	Analyze data & identify factors related to progress		
	Verify output progress and/or completion at least annually.	PO, PM, M&E Officer	Output verification template
	Assess quality at least every other year.	PO, M&E Officer	Implementing QA on CPS
	Assess risks and implementation of risk management measures.	PM	Atlas
	Monitor operational performance.	PO, PM	
3	Use data to inform decision making		
	Adjust the project based on evidence and analysis from monitoring, and document lessons learnt.	PM, Project Board	

Provide oversight

No.	Step	Person in charge	Template/ Guideline
1	Hold project board meeting at least annually.	Project Board	<u>Project Board</u>
2	Record decisions in minutes of project board meetings.	Project Board	

5

Manage change

No.	Step	Person in charge	Template/ Guideline
1	Revisions are captured in a revised multi-year workplan or project document.	PM	
2	Update the QA Assessment, risk register (Atlas), including SESP.	РО	QA Assessment on CPS
3	Get the changes reviewed & approved by the project board, donor, and other relevant stakeholders.	Project Board	
4	Sign the revised project document.	RR, GOVN Partner, IP	

Report

No.	Step	Person in charge	Template/ Guideline
1	Submit financial report: quarterly or when additional resources are needed.	PM	FACE Form
2	Sign Combined Delivery Report (CDR) for 2 nd , 3 rd & 4 th quarters.	PM and/ or IP	CDR Bridge
3	Prepare Project report, with frequency stated in Project Document.	PM	Standard donor report
4	Document and communicate results to donors and other stakeholders, ensuring due credit is given to partners.	RR, PO	

Project Closure Process (next M&E Bulletin)

Useful links for Viet Nam Country Office

- Clearance checklist for MOU, LOA, RPA, LVG
- <u>Due Diligence for Private Sector</u>
- Clearance slip for AWP
- GOVN's Decree on ODA Management
- **Trainings on Project Management**

Knowledge bank from RBAP

M&E Team in Viet Nam CO

Nguyen Thi Ngoc Han – Planning, M&E Analyst

nguyen.thi.ngoc.han@undp.org

Truong Duc Thang – Project M&E Associate

truong.duc.thang@undp.org