

## Project Progress Monitoring Meeting (PPMM)

COAST Foundation, Dhaka; Dated: 19 May 2022

A virtual PPMM was organized on 19 May 2022, where the Deputy Executive Director, Joint Directors, Heads, RTLs, Project leaders, and M&E Officers from different projects were present and assisted to make decisions. The Joint Director-MEAL&R moderated the session.

### A. Meeting Agenda:

1. Last meeting minutes
2. Newsletter feedback
3. Feedback on beneficiary feedback and risk assessment report
4. Project PoP submission
5. Data Segregation Report Presentation
6. Management tips
7. Project midline and end line evaluation
8. PPT and progress report sharing
9. AoB

### B. Discussion and Decisions:

SL	Agenda	Discussion and Decision	Deadline	Responsibility
1	Last meeting minutes review	<ul style="list-style-type: none"> <li>• A sample of PDM format (Post Distributing Monitoring) has already been developed and will be circulated by 25 May 2022.</li> </ul>	25.05.22	Head-HR
		<ul style="list-style-type: none"> <li>• Each project will continue awareness meeting or orientation at the program participants' level at least twice in a 6-months quarter. The meeting will take place mainly on issues like staff Code of Conducts, CRM, PSEA, Gender, Risk mitigation and Safeguarding.</li> </ul>	Ongoing	PC/PM/M&E
		<ul style="list-style-type: none"> <li>• Orientation or meeting when conducted will be documented in the registers which are preserved or used at the program participant level.</li> </ul>		
		<ul style="list-style-type: none"> <li>• Last 2 meeting documents scanned copy/photo will be sent to the Joint Director-MEAL&amp;R on or before 27 May 2022.</li> </ul>	04.06.22	Head-MEAL&SD & Sr Coordinator-MEAL
		<ul style="list-style-type: none"> <li>• An online workshop on P-FIM will be organized on 4 June 2022, where PO staff, PC, and M&amp;EO will attend. The workshop will be moderated by the Head-MEAL&amp;SD and Senior Coordinator-MEAL, ToGETHER Project.</li> </ul>	31.05.22	
		<ul style="list-style-type: none"> <li>• A session outline will be developed and shared with the JD-SDC &amp; JD-GT&amp;CR and lastly to be final by DED.</li> </ul>	09.06.22	JD-MEAL&R
		<ul style="list-style-type: none"> <li>• An orientation on project goal, objectives, outcomes, outputs, and impacts will be organized.</li> </ul>		
2	Newsletter feedback	<ul style="list-style-type: none"> <li>• PC/PM should give more focus and be careful on the following issues while preparing a desktop newsletter e.g. title, spelling error, margin and page makeup, published date, headline, caption, use of color, picture, etc.</li> </ul>	Ongoing	PC/PM/M&E

3	Beneficiary (program participant) feedback and risk assessment report	<ul style="list-style-type: none"> <li>We see less feedback from the beneficiary on the critical issues, e.g. risk, PSEA, unintended or actual negative effects. Beneficiary should be encouraged in making criticism or registering complaints, if found such.</li> <li>Preventive approach should be identified with the beneficiaries to negative effects before it happens.</li> </ul>	Ongoing	PC/PM/M&E
4	Project PoP [Plan of Operation] Submission	<ul style="list-style-type: none"> <li>Radio Saikat PoP will be uploaded in the website after approval from the Deputy Executive Director.</li> <li>ELIBEC-30 May 2022.</li> <li>ERBCR- at the beginning of launching the 6-months extension project.</li> <li>PoP of the ISCP project will be uploaded on the COAST website by 22 May 2022.</li> <li>GCA and APFP project PoP will be finalized and uploaded on the COAST website by 22 May 2022.</li> <li>Head MEAL&amp; SD will make a follow up on these deadlines.</li> </ul>	22.5.22 30.5.22 22.5.22 22.5.22	JD-GT&CR PM- ELIBEC PM- ERBCR AD-ISCP AD-GCA and Head-MEAL&SD
5	Data segregation report presentation	<ul style="list-style-type: none"> <li>A total of 56% of the cumulative targeted activities have been achieved during the last reporting month, where 51% were male and 49% were female.</li> <li>All projects' monthly [April 2022] activity achievements reached 72%.</li> </ul>	Ongoing	PC/PM/M&E
6	Management Tips	<p>This learning session was moderated by the DED which was:</p> <p><b>Become a Great Remote Mentor</b> Building an effective relationship with a mentee when someone is not in the same location takes extra care. The way it can be developed:</p> <ul style="list-style-type: none"> <li>First, focus on trust.</li> <li>Talk about how to make the virtual relationship a safe space for both.</li> <li>Earn trust by following through without being prompted. Clarify boundaries and the rules of engagement.</li> <li>Deciding the frequency of communication, discuss your preferred mediums for communication such as video-based platforms, internal mentoring systems, and phone calls, as well as email, messaging, and social media platforms.</li> <li>Finally, when possible, need to collaborate with the mentee.</li> </ul>	Ongoing	All
7	Project midline and end line evaluation	<p><b>General Instructions:</b></p> <ul style="list-style-type: none"> <li>The evaluation will be conducted, and the content should be developed according to the guideline which was sent earlier.</li> <li>Before conducting any project evaluation, the methodology and questionnaire should be finalized by the JD-MEAL&amp;R in consultation with the DED and JD-SDC.</li> <li>A representative from the MEAL section will be a part of each evaluation process.</li> </ul> <p><b>Update status of targeted project evaluation:</b></p> <ul style="list-style-type: none"> <li>ISCP will share a draft report by 31 May 2022.</li> </ul>	Ongoing	PC/PM/M&E/ MEAL Section

		<ul style="list-style-type: none"> <li>• PC-ACCORD will share a one-pager methodology by 25 May 2022.</li> <li>• PC-ENRICH will share the content and a one-pager methodology by 25 May 2022.</li> </ul>		
8	PPT and Progress report sharing	<p>PC/PM/M&amp;E present their project progress PPT slide for May 2022. The overall feedback were:</p> <ul style="list-style-type: none"> <li>• Slides should be in bullet points.</li> <li>• PPT slides should be developed related to the project goal and objective that will help to show the impact.</li> </ul> <p>Now the project-wise feedback were:</p> <p><b>ACCORD</b></p> <ul style="list-style-type: none"> <li>▪ Nice presentation</li> <li>▪ Burn rate in April - 232%, and cumulative- 98%</li> <li>▪ Give focus on achieving the project target.</li> </ul> <p><b>ISCP</b></p> <ul style="list-style-type: none"> <li>▪ Good presentation</li> <li>▪ Burn rate in April- 95%, and cumulative- 92%</li> </ul> <p><b>EASCR</b></p> <ul style="list-style-type: none"> <li>▪ Good presentation</li> <li>▪ Burn rate in April-%, and cumulative-%</li> </ul> <p><b>Tearfund-DEC [Part-2]</b></p> <ul style="list-style-type: none"> <li>▪ Good presentation</li> <li>▪ Burn rate in April-23 %, and cumulative- 43%</li> </ul> <p><b>UNICEF Education</b></p> <ul style="list-style-type: none"> <li>▪ Good presentation.</li> <li>▪ Burn rate in April- 7%</li> </ul> <p><b>UNICEF Child Protection</b></p> <ul style="list-style-type: none"> <li>▪ Nice presentation</li> <li>▪ Slides should be in bullet points.</li> <li>▪ Burn rate in April - 0%, and cumulative- 0%</li> </ul> <p><b>CEPI</b></p> <ul style="list-style-type: none"> <li>▪ Slides must be in bullet point</li> <li>▪ Burn rate in April- 97%, and cumulative- 98%</li> </ul> <p><b>SEP-Dryfish</b></p> <ul style="list-style-type: none"> <li>▪ Good presentation</li> <li>▪ Burn rate in April - 92%, and cumulative- 36%</li> <li>▪ Use program participants instead of beneficiaries.</li> </ul> <p><b>A2JaC</b></p> <ul style="list-style-type: none"> <li>▪ Good presentation</li> <li>▪ PPT slides should be developed on the immediate result</li> <li>▪ Burn rate in April- 90%, and cumulative- 74%</li> </ul>	Ongoing	PC/PM/M&E

		<p><b>CJRF</b></p> <ul style="list-style-type: none"> <li>▪ Good presentation</li> </ul> <p><b>Radio Saikat</b></p> <ul style="list-style-type: none"> <li>▪ Good presentation</li> </ul> <p><b>Radio Meghna</b></p> <ul style="list-style-type: none"> <li>▪ Good presentation</li> <li>▪ A comparative data should be presented based on increased rate of participation.</li> </ul> <p><b>CITEP</b></p> <ul style="list-style-type: none"> <li>▪ Good presentation</li> <li>▪ Try to present multidimensional impacts e.g., nutrition status, literacy, social, etc.</li> </ul> <p><b>ENRICH</b></p> <ul style="list-style-type: none"> <li>▪ Good Presentation</li> <li>▪ PPT slides should present the changes. It can be either social or economic.</li> <li>▪ Burn rate in April- 104%, and cumulative- 86</li> </ul> <p><b>GCA</b></p> <ul style="list-style-type: none"> <li>▪ Good presentation</li> <li>▪ Burn rate in April- 0%, and cumulative- 0%</li> </ul> <p><b>ERBCR</b></p> <ul style="list-style-type: none"> <li>▪ Good presentation</li> <li>▪ Burn rate in April- 52%, and cumulative- 73%</li> </ul>		
9	AoB	<ul style="list-style-type: none"> <li>▪ Reports, meeting minutes, and newsletters should be submitted on time.</li> <li>▪ Plan of Operation of each project should be submitted by on or before 31 May 2022 following the prescribed format sent by the Deputy Executive Director.</li> </ul>	Ongoing  31.05.22	PC/PM/M&E  PC/PM

Having no other issues to discuss, the meeting 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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