

COAST Community Reporting Guideline

What does COAST understand by community reporting:

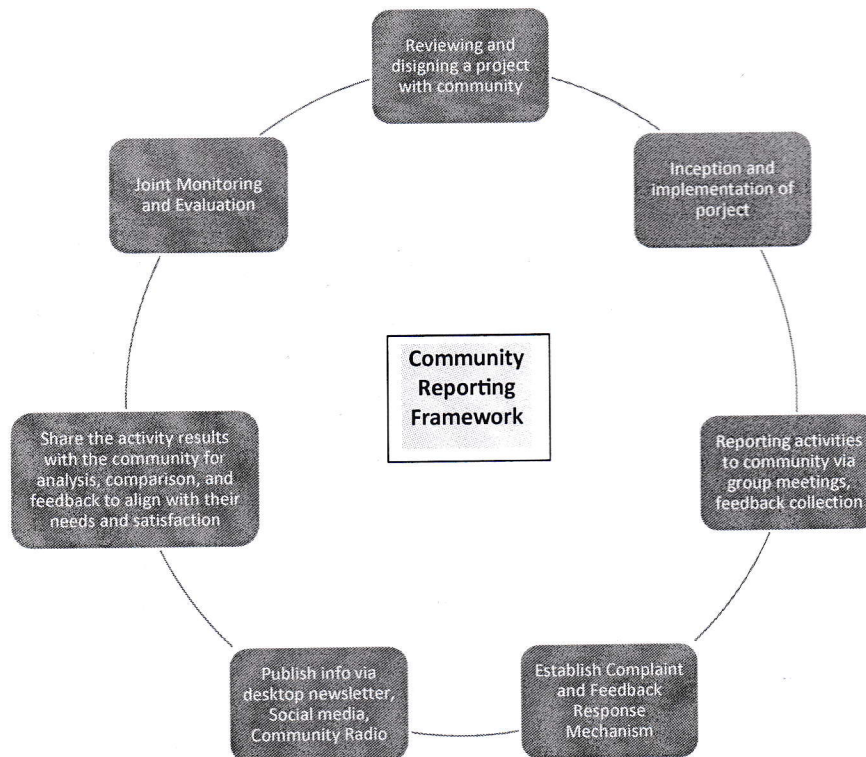
COAST always puts people in crisis and vulnerability is at the center of its response. It involves taking account of, and being held accountable to those who are primarily affected and putting them in place to ensure that communities are meaningfully involved and informed of decision-making and progress that affects them.

Objective:

1. Engage meaningfully the community and people in the project cycle management and inform them of the activities and results that affect them.
2. Hold the organization accountable to the community and people affected by the crisis and ensure accountability and transparency of work.
3. Collect beneficiary feedback and conduct risk assessment to make the community safe and better resilient.

COAST Community reporting framework:

COAST community reporting framework outlines both ownership and responsibilities to a project and its plan for putting people at the center of response and informing them of the challenges and progress made. Therefore, the reporting framework will be like-



The project coordinator will prepare the Terms of Reference for his team and share responsibility for the community reporting process so that the responsible staff can report back timely both at the community and project levels. The project team will adjust the activities based on the need and feedback received from the community, if and where necessary.

Methodology:

1. Organize at least two community meetings every month and report the activities and progress made so far to the community with an updating them on COAST policies, e.g. PSEAH, Code of Conduct, Gender, Safeguarding, Complaint and Feedback Response Mechanism, Whistleblowing, etc. that hold the organization more accountable and transparent for reporting to the community.
2. Produce a monthly desktop newsletter and share the community and stakeholders widely for wider

3. Share the beneficiary list and post it in a way in public places so that the community people can see it, hold the organization accountable, and report back any wrongdoing of ongoing activities, if any.
4. Organize inception meetings with the community and stakeholders.
5. Publish documents, e.g. project annual report, etc., and share with the community and website.
6. Conduct joint need assessment, project implementation, monitoring and evaluation, and learning-sharing meetings. with the communities.

Tools and format:

A few tools for strengthening community reporting to ensure quality implementation of programs-

Sl	Tools	Process			Frequency	Follow-up
		Source	Compilation & Analysis	Preservation & Dissemination		
1.	Plan of Operation (PoP)	Project PoP receive or review of it	PC & PIU	PC & JD-MEAL&R	During project inception	Focal person, JD-MEAL&R
2.	Quarterly Project Plan	Report receive	PC, JD-MEAL&R	JD-MEAL&R & disseminate at PPMM	Monthly	JD-MEAL&R
3.	Monthly advanced plan	Plan receive	Focal person, JD-MEAL&R	JD-MEAL&R & disseminate at PPMM	Monthly	Focal, JD-MEAL&R
4.	Activity progress review report	Report receive	JD-MEAL&R & Head-MEAL&SD	JD-MEAL&R & disseminate to the SMT at PPMM	Monthly	JD-MEAL&R & Head-MEAL
5.	Complaint & Feedback Response Mechanism	Complaint & Feedback report	Director-A&SR	Director-A&SR and disseminate to ED	Monthly/quarterly need base	Director-A&SR
6.	Risk assessment report	Monitoring, audit, and beneficiary interview	PC/M&E, Internal Audit, MEAL & finance dept.	Monitoring, Inter Audit and disseminate to focal, DED and ED	Quarterly/regularly	JD-MEAL&R
7.	Desktop news-letter	Newsletter publication	JD-MEAL&R & Head-MEAL&SD	PC & M&E, JD-MEAL&R	Monthly	JD-MEAL&R
8.	Challenges & Learning	Challenges & Learning sharing at the PPMM/ yearly event	PC/PM & M&E	PC/PM, JD-MEAL&R & disseminate to the SMT at PPMM	Monthly/Yearly event	JD-MEAL&R & Head-MEAL&SD
9.	Participatory review/ evaluation	Beneficiary and staff interview, report check	MEAL section	MEAL section and disseminate to SMT	Mid/end of the projects	JD-MEAL&R

Progress Report dissemination at the PPMM:

All the community reporting-related progress reports should be shared at the monthly Project Performance Monitoring Meeting (PPMM) in the presence of the Senior Management Team (SMT).

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