

Summary note on the identification of focal points for data collection

During Phase 1 (Inception), the National Co-ordinator (NC) establishes communication channels with an inclusive set of stakeholders within government and with development partners (DPs) and other actors to raise awareness of the exercise, generating ownership and political traction. **During the inception phase the NC needs to identify the following focal points who have a specific role to report data**, through the online reporting tool (ORT), during the data collection phase. **For each focal point listed below, the NC will need to have an email address of the focal point in order to give them access to the ORT.**

1. Data reporting by individual development partners (DP):

- **One focal point per development partner** (bilateral/multilateral DPs)

The NC is responsible for ensuring that a representative from the government reaches out to each of its DPs and requests them to nominate a focal point to co-ordinate internally within their agency/organisation and report data through the ORT.

2. CSO enabling environment assessment:

- **One CSO focal point** to respond on behalf of (all) CSOs
- **One DP focal point** to respond on behalf of (all) development partners

The partner country government conducting the monitoring exercise will also provide responses to the CSO assessment, but provided that the National Co-ordinator will play this reporting role on behalf of the government, no separate focal point needs to be identified.

3. Kampala Principles Assessment (optional questionnaire/only if chosen by the NC):

- **One focal point from private sector** to respond on behalf of (all) **smaller private sector actors** (micro, small and medium-sized enterprises including social enterprises and co-operatives)
- **One focal point from private sector** to respond on behalf of (all) **larger private sector actors** (export-oriented firms and multinational companies)
- **One focal point from trade unions** to respond on behalf of (all) trade unions
- **One CSO focal point** to respond on behalf of (all) CSOs

DPs and the partner country government will also respond to the KPA questionnaire but will do so as part of their overall questionnaire. Therefore, no additional focal points from these groups need to be identified for reporting on the KPA.

*****For further detailed step-by-step guidance, please refer to the [Monitoring Guide](#) or send your inquires to the GPEDC Joint Support Team at monitoring@effectivecooperation.org *****