

Project Performance Monitoring Meeting (PPMM)

COAST Foundation, Dhaka. Date: 24 February 2025

On 24 February 2025, a virtual meeting titled “**Project Performance Monitoring Meeting (PPMM)**” was organized. In this event, The Deputy Executive Director, Directors, Joint Directors, Assistant Director, Project Managers (PMs), M&E Officers and Program Officer were present and assisted in making important decisions. The Joint Director-MEAL&R moderated the meeting.

A. Meeting Agenda:

1. Last meeting Minutes review
2. Newsletter feedback
3. Field monitoring feedback
4. Data segregation report presentation
5. PPT and progress report sharing
6. AoB

B. Discussion and Decisions:

SL	Agenda	Discussion and Decisions	Dateline	Responsibility
		<ul style="list-style-type: none"> • Each project should share the CRM report with the PSEAH Focal and PSEAH focal will report it at the PPMM. 	ongoing	PC/PM
		<ul style="list-style-type: none"> • Radio Saikat will to prepare for the upcoming external audit. 	28.02.2025	Coordinator, Radio Saikat
		<ul style="list-style-type: none"> • A ToR will be developed to hiring an auditor for that 	Next PPMM	
		<ul style="list-style-type: none"> • Plan of operation of SPC project need to improve. It should be discussed with the JD-MEAL. 	28.02.2025	PC
2.	Newsletter Feedback	<ul style="list-style-type: none"> • Quality of News Letter need to be improved. • Add 2 Columns, maintain the alignment and margin. • Picture should be added with caption. A disclaimer of photo has to use end of the newsletter. • A short description (maximum 2/3 line) of the respective project should be added after the Name of the newsletter. 	Ongoing	PC & M&E
	Field Visit findings	<ul style="list-style-type: none"> • The evaluation process of SPCP is 50% complete and needs to be finalized ensuring proper procedures and adherence to guidelines. 	28.02.2025	Head-MEAL
		<ul style="list-style-type: none"> • Each month, the Project M&E Officer shares a short report following prescribed format focusing on Monitoring and Evaluation and share to JD-MEAL&R. This issue will be discussed with DED. 	Ongoing	M&E officer
		<ul style="list-style-type: none"> • A RBM module will be prepared and shared by DED as samples. • An orientation will be given on the RBM module. 	10.03.2025	Head MEAL
4.	Data segregation report	<ul style="list-style-type: none"> • The December 2024 achievement is 99% • Project-wise Cumulative Activity Achievement is 69% up to December 2024. • Total 70% of Program Participants has been achieved up to October 2024. • The achievement of Age and Gender Program Participants is Male- 31%, Female- 69% up to the month of December 2024. • In the discussion, it was said that projects should prioritize the inclusion of persons with disabilities. 	Ongoing	All Project

SL	Agenda	Discussion and Decisions	Dateline	Responsibility
5.	Sharing PPT and Progress Report	<p>Radio Saikat: Burn rate of reporting month- 144%, Cumulative-91%. Good presentation.</p> <p>Radio Meghna: Burn rate reporting month-100% Cumulative-72%. The presentation was good.</p> <p>ENRICH Program: Burn rate of reporting month- 100%, Cumulative- 100%. Good presentation.</p> <p>A2J for Women: Burn rate of reporting month-95%.</p> <p>SSFGM: Burn Rate reporting month- 0%, Cumulative- 0%. (No activity). Good presentation.</p> <p>Fishers Livelihood: Burn rate up to reporting month- 112%, Cumulative-04%. Good presentation</p> <p>RMTP Street Food: Burn rate of reporting month- 95%, Cumulative- 69%. Good presentation.</p> <p>RMTP Poultry: Burn rate of reporting month- 82%, Cumulative- 61%. Good presentation.</p> <p>Social Cohesion: Burn rate reporting month- 70%, Cumulative- 06%. Good presentation.</p> <p>UNICEF-Education: Burn rate of reporting month-0%, Cumulative- 0% (No activity). Nice presentation.</p> <p>UNICEF-Child Protection: Burn rate reporting month- 96%, Cumulative- 89%. Good presentation.</p>	Ongoing	PC/PM
		<p>Feedback on PPT presenters:</p> <ul style="list-style-type: none"> • The PPT should be in the prescribed format • Provide detailed insights in the "Learning" sections. • Use photos showing participants from the front. Do not share any photo from backsides. • Ensuring presentations within the allotted time. • Use bullet points to keep PPTs concise; avoid lengthy narratives. • Check spelling accuracy in the slides. 	Ongoing	All
6.	AoB	<ul style="list-style-type: none"> • A training will be conducted on mental health and anxiety. 	Ongoing	Coordinator Radio Saikat & Meghna
		<ul style="list-style-type: none"> • 2 minutes' short video from every major activity of RMTP projects (Street Food & Poultry) have to produce. • Still there is 1.5 crore is unspent, RMPT need to make an effective plan to spend this within the timeframe. • SMART Project and SLFCT Project should carefully avoid duplication of beneficiary selection as the both project are being implemented in the same areas. 	04.03.2025	PC/PM
		<ul style="list-style-type: none"> • Next in person PPMM could be held in Dhaka or Cox's Bazar. The decision will let you know. 	Ongoing	JD-MEAL&R

Having no other issues to discuss, the meeting ended with a vote of thanks by the Joint Director- MEAL&R.

Notes taken by:



Emran Ibne Zakir
Value Chain Facilitator

RMTP Healthy Street Food Project, COAST Foundation.

Moderated by:



Md. Iqbal Uddin
Joint Director- MEAL&R,
COAST Foundation