



COP08 Planning Process



COP08 Planning Process
Pact Partners meeting
June 30, 2008



Overview of process: Getting to the award

Overall objective of this partners' meeting:



- To describe the process of finalising COP08 planning and award documents
- To present and explain useful templates
- To present and remind partners of key technical areas in COP08



Overview of process: Getting to the award

Why must we go through this process ?

- To help prepare final award documents for FY09 (based on USG COP08)
- To advance the quality of services
- To ensure activities start October 2008
- And to ensure that you have \$\$ before October 2008.



Overview of process: Getting to the award

What do you mean... "final award docs"?

- Updated program description (PD) (objectives and approach)
- A new Implementation Plan (IP) for COP08
- A new detailed budget for COP08
- Accurate Targets for COP08



Overview of process: Getting to the award

Can we just take what we did last year?

- Most of you developed COP08 PDs when developing COP07 PDs.
- All have COP08 commitments (to USG) that are based on your COP08 PDs
- All have submitted targets last year
- All have bottom line budget figures.





Overview of process: Getting to the award

- Some partners will need review and slight modification of objectives
- Some partners will to develop new ones or add new ones (like QI).
- All with new program areas will develop new objectives



**Overview of process:
Getting to the award**



- All will need to review approach and technical soundness / quality of services
- All will need an IP and detailed budget
- Budgets figures are now available.
- All will need to review and revise targets.



**Overview of process:
Getting to the COP08 award**

So... What is the process?



- Review of COP07 performance and program
- Technical assessment and recommendations
- Preparation of award documents
- Final award granting



**Overview of process:
Final Award Granting**

What is the process?



- Pre-award review for grant worthiness i.e. Assessment of the applicant's strength in the three capacity areas—technical, financial, and organizational
- Depending on the COP 07 review process some may have to undergo a full assessment



**Overview of process:
Final Award Granting**

Why Assessment?



- Determine sufficient technical, managerial, and financial capacity to carry out program objectives and achieve stated results
- Inform on the appropriate level of oversight and reporting, and/or the need for special award conditions



**Overview of process:
Final Award Granting**

What are special award conditions?



- In accordance with [22 CFR 226.14](#) and [ADS 303.5.9b](#).
- An outline of specific actions or conditions
- explains why the additional requirements are being imposed...



**Overview of process:
Final Award Granting**

What are special award conditions?

- provide a timeframe for corrective action,
- explain the procedure for requesting removal of the special award conditions



Overview of process: Final Award Granting

Some of the tools to be used during the assessment :

- The Program Capacity Assessment Tool (P-CAT)
- Management Capacity Assessment Tool (M-CAT)
- Or through the Desk Audit Checklist.



Overview of process: Final Award Granting

Negotiation process:

- Negotiate specific terms of the award.
- Results in the a sub agreement document and Memorandum of Negotiation.
- a supportable program, approved costs, and complies with PACT and USAID policies



Overview of process: Final Award Granting

USAID approval

- Activities that fall outside the scope or objectives of the original award requires concurrence by USAID.
- All new awards requires concurrence by USAID



Overview of process: Final Award Granting

Once USAID concurrence is granted:

- Award is signed by both parties
- Sub grantee submits advance request form (\$\$\$\$) to Pact.
- Funds transferred
- Implementation starts



Overview of process: Final Award Granting

- TARGETED START DATE FOR IMPLEMENTATION IS OCTOBER 1, 2008.
- ALL PROCESSES TO BE THROUGH BY 3RD WEEK OF SEPTEMBER 2008



COP 07 Review

Review objective:

- Generate recommendations for COP 08 planning process

Methodology:

- Discussion-based
- Compare COP07 plans with experience



Not an evaluation



Overview of process:
Technical assessment

Technical assessment & recommendations

- Review & finalise mapping of services
- Technical assessment with site visits
- Feedback of recommendations
- Operationalisation of recommendations through PD, IP, budgets.





Overview of process:
Technical assessment

Who will help me?

Your Program Coordinator



- For HBC/TB: Julie Chitty (Aug 12-26)
- For Prevention: Maria NR and C-Change representative
- For OVC: Petrina, TBD
- For ME: Kent Klindera (remotely)



Overview of process:
Technical assessment

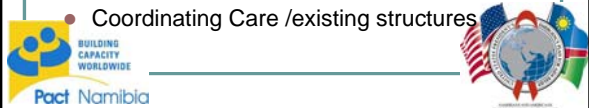
HBC/TB key areas for COP08

- Symptom assessment, mgt & referral
- Formal linkages with facilities
- TB case finding, referral & DOTS
- Adherence
- Nutritional assessment and referral
- VCT referrals



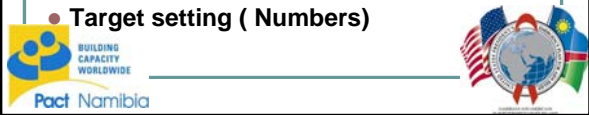
Overview of process: Technical assessment

- OVC key areas for COP08
 - Meeting OVC service standards
 - Needs-based approach with improved assessment (incl CSI)
 - Quality improvement
 - Child/OVC participation
 - Household-centered approaches
 - Coordinating Care /existing structures



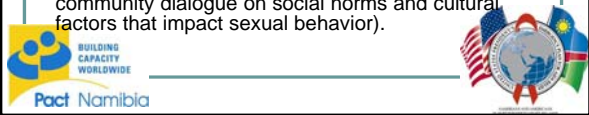
Asses overall Prevention Program

- **Program Goal:** the overall purpose of your work; what your project is working to achieve. (e.g. To reduce HIV prevalence in a particular geographic area)
- **Target Group:** who – the primary audience – that your project is working with (e.g., youth in school aged 15-19, etc.)
- **Target setting (Numbers)**




Prevention continued.....

- **Behavioral Objective** (also the Behavior Change Objective): the action that you want your target group to take (e.g. to abstain from sex until marriage).
- **Communication Objective** (also the BCC Objective): what to want to achieve using communication approaches to help your target group take the desired action (e.g. increase awareness about risk behaviors; strengthen communication and negotiation skills; increase community dialogue on social norms and cultural factors that impact sexual behavior).



Prevention continues.....

- **Communication Channels:** The vehicles or means through which we share and disseminate messages, information, etc. (e.g. mass media, small media, interpersonal channels, group media)




Prevention continues.....

- **Communication Approaches/Tools:** how we communicate with our target groups/communities; the methodologies we use to share information, raise awareness, build skills, (achieve the communication objectives). (e.g. peer education, outreach, community mobilization, edutainment, risk reduction strategies, group discussions, one-on-one counseling, materials, etc.) Q interventions
- **Tools** – group discussion guides, curriculums, demonstrative tools (flip charts) etcetera . Quality



Prevention Assessment Tool

- Assessment tool to be develop to factor the above.....
- Appointment will be set with all Grantees having a prevention component.



Overview of process: Technical assessment

- Male involvement key areas for COP08
- Eliminate barriers that women may face
 - Address burden of care falling on women
 - Encourage greater responsibility and participation of men as community and family caregivers
 - Collection and analysis of sex disaggregated data



Overview of process: Technical assessment

- Other Gender key areas for COP08
- Assess gender differences in access to services, behaviors, and adherence
 - Ensure equitable access to care by gender
 - Increase women's access to resources and legal and inheritance rights
 - Lessen orphaned girls' vulnerability to sex trade, sexual abuse, exploitation



Program Descriptions

- A Program Description is a narrative of what your project will aim to accomplish and how this will be accomplished (the technical approach).



Key components of Program Description

- **Introduction and Background:** Describes the problem/issue your program will be addressing and your organization's experience implementing related or similar programs.
- **Program Goal and Objectives:** What does your organization hope to accomplish through this project?



Key components of Program Description

- **Technical Approach:** Describe how you will accomplish the program goal and objectives.
- **Program Monitoring and Evaluation:** State key indicators and targets to monitor achievement of program objectives and results



Implementation Plans

- An Implementation plan is your work plan for the grant that lays out your goal/objectives and activities over a time frame
- This is also a time to ensure you have written high-quality goal & objectives
- The clearer these statements are, the easier it will be to select appropriate indicators



Hints For Writing Quality Goals

- Present the desired outcomes, accomplishments, results, or purposes sought (but not the process!). Capture broad changes in conditions, answering the “So what?” question
- Goals usually reflect behavior, attitude, health, or economic change and show how activities contribute toward a larger development impact. They usually reflect a result achieved in an intermediate time period (2–5 years).



Hints For Writing Quality Goals

- NO: To improve quality of life of OVCs
NO: To offer care and support service to OVCs
- YES: To increase the proportion of OVCs considered to be nutritionally healthy (not underweight) in Windhoek.





Hints For Writing Quality Objectives

- Linked directly to the goal and state the outputs (services or results) you hope to produce that will lead to attainment of the goal.
- Reflect what you hope to produce by undertaking a specific activity. For example: you decide you want to train people (the activity). The objective should relate to the knowledge you seek to increase.





Hints For Writing Quality Objectives

- Objectives should be SMART
 - Specific
 - Measurable
 - Achievable
 - Relevant and
 - Time-bound





Hints For Writing Quality Objectives

- NO: Basic care and support package provided to OVC's including nutritional support
- YES: To ensure 400 children in primary school receive their sufficient daily requirements of food by establishing 10 school feeding programs in Khomas region by December 30, 2007



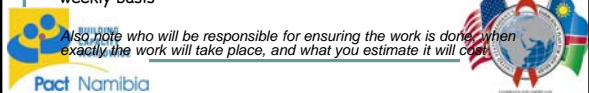
Hints For Writing Quality Objectives

- Activities are specific and precise actions or events that explain the exact parameter of work.
- Activities need to be time bound
- The person or partner who has the key responsibility for ensuring the activity is completed should be clarified in the implementation plan
- The cost of the activity should be estimated.



Hints For Writing Quality Activities

- NO: Establish school feeding program
- YES!
Activity Area: Establish school feeding program
- Key Sub- Activities
- 1a) Conduct research to identify the factors that influence nutritional health of OVC of primary school age
- 1b) Identify 20 health mentors in 20 primary school in Dar
- 1c) Establish feeding centers at 20 schools
 - Locate site
 - Hire cooks
 - Equip centers
- 1d) Purchase and distribute food to feeding centers on a weekly basis



Budget Format

Budget format objectives:

- Practical budgeting from activities;
- Capable of reporting to PEPFAR categories;
- Flexibility in structure of budget award;
- Facilitate tracking of expenses over award.



Budget Format

New characteristics:



- Simplified Summary Budget
- Award budget with flexibility built-in
- Master budget is practical and allows for automatic building of summary and award budgets.
- Special Cost Areas: M&E, Training & Workshops, Food & Nutrition activities



Overview of process:
Budgeting

What is a budget?



- A financial statement showing the organisation's activities
- A financial plan
- A tool to aid monitoring and controlling financial resources



Overview of process:
Developing award budget

Where to start from (Budget alignment).
An award budget should originate from the PD and the IP.



- Look at annual work plan and attempt to cost, as precisely as possible, the expenditure likely to come from its implementation (activities planned).



Overview of process:
Developing award budget

Where to start from....

- Obtain estimates for new items in the budget or for costs that may have increased since the previous year
- Scrutinize expenditure against the previous year's budget: look for areas of overspending/underspending



Overview of process: Developing award budget

- Obtain estimates for new items in the budget or for costs that may have increased since the previous year
- Ensure all activities are accounted for in the budgets
- Check that activities/items fall under correct budget lines.

Check that all formulae cross cast



Overview of process: Developing award budget

Who should be involved and why?

A good budgeting process should be participatory at all levels of the organisation.

- Program/technical personnel
- Finance/admin personnel

Full participation ensures ownership.



Overview of process: Developing award budget

Pact's role in budget development

- Provide guidance in accordance with OMB Circular A-122 and other applicable USAID rules and regulations.
- Negotiating the whole budget.
- Checking reasonableness of costs.



Resources available for download:
http://www.pactworld.org/cs/namibia/partner_resources
