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Description automatically generated

# FIPR Scope of Work ([SOW](#bookmark=id.gjdgxs))

|  |  |  |
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| **Table\_S1** | | |
| **Country:** | | |
| **Program:** | | |
| **Donor(s):** | | |
| **Program ID:** | | |
| **Value of all grant(s) under this MC program code BEFORE any extension: $** \_\_\_\_\_\_\_ **(USD)** | | |
| **Value of first extension to this program: $ \_\_\_\_\_\_\_ (USD)** | | |
| **FIPR PROGRAM POINT OF CONTACT (PPoC)** | Name | Position |
| **FIPR POINT OF CONTACT (FIPR-PoC)** | Name | Position |
| **Period of Performance before any extensions:** | From: mm/yyyy | To: mm/yyyy |
| **1st extension period** | From: mm/yyyy | To: mm/yyyy |
| **Is this an UPDATE on FIPR at the end of an extension?** *(delete what is not applicable)* | **Yes/No** | **If Yes**  after extension # \_\_\_\_ |

**PROGRAM DESCRIPTION**

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| **Table\_S2** | | |
| **[KEY PARTNERS](#KeyPartners" \o "Sub-contractors for implementation must be listed. ALSO, any agency - public or private - on whom achieving the program objectives depended, even if not sub-contractees. (Do NOT list technical/MEL consultants. Do NOT list small grant recipients here) and period they have been active** | **From** | **To** |
| 1. | mm/yyyy | mm/yyyy |
| 2. | mm/yyyy | mm/yyyy |
| 3. | mm/yyyy | mm/yyyy |
| 4. | mm/yyyy | mm/yyyy |

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| **Table\_S3** |
| **PROBLEM(S) [that this program** has addressed |
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| **Table\_S4** |
| **The program’s Results Framework (RF) is shown below.** |
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| **Table\_S5** | |
| **Mercy Corps’ Outcome Themes and Sectors that this program supported** | |
| **OUTCOME THEMES** | **SECTORS** |
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**Table S6** is a concise description of the program’s key Interventions, approaches, and tools

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| **Table\_S6** | | |
| **Description of the Program’s Key Interventions** | | |
| **Intervention Title**  **& if**  **adopted, adapted, or developed** | | **Description of approach used. Include a description of tools if applicable.** |
| 1 \_\_\_\_INTERVENTION NAME/TITLE \_\_\_\_\_\_\_  Adopted, Adapted or Developed | | \*\* Provide a description of the intervention and any specific tools or approaches used. \*\* |
| 1 \_\_\_\_INTERVENTION NAME/TITLE \_\_\_\_\_\_\_  Adopted, Adapted or Developed | | \*\* Provide a description of the intervention and any specific tools or approaches used. \*\* |
| 3 \_\_\_\_INTERVENTION NAME/TITLE \_\_\_\_\_\_\_  Adopted, Adapted or Developed | | \*\* Provide a description of the intervention and any specific tools or approaches used. \*\* |
| 4 \_\_\_\_INTERVENTION NAME/TITLE \_\_\_\_\_\_\_  Adopted, Adapted or Developed | | \*\* Provide a description of the intervention and any specific tools or approaches used. \*\* |
| 5 \_\_\_\_INTERVENTION NAME/TITLE \_\_\_\_\_\_\_  Adopted, Adapted or Developed | | \*\* Provide a description of the intervention and any specific tools or approaches used. \*\* |
|  | | |
| **Table\_S7** | | |
| **This program implemented its interventions in the following operating (geographic) zones** | | |
| **Intervention** | **Operating (geographic) zones** | |
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| **Table\_S8** | | | | | | | | |
| **This program rolled out its interventions in the locations and time frames shown below.** | | | | | | | | |
|  | **Y1** | **Y2** | **Y3** | **Y4** | **Y5** | **Y6** | **Y7** | **Y8** |
| **Key Intervention #1 title** |  |  |  |  |  |  |  |  |
| Operating zone A |  |  |  |  |  |  |  |  |
| Operating zone B |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Key Intervention #2 title** |  |  |  |  |  |  |  |  |
| Operating zone A |  |  |  |  |  |  |  |  |
| Operating zone B |  |  |  |  |  |  |  |  |

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| **Table\_S9** | | | |
| **The NUMBER of Indicators monitored by this program by type of indicator** | | | |
|  | **Outcome** | **Intermediate Outcome** | **Output** |
| **Number of EXTERNAL** indicators - **QUANT**itative |  |  |  |
| **Number of EXTERNAL** indicators – **QUAL**itative |  |  |  |
|  |  |  |  |
| **Number of INTERNAL indicators –**  **QUANT**itative |  |  |  |
| **Number of INTERNAL Indicators - QUAL**itative |  |  |  |
|  |  |  |  |
| **List all of CONTEXT variables monitored** |  | | |

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| **Table\_S10** | |
| **This program used the criteria below to select its direct participants** | **The number reached over the life of the program** |
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| **Table\_S11** | |
| **Major shifts in the program strategy and/or interventions** | **Date when this shift took place** |
|  | mm/yyyy |
|  | mm/yyyy |

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| **Table\_S12** | | |
| **Assumptions in this program’s grant or the proposal** | **Assumptions are appropriate as written? Explain if not** | **Assumptions validation status: (Met**,  **Partially Met**, or  **Not Met** ) |
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## [Purpose and Objectives of the](#objectives" \o "Section B is fixed, neither remove nor add to the objectives. (note; you can list some your learning plan questions in the next section. Remember that the FIPR is not a full final evaluation as most donors (or even Mercy Corps) defines a final evaluation.) FIPR

**PURPOSE**

To make evidence-based value statements about the program’s performance that are anchored to the program’s (i) approved indicators and performance targets (IPTT) and (b) implementation of its work plans (i.e., delivery of its intervention package) accounting for factors that could have influenced (positively or negatively) the intervention delivery and/or achieving its intended outcomes.

**SPECIFIC OBJECTIVES**

1. Verify that the program data is TolaData is accurate and complete
2. Document the extent to which the program’s performance targets (in your IPTT) were met, not met (below or extremely below), or exceeded (above or extremely above).
3. If context and/or internal indicators were collected, review these to help explain this performance via the IPTT (i.e. hypothesize as to the direction [positively or negatively] and magnitude [low, medium, high] of how this affected program implementation, outputs, and outcomes.
4. Validate the assumptions and dependencies on which the program’s RF and intervention package is based. If an assumption or dependency is not valid, hypothesize as to the direction [positively or negatively] and magnitude [low, medium, high] of how this affected program implementation, outputs, and outcomes.
5. Document any major shifts in the program’s strategies or interventions and if these were changes due to evidence-based learning. Document this.
6. Document the extent to which contract/grant-specified deliverables were delivered in a timely manner.
7. For each Key Intervention, document what modifications were made during implementation and if further modifications should be made; the enabling factors and barriers to implementation; unintended outcomes; explanations for over or under-achieving targets; sustainability. This objective can be filled using two sources: findings concluded from documents review and inputs gathered from Small Group Discussions (SGDs) with program team.
8. Make an honest statement as to work plan implementation (was implementation slow in the beginning, what might have caused this?) Were the work plan activities typically on schedule, or behind schedule, and what might have influenced these?
9. Document the extent to which Mercy Corps’ staffing, staffing structure, management, or procurement practices positively or negatively affected program implementation and spending (using BvA).
10. Document the extent to which gender, equity, and diversity were addressed through the program’s work plans, strategy, and even in the analysis of data used during implementation (e.g., CARM, PDM, BL/EL, and other surveys).
11. Document the extent to which the program’s interventions are sustainable
12. Using the results of objectives 1-10, document what evidence, if any, exists that supports the statement “Our program’s interventions (and outputs) have contributed to the positive changes as measured through the outcome-level indicators we adopted.”
13. Identify which components of the program’s intervention package are believed to be (a) Scalable and/or (b) Replicable and justify why this is believed.
14. Document any notable barriers or enablers to implementing the program’s interventions

## Learning questions that an FIPR can answer

## FIPR Timeframe/Schedule

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| **#** | **Table\_S13: FIRP work plan** | **Responsible** | **Time-frame** | **Completed (Yes)** |
| **Phase 1: Preparation for the FIPR: to be completed within 30 days (Timeframe)** | | | | |
| 1 | FIPR Kickoff call is **conducted** |  |  |  |
| 2 | Key program interventions are **identified.** |  |  |  |
| 3 | TolaData is **completed** and **aligned** with program IPTT. |  |  |  |
| 4 | [Events/Shocks inventory](https://library.mercycorps.org/record/46466) is **completed.** |  |  |  |
| 5 | [Inventory of deliverables](https://library.mercycorps.org/record/46465) is **up to date.** |  |  |  |
| 6 | **Decisions are made** on whether to have external support or not. If yes, a proposal will be **developed** and **released.** |  |  |  |
| 7 | FIPR SOW is **completed** |  |  |  |
| **Phase 2: Inception of the FIPR: to be completed within 30 days (Timeframe)** | | | | |
| 1 | IPTT scoring is **completed** and **supported** with clear justifications (using FIPR Actuals vs Targets tool) |  |  |  |
| 2 | KIIs are **scheduled** with relevant teams (Operations, GESI, sustainability, etc.) |  |  |  |
| 3 | SGDs are **scheduled** (MEL team <MEL system, prioritize key intervention>, Program team and partners <IPTT focused and key intervention>, etc. |  |  |  |
| 4 | KIIs topical outline is **completed.** |  |  |  |
| 5 | Data Analysis Plan (DAP) is **developed**  **ONLY IF YOU DECIDED TO DO ADDITIONAL, SECONDARY ANALYSIS OF EXISTING DATA; this is NOT required for the FIPR** |  |  |  |
| 6 | Secondary analysis plan is **prepared**.  **ONLY IF YOU DECIDED TO DO ADDITIONAL, SECONDARY ANALYSIS OF EXISTING DATA; this is NOT required for the FIPR** |  |  |  |
| 7 | Budget and spending documents for the VfM are prepared  **ONLY IF YOU DECIDED TO DO VFM; this is NOT required for the FIPR** |  |  |  |
| 8 | [Inception Report](https://library.mercycorps.org/record/46459) is **completed** |  |  |  |
| **Phase 3: Conducting the FIPR Part 1 (progress assessment and KIIs): to be completed within 15 days (Timeframe)** | | | | |
| 1 | Summaries of work plans' completion, inclusion of GEDSI, BvA, and addressing sustainability are **completed.** |  |  |  |
| 2 | Summaries of  **a.** analysis of context variables, qualitative monitoring, and internal indicators, **and**  **b.** learning plan and reports are **completed**  **c.** Review and summarize spending against budget is **completed**  d. Review and summarize “how safeguarding/accountability was conducted during implementation” is **completed** |  |  |  |
| 3 | [FIPR report](https://library.mercycorps.org/record/46460) section 3 (Results of Progress Assessment) is **completed** |  |  |  |
| 4 | KIIs with (Operations, GEDSI, sustainability, etc.) are **conducted** |  |  |  |
| 5 | SGD with MEL team is **conducted** |  |  |  |
| 6 | **Summary** of safeguarding/accountability process during program implementation is **completed** |  |  |  |
| O1 | Secondary analysis is **started** |  |  |  |
| O2 | VfM analysis is **started** |  |  |  |
| **Phase 4: Conducting the FIPR Part 2 (Performance Assessment and SGDs): to be completed within 15 days (Timeframe)** | | | | |
| 1 | SGDs First round is **completed**  (SGDs use the [actuals vs. targets template](https://library.mercycorps.org/record/45853) with scores and reviews of program performance) |  |  |  |
| 2 | MEL [Prioritizing Intervention exercise](https://library.mercycorps.org/record/46467) is **completed** |  |  |  |
| 3 | SGDs second round of Program Key Interventions is **completed** |  |  |  |
| 4 | SGDs to discuss "Resilience" and Resilience Indicators with the program teams (all) is **completed**;  **ONLY IF THIS PROGRAM HAS A SUBSTANTIAL RESILIENCE COMPONENT** |  |  |  |
| 5 | FIPR Draft report is **completed** |  |  |  |
| 6 | Slide deck of the preliminary results is **ready** |  |  |  |
| 7 | The final report is completed with compiled feedback from the dissemination session. |  |  |  |
| 8 | FIPR redacted report for external use is **completed** |  |  |  |
| 9 | Secondary analysis is **concluded**. **ONLY IF YOU DECIDED TO DO ADDITIONAL, SECONDARY ANALYSIS OF EXISTING DATA; this is NOT required.** |  |  |  |
| 10 | VfM analysis is **concluded.**  **ONLY IF YOU DECIDED TO DO ADDITIONAL, SECONDARY ANALYSIS OF EXISTING DATA; this is NOT required.** |  |  |  |
| 11 | External FIPR report with results of secondary analysis and/or VfM is **amended**  **ONLY IF YOU DECIDED TO DO ADDITIONAL, SECONDARY ANALYSIS OF EXISTING DATA; this is NOT required.** |  |  |  |
| 12 | Other relevant sections of the External FIPR report and/or VfM are amended as needed.  **This is ONLY IF YOU DECIDED TO DO ADDITIONAL, SECONDARY ANALYSIS OF EXISTING DATA; this is NOT required.** |  |  |  |
| 13 | Summative Results Report (SRR) Brief (s) is/are prepared.  **Optional: You MUST also get the COP or Program Lead approval before sharing any of these reports.** |  |  |  |

## Annexs:

## FIPR intervention-specific SGD template (Stored in FIPR package tools)

* 1. FIPR Inventory of Deliverables
  2. FIPR Inventory of Events & Shocks