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**Final Internal Performance Review (FIPR)**

**Inception Report**

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**Inception Report**

**for the Final Internal Performance Review (FIPR)**

**\*\*Copy Table\_S1 from FIPR SOW\*\***

# Purpose of inception period

The FIPR inception period begins after the kick-off call and concludes with the inception report being approved by the FIPR-POC. Most of the documents/files needed to complete the FIPR SOW should have been identified and organized (and accessible to all parties concerned) before the kick-off call, but because elements of the design and analysis might be identified during the inception period, additional documents/files might be required.

**The objectives of the FIPR inception period are:**

* + Identify, obtain, and organize additional documents/files needed to complete the FIPR
  + Assess the quality and completeness of the documents/files needed to complete the FIPR
  + Document the feasibility of achieving the FIPR’s purpose and objectives
  + Document the feasibility of achieving the Value for Money (VfM) purpose and objectives
  + Document the feasibility of achieving additional learning questions identified in the SOW
  + Document the people with whom the FIPR lead(s) must meet to complete the FIPR
  + Develop a detailed work plan to complete the FIPR
  + Develop the Data Analysis Plan (DAP)

# People with whom author(s) met during inception visit (virtually or in person)

|  |
| --- |
| **Table\_I1** |
|  |

# Status of receipt documents by FIPR PoC and, if applicable, external advisor/consultant

|  |  |  |
| --- | --- | --- |
| **Table\_I2** | | |
| **Title** | **Received by lead(s) Y/N** | **If yes, date received** |
|  |  |  |
|  |  |  |

# Comments on the quality and completeness of documents

## Documents (work plans, reports, logic model, indicator plan, M&E plan - PIRS in particular, MEL-tech plan)

|  |
| --- |
| **Table\_I3** |
| FIPR PoC: |
| External: Firm or HQ/Reg technical support (if applicable): |

## IPTT (actuals vs. targets)

|  |
| --- |
| **Table\_I4** |
| FIPR PoC: |
| External: Firm or HQ/Reg technical support (if applicable): |

## Baseline, mid-terms, endline, surveys, PDM, CARM reports *(if conducted*)

|  |
| --- |
| **Table\_I5** |
| FIPR PoC: |
| External: Firm or HQ/Reg technical support (if applicable): |

## Context variables and/or internal (performance) indicators *(if monitored)*

|  |
| --- |
| **Table\_I6** |
| FIPR PoC: |
| External: Firm or HQ/Reg technical support (if applicable): |

## Obstacles to achieving FIPR Objectives

|  |
| --- |
| **Table\_I7** |
|  |

# FIPR updated work plan

\*\* **Copy and paste Table\_S13 from SOW and update as needed** \*\*

# Confirming validation of assumptions

\*\* **Copy and paste assumptions from Table\_S12 from SOW and verify that the validation is correct (update if assessment has changed).** \*\*

# Methods and Data Analysis Plan (DAP)

|  |
| --- |
| **Table\_I8** |
| **Background** |
| **Learning questions for Secondary analysis and/or VfM options** |
| **Methods**  **Quantitative**    **Qualitative**  **Synthesis of quantitative and qualitative** |
| **Planned (dummy) tables and figures** |

# Remarks about the program sustainability plan and/or exit strategy

|  |
| --- |
| **Table\_I9** |
|  |

# Findings relevant to GEDSI studies and SADD analysis

|  |
| --- |
| **Table\_I10** |
|  |

# Findings relevant to Community Accountability Feedback and implications for program interventions

|  |
| --- |
| **Table\_I11** |
|  |

# Other remarks and technical notes

|  |
| --- |
| **Table\_I12** |
|  |

# Comments on quality and completeness of raw/analytic data set files & documentation.

## Data set documentation

|  |
| --- |
| **Table\_I13** |
|  |

## Datasets

|  |
| --- |
| **Table\_I14** |
|  |

# Secondary Data Analysis: Technical notes and statement about the feasibility of answering the additional learning questions in the SOW from the secondary analysis of existing quantitative data

# Delete section XIII if you did not choose to do the OPTIONAL secondary data analysis.

|  |
| --- |
| **Table\_I15** |
|  |

# VfM Technical notes and statement about the feasibility of conducting VfM

Delete section XIV if you did not choose to do the OPTIONAL VfM

|  |
| --- |
| **Table\_I16** |
|  |

# ANNEXES

## FIPR SOW

## Minutes from FIPR Kick-off meeting (MC and partner)

## Sustainability and/or exit strategy (one or both if exist)

## IPTT scoring (using FIPR Actuals vs Targets tool)