



FIPR Folder Structure & Files

⇒ *This is a suggested filing structure for the FIPR.*

Words in Orange are Instructions OR Examples

Words with Yellow highlight = folder/sub-folder names

- **Bullets indicate file/document** (put in that sub-folder)

→ **Create Folder = FIPR_[Country]_[Program acronym]_[MM/YYYY of FIPR completion date]**

e.g., FIPR_DRC_FSP_11_2023

→ **Create sub-folder = FIPR_Phases1-2**

Contents: i.e. put files listed below in this sub-folder

- Agenda/notes, for/from Kick-off call and demonstrations/discussions during Phase 1
- Your verified, up-to-date IPTT (spreadsheet-based)
- Your verified Toladata outputs: IPTT, Results Framework, Indicator Plan
- Final Reports/files that present results of monitoring context variables, conducted qualitative or quantitative monitoring for internal use.
- Original and final versions of Theory of Change (if program has ToC)
- Final versions of Baseline, Mid-term, Endline reports (those that were conducted)
- Final version of GEDSI analysis and Sustainability plans (and/or exit strategy) if program has these
- Final versions of work plans with status updated (each quarter for short programs, each year for long programs – end of reporting period)
- Drafts of FIPR SOW (note; do NOT put final version of SOW here)
- Schedule for the KIIs and SGDs to be conducted
- Other material from phases 1 and 2 including draft of documents and communications

==> **Create sub-folder = FIPR_Phase3**

Contents: i.e. put files listed below in this sub-folder

- Workplans used for FIPR
- IPTT, Results Framework, change logs
- Learning Plan
- Reports from quarterly learning reviews
- Reports from Pause & Reflect workshops (if held)
- BvA summary reports (password-protected) - *not the detailed budgets and spending documents; just the high-level summary reports*

- Safeguarding and accountability documents and results of analysis done on these **only if done by the country office; this is NOT required for the FIPR**
- Analytic outputs as you begin data secondary analysis **only if decided to do this; it is NOT required for FIPR**
- Other material from phase 3 including drafts of documents and communications.

==> Create sub-folder = FIPR_Phase4

Contents: i.e. put files listed below in this sub-folder

- Drafts and working documents for SGD, KII, and exercises done during phase 4

==> Create sub-folder = FIPR_Datasets¹

(From the list below, insert any applicable documents into this sub-folder - even if NOT conducting secondary analysis for the FIPR!)

Contents: i.e. put files listed below in this sub-folder

- Datasets from Baseline, Endline, annual surveys and/or PDMs² - **ensure that Personal Identifying Information (PII) is removed**

==>Create sub-folder = FIPR_<country>_<program name>_<year of FIPR>_DELIVERABLES]

Example: FIPR_DRC_FSP_2023_deliverables

Contents: i.e. put files listed below in this sub-folder

- Final version SOW
- Final version Inception Report
- Final version of FIPR report (internal version, for Mercy Corps eyes only)
- Final version of FIPR report (redacted – for external distribution)
- ** Final version of Actual VS Targets with notes from SGDs (Excel format)**
- ** Final versions of all intervention-specific SGDs with notes from SGD (Word format)**
- ** Final Version of KII instruments used and summary of each KII conducted (anonymized)**
- ** Final version inventory of shocks and events –up-to-date**
- ** Final version of Inventory of deliverables – up-to-date**
- ** Final version from SGD with MEL team on strengths/weaknesses of the MEL system**
- ** Final version from the exercise with MEL team on prioritizing interventions**
- Final version of slide deck and speaker notes used for debriefing (with preliminary results)
- Final version of Data Analysis Plan (DAP) **(only if you decided to conduct secondary analysis; this is NOT required for FIPR).**

⇒ Documents listed above with double stars ** are required as separate files even though they are included in the final FIPR Report

¹ Do NOT put data, budgets, other data used for VfM here; those data are put in a completely separate folder and access is heavily restricted.

² (Raw and analytic; with documents such as data dictionary, syntax if used with statistical software package, etc)