

Introduction to the FIPR Evaluation Methodology and Toolkit Version 2

Contents

Abbreviations and Acronyms	3
Introduction to the FIPR (Tool #00)	4
The purpose of the FIPR methodology & toolkit V2	4
What is a Final Internal Performance Review (FIPR)?.....	4
What is new with FIPR V2 toolkit?	5
Tools in the FIPR Toolkit V2	9
Tool #01: FIPR Generalized Events	9
Tool #02a: FIPR Scope of Work (SOW) TEMPLATE	9
Tool #03a: FIPR Inception Report Template	9
Tool #04a: FIPR Report Template	10
Tool #05a: Actuals vs Targets Guide	10
Tool #05b: Actuals vs Targets 4-level Template	11
Tool #05c: Actuals vs Targets 5-level Template	11
Tool #06a: SGD Intervention-specific Guide	11
Tool #06b: SGD Intervention-specific Template	12
Tool #07a: Inventory of Deliverables Template.....	12
Tool #07b: Example of Inventory of Deliverables.....	12
Tool #08a: Inventory of Events and Shocks Template	12
Tool #08b: Example of Inventory of Events and Shocks	13
Tool #09: Folder Structure and Filing Guide	13
Tool #10a: Prioritizing Interventions Guide (long-duration programs only).....	13
Tool #10b: Prioritizing Interventions Template (long-duration programs only).....	13
Tool #10c: Example of Prioritizing Interventions (long-duration programs only).....	14
Contact	14

Abbreviations and Acronyms

File name abbreviations and acronyms:

LP=Long-duration Program

SP = Short-duration Program

SOW = Scope of Work

SGD=Small Group Discussion

Other abbreviations and acronyms used within the FIPR Toolkit

FIPR= Final Internal Performance Review

IPR = Internal Performance Review

IPTT = Indicator Performance Tracking Table

MEL = Monitoring, Evaluation and Learning

Introduction to the FIPR (Tool #00)

This document is Tool #00 of the FIPR Toolkit V2. It explains: (1) why this evaluation methodology was created for Mercy Corps (2) its strengths and limitations and (3) how select tools, or the full methodology, can be used throughout the entire program lifecycle for learning, collaboration, and capacity strengthening. It then describes each tool in the toolkit.

The purpose of the FIPR methodology & toolkit V2

The purpose of this FIPR methodology and the toolkit is to facilitate and standardize one of the primary practices through which Mercy Corps learns and adapts as an organization and, at the same time, to scale-up evaluation capacities of global staff. The FIPR Toolkit provides the templates, guidance, explanations, and examples needed for program teams to conduct an FIPR and write the results in a format that is comparable to (and from which is extractable) all other FIPRs.

What is a Final Internal Performance Review (FIPR)?

Mercy Corps' Monitoring, Evaluation, and Learning (MEL) minimum standards state that all programs¹ must conduct an Internal Performance Review (IPR) at the end of the program; this is the "Final" Internal Performance Review (FIPR).

The FIPR is a program evaluation methodology that taps deep into the collective experiences and knowledge of the team members that design and implement the program's interventions. The FIPR cannot be classified easily within the range of established evaluation types. It has elements consistent with the Utilization-Focused Evaluation and Organizational Learning evaluation models but draws mostly from Implementation Sciences. The FIPR has formative and summative elements; it uses mixed methods but uses only existing quantitative data while the only primary qualitative data collected is from the program's implementation team.

It is an internal evaluation because it is to be conducted, internally, by the program team and, also because the primary users targeted for the FIPR results are Mercy Corps program staff and the organization as a whole.

The FIPR is as much a series of learning events as it is an evaluation methodology. In many program evaluations, the real learning event is at the end of the evaluation: when the results are disseminated to the program team and a broader group of stakeholders. The FIPR, however, has many learning-oriented activities, starting with the collaborative development of the SOW and culminating with a series of small group discussions (SGD) used to collect primary qualitative data, which take place before the final results and report are written.

¹ Mercy Corps uses the term "program" as other entities might use "project" and USAID uses "activities". Programs can be financed by a single source/donor or can be a composite of 2 or more financial sources/donors.

The FIPR was also designed as an evaluation capacity strengthening tool for MEL and non-MEL program staff. For this reason, it is conducted by the program team, internally², and undertaken for internal use at the program and organizational levels.

There are a few options available with the FIPR³ but it is relatively fixed in its objectives and design. This maximizes comparability - across programs and time – which is critical for organizational outcome-focused learning and for use in organization-wide capacity strengthening. Should a more traditional “final (program/performance) evaluation” be required or desired, conducting an FIPR beforehand ensures that that evaluation maintains, as its primary objective, an evaluation of the program performance based on the anticipated targets and expected deliverables per the grant/contract’s performance criteria. Having conducted an FIPR prior to a final evaluation will also greatly reduce the level of effort and cost needed for that evaluation while greatly improving its usefulness. Thus, none of the time and labor expended to conduct the FIPR is ever wasted. In fact, one need only add a few elements to the FIPR protocol (aka Scope of Work) - including some primary data collection with participants and non-implementing stakeholders – for the FIPR to satisfy the OECD-DAC evaluation criteria. In some cases, the FIPR can serve as the program’s final evaluation without any modification to its protocol.

What is new with FIPR V2 toolkit?

Version 1 of the FIPR toolkit was released in December 2022 to help programs conduct the FIPR. Version 2 of the FIPR toolkit was released in August 2024 and improves and simplifies nearly all of the V1 tools and added several new ones; revisions and additions are based in feedback from users of the V1 toolkit.

Version 2 enhances the FIPR as a series of learning events by adding facilitator guidance for SGDs on (1) the program’s experience implementing each intervention (discussing issues such as the obstacles faced, unintended outcomes, potential improvements, and so on) and (2) prioritizing interventions based on the effectiveness of each one in realizing the program’s objectives. Subsequent updates to the toolkit will include guidance on running SGDs on indicator actuals versus targets (which focus on discussing why certain indicators were above- or below-target).

These guides provide pre-defined topics which facilitators can use to steer discussions, probe insights from group members and encourage individual and collective reflection on program performance. In this way, they act as powerful vehicles of collaborative and inclusive internal learning, enabling staff and key partners to gain a nuanced understanding of the underlying mechanisms by which program interventions achieved (or did not achieve) their goals.

Furthermore, Version 2 templates now include extensive hints and tips in Comments which can be easily deleted once each document is finalized. The Generalized Events tool has also been updated

²² Long-duration and/or complex programs may elect to engage support in conducting the FIPR Mercy Corp’s country, regional or headquarters MEL staff – and might even hire external firms/consultants – but a program may never outsource the FIPR; the FIPR must be led by a program team member and co-implemented with the support staff or external consultant/firm.

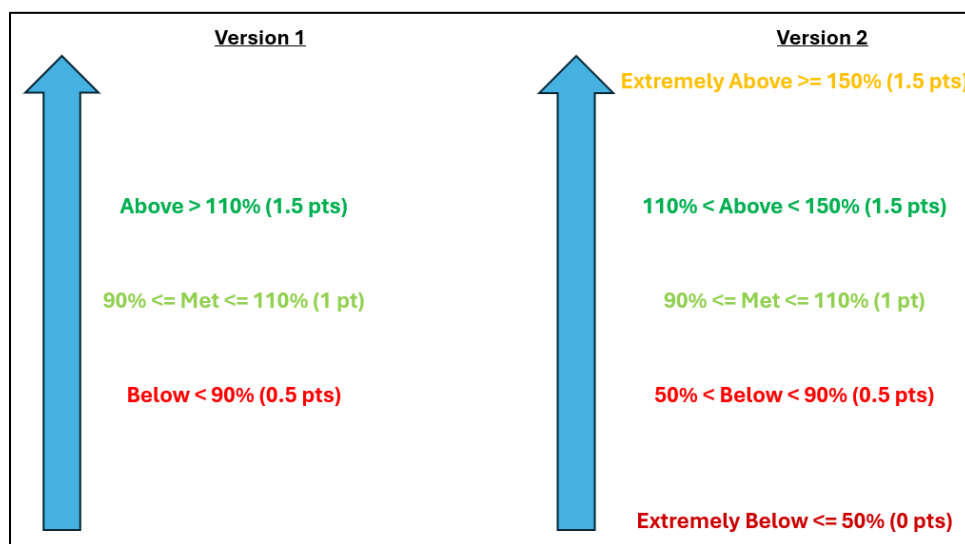
³ When the FIPR toolkit is used as a mid-term IPR - or periodically for long-duration programs - there is much more flexibility than when it is used as the FIPR at the end of the program.

to provide a more explicit and comprehensive run-down of each step in the FIPR process, now split across four phases instead of three, while allowing users to monitor work-plans against recommended timeframes for each task. A series of video tutorials will also be released to help users better understand how to use the various tools.

In addition, there are now two variants⁴ of the FIPR toolkit; one is for long-duration programs (> 24 months) and the other for short-duration programs (\leq 24 months). This reflects the fact that short-duration programs have lighter reporting requirements and often lack elements such as sustainability plans. As a consequence, the short-duration variant of the FIPR toolkit is briefer and more compact, thereby requiring a smaller level-of-effort to complete.

Moreover, the updated Actuals vs Targets template, which assesses program performance by comparing indicator targets and actuals achieved during program implementation, now dynamically responds to individual program characteristics, with options for different program lengths, reporting periods, result-framework terminology and number formats.

The template also uses a new scoring system to better assess program performance. Whereas Version 1 had three ratings for comparing indicator actuals against their targets ('Below', 'Met' and 'Above'), Version 2 adds two more ('Extremely Below' and 'Extremely Above'), for a total of five. As the image below shows, points are awarded in 0.5-point increments. Note that both 'Extremely Above' and 'Above' receive the same number of points (1.5); this ensures that programs are not incentivized to drastically over-shoot set targets, which is indicative of poor planning and project-management.



Further, the new Actuals vs Targets template uses automatic scoring to make it far easier to assess program performance. It does this by automatically assigning scores to groups of indicators based on their position in the results chain hierarchy. Users simply have to enter indicator targets and their actuals; the template does the rest.

⁴ Some of the tools in the long-duration variant are the same as those in the short-duration variant but other tools are different

With reference to the image below, the template considers indicators which effect a ‘tangible’ or ‘intermediate’ change; these are classified as either Result Level 3, 4 or 5. Those indicators which pertain to an ‘ultimate desired change’ are not included for assessment because they refer to phenomena that Mercy Corps cannot directly influence. If a Results Framework contains ‘specific interventions’, these will be classified as (or ‘rolled-up into’) Result Level 3.

Some Results Frameworks do not include any results at level 5 (the two rows of the table below provide an example of this). In such a case, users are directed to the 4-level variant of the Actuals vs Targets template (Tool #05b). In all other cases, the 5-level variant is most appropriate (Tool #05c).

Object	Ultimate desired change	Intermediate change <i>to which intervention contributes</i>		Tangible change <i>directly attributable to intervention</i>	Specific interventions	
		<i>Result Level 5</i>	<i>Result Level 4</i>			
Example 1	Goal	Purpose Specific Objective Purpose Purpose Purpose Intermediate Result	Outcome	Output	Activity	
Example 2	Impact		Outcome	Output	Input	
Example 3	Goal		Sub-purpose	Intermediate Outcome	Output	Process
Example 4	Overall Objective		Purpose	Result	Activity	
Example 5	Goal		Sub-purpose	Intermediate Outcome	Output	
Example 6	Goal		Sub-purpose	Output	Input	
Example 7	Strategic Objective		Sub-intermediate Result	Output	Input	

The template then assigns scores to individual indicators (these scores are categorized as Assessment Level 1 or 2 depending on the timespan being analyzed) and groupings of indicators (these scores are categorized as Assessment Level 3, 4 or 5 depending on the Result Levels being analyzed). It then calculates averages across these scores to provide a snapshot of overall program performance. The worked example below summarizes how they interact to produce a series of scores at each Assessment Level.

		Assessment Level 1			Assessment Level 2	Assessment Level 3	Assessment Level 4	Assessment Level 5	
		Y1 <i>Compares year 1 targets vs actuals for each indicator</i>	Y2 <i>Compares year 2 targets vs actuals for each indicator</i>	Y3 <i>Compares year 3 targets vs actuals for each indicator</i>	LoP <i>Takes an average of Assessment Level 1 scores for each indicator across years 1-3</i>	LoP <i>Considers Results Level 3 indicators only</i>	LoP <i>Considers Results Level 3 and 4 indicators</i>	LoP <i>Considers all indicators under a specific result at level 5</i>	
Result Level 5	Purpose 1								
	Indicator 1, Purpose 1	Met	Extremely Above	Below	Met	Not included in Assessment Level 3	Not included in Assessment Level 4	Met <i>Takes an average of Assessment Level 2 ratings for all nine indicators under Purpose 1, SP 1.1 and IO 1.1.1</i>	
	Indicator 2, Purpose 1	Above	Below	Above	Above				
Indicator 3, Purpose 1	Below	Above	Above	Above					
Result Level 4	Sub-purpose 1.1					Not included in Assessment Level 3	Met <i>Takes an average of Assessment Level 2 ratings for all six indicators under SP 1.1 and IO 1.1.1</i>		
	Indicator 1, SP 1.1	Below	Met	Below	Below				
	Indicator 2, SP 1.1	Met	Above	Met	Met				
Indicator 3, SP 1.1	Below	Extremely Below	Extremely Above	Below					
Result Level 3	Intermediate Outcome 1.1.1					Above <i>Takes an average of Assessment Level 2 ratings for all three indicators under IO 1.1.1</i>			
	Indicator 1, IO 1.1.1	Below	Met	Below	Below				
	Indicator 2, IO 1.1.1	Met	Above	Above	Above				
Indicator 3, IO 1.1.1	Extremely Above	Below	Above	Above					

The template then uses this methodology to automatically generate a summary table of all of the indicators in the Results Framework. These tables provide users and evaluators with a quick and easy-to-understand overview of the entire program’s performance. See the image below for an example.

Object	Row no.	Indicator name	Internal indicator number	Assessment Level:				
				2 (rating)	2 (score)	3 (rating)	4 (rating)	5 (rating)
Purpose 1, indicator 1 ()	11	Average rating of government's ability to be responsive to citizen's needs (including transparency, inclusivity, effectiveness etc.) as measured on a scorecard (BL +3)	1.0.0.1	Above	1.5			
Sub-purpose 1.1, indicator 1 ()	104	Percent of beneficiaries who believe they can influence decisions of local government officials or customary/traditional leaders at the local level	1.1.0.0.1	MET	1.0			
Sub-purpose 1.1, indicator 2 ()	113	M40 percent of USG-assisted organizations with increased performance	1.1.0.0.3	MET	1.0			
Intermediate Outcome 1.1.1., indicator 1 (Sub-purpose 1.1)	197	Percent of community members reporting advocating their needs	1.1.1.0.1	MET	1.0			
Intermediate Outcome 1.1.1., indicator 2 (Sub-purpose 1.1)	206	(Output): No. of CSOs receiving capacity building training	1.1.1.1a	MET	1.0			
Intermediate Outcome 1.1.1., indicator 3 (Sub-purpose 1.1)	215	(Output) No. of meetings between community networks and community leaders (CSOs, government representatives and traditional leaders) held annually	1.1.1.2a	MET	1.0			
Intermediate Outcome 1.1.1., indicator 4 (Sub-purpose 1.1)	224	(Output) No. of Resilience Action Committees (RACs) formed or strengthened with USG assistance	1.1.1.3a	MET	1.0			
Assessment Level 3, L3 rating for Intermediate Outcome 1.1.1., Sub-purpose 1.1	281					MET		
Assessment Level 4, L4 rating for Sub-purpose 1.1	674						MET	
Sub-purpose 1.2, indicator 1 ()	687	Percentage of local government budgets that have allocated funds for community priorities	1.2.0.0.1	MET	1.0			
Intermediate Outcome 1.2.1, indicator 1 (Sub-purpose 1.2)	780	(Output) No. of contracts signed between communities and service providers/duty bearers	1.2.1.1a	Extremely Above	1.5			
Assessment Level 3, L3 rating for Intermediate Outcome 1.2.1, Sub-purpose 1.2	864					Extremely Above		
Intermediate Outcome 1.2.2, indicator 1 (Sub-purpose 1.2)	878	No. of local government development plans that integrate the priorities of communities	1.2.2.0.1	Below	0.5			
Intermediate Outcome 1.2.2, indicator 2 (Sub-purpose 1.2)	887	(Output) No. of Civil Society Organizations (CSOs) participating in annual government budget meetings	1.2.2.1a	MET	1.0			
Assessment Level 3, L3 rating for Intermediate Outcome 1.2.2, Sub-purpose 1.2	962					MET		
Intermediate Outcome 1.2.3, indicator 1 (Sub-purpose 1.2)	976	No. of formal and informal government accountability mechanisms established or strengthened	1.2.3.0.1	Extremely Above	1.5			
Assessment Level 3, L3 rating for Intermediate Outcome 1.2.3, Sub-purpose 1.2	1060					Extremely Above		
Assessment Level 4, L4 rating for Sub-purpose 1.2	1257						MET	
Assessment Level 5, L5 rating for Purpose 1	3007							MET

Tools in the FIPR Toolkit V2

Tool #01: FIPR Generalized Events

*01_LP_FIPR_Generalized_Events_GUIDE_v2-0.xlsx (for **Long-duration Programs**)*

*01_SP_FIPR_Generalized_Events_GUIDE_v2-0. Xlsx (for **Short-duration Programs**)*

This tool provides the user with a general understanding of the events involved in completing an FIPR and the sequencing of those events. These events are now more explicit and comprehensive than those in V1. And they are organized within four phases (rather than the three phases in V1): Preparation, Inception, Conducting Part 1 (progress assessment and Key Informant Interviews (KIIs)) and Conducting Part 2 (performance assessment and Small Group Discussions (SGDs)).

They also suggest the time period during which each phase should be completed. Now presented as a MS Excel® file, it can more easily serve as the basis of a monitorable work plan for conducting the FIPR workplan. There are two variants of this tool in the V2 toolkit; one for long-duration programs and the other for short-duration programs.

Tool #02a: FIPR Scope of Work (SOW) TEMPLATE

*02a_LP_FIPR_SOW_TEMPLATE_v2-0.docx (for **Long-duration Programs**)*

*02a_SP_FIPR_SOW_TEMPLATE_v2-0.docx (for **Short-duration Programs**)*

The SOW prepares the program team to conduct the FIPR. It should be completed collaboratively by the program leads, MEL staff, and key technical staff.

The SOW template helps the team: (a) describe the criteria used for program inclusion; (b) operationally define program interventions and when/where they were implemented; (c) document the program's indicators and targets and contextual data sources; (d) document the assumptions on which the intervention was designed, (e) document if there were major shifts in the strategy and/or interventions offered, (f) define a schedule for completing the FIPR and its constituent tasks, (g) provide an inventory of deliverables. It also provides the fixed objectives of the FIPR which are formulated in such a way that the inherent learning question that each evokes is clear to all parties.

For long-duration programs (only), there are two options that can, if desired, be added to the FIPR methodology (one or both) and, in doing so, permit the addition of additional learning questions in the SOW. There are two variants of this tool in the V2 toolkit, one for long-duration programs and the other for short-duration programs.

This template, like all other templates in this toolkit, contains tips, guidance notes, and sometimes examples. The format of the guidance notes/tips has changed with V2 such that they can be quickly deleted together after completing the template (and, thereby, creating a program-specific SOW).

Tool #03a: FIPR Inception Report Template

03a_LP_FIPR_Inception_Report_TEMPLATE_v2-0.docx

03a_SP_FIPR_Inception_Report_TEMPLATE_v2-0.docx

This document details an easy-to-use, step-by-step process for writing an FIPR inception report, covering the purpose of the inception period, the quality and completeness of documents, assumptions of the program interventions, sustainability, GEDSI, SADD and community accountability. In addition, the template reduces the LOE required by referencing fixed sections from the SOW on the work plan, objectives and learning questions. Furthermore, unless the program opts for a more complex methodology, the fixed 'Core Methods' section can be used as a 'cookie cutter' set text for all FIPRs.

Guidance notes are attached as comments throughout the document and can be quickly deleted when the report is finalized. Space is also provided for technical notes and comments that arise during document/data review, and annexed documents provide details on minutes from the FIPR Kick-off meeting, sustainability and/or exit strategy, and the IPTT scoring.

In this way, the template helps to identify and organize the files, documents and data to be used in the review, thereby making it far easier to conduct the FIPR and write the FIPR report.

Tool #04a: FIPR Report Template

04a_LP_FIPR_Report_TEMPLATE_v2-0.docx

04a_SP_FIPR_Report_TEMPLATE_v2-0.docx

This template provides a structure that ensures consistency across various FIPRs so we can compare them over time. The Report Template also clarifies what the readers should expect to find, and how the content should be organized to meet the needs of various stakeholders. It guides the FIPR lead with the approach to analysis and how to summarize and present the findings.

It is organized in nine sections: (1) Executive summary; (2) Introduction (description of the program that can be taken from the SOW and Inception report); (3) Progress assessment (implementation against work plans); (4) Performance assessment (achievements against targets while considering context, assumptions and other data and evidence); (5) Unintended outcomes; (6) Scalability and replicability; (7) Sustainability; (8) Value for money (optional in an FPR); and (9) Lessons learned.

As with the Inception Report Template, guidance notes are attached as comments throughout the document and can be quickly deleted when the report is finalized. The document also allows users to copy and paste relevant sections from other FIPR documents (such as the SOW and inception report), thereby significantly reducing the LOE required to complete the report.

Tool #05a: Actuals vs Targets Guide

05a_FIPR_Actuals_vs_Targets_GUIDE_v2-0.pdf

This document details how to complete the Actuals vs Targets template, which assesses overall program performance by automatically assigning scores based on a comparison between indicator targets and actuals achieved during program implementation.

The updated Actuals vs Targets template includes several improvements to make it easier to assess program performance. In particular, it now has five ratings instead of three ('Extremely Below', 'Below', 'Met', 'Above' and 'Extremely Above'), which capture a wider range program performance. It also automatically calculates these ratings and generates visually appealing, exportable summary

tables, making the overall process of assessing actuals against targets far easier, quicker and more accurate. In addition, the document dynamically responds to individual program characteristics, with options for different program lengths, reporting periods, result-framework terminology and number formats.

Further details of these improvements are included in the section above, ‘What is new with FIPR v2 toolkit?’ and in the tool referenced here.

Tool #05b: Actuals vs Targets 4-level Template

05b_FIPR_Actuals_vs_Targets_4level_TEMPLATE_v2-0.xlsx

This document should be used in conjunction with Tool #05a: Actuals vs Target Guide.

The updated Actuals vs Targets template allows users to compare indicator targets to actuals across the length of a program. It provides an easy-to-use interface for entering data and automatically generates summary tables; these score overall program performance and can be easily exported to other documents (such as the FIPR report).

The template can also be customized to the program in question by allowing users to specify program length, reporting frequency, names of Results Levels (such as ‘Purpose’, ‘Outcome’, etc.) and individual indicator weightings. The template also allows users to easily switch between three number formats for each indicator: number (cumulative), number (non-cumulative) and percentage.

The four-level template caters to programs with results at levels 3 and 4. Refer to the section above, ‘What is new with FIPR v2 toolkit?’, and the Actuals vs Target Guide (Tool #05a) for more details.

Tool #05c: Actuals vs Targets 5-level Template

05c_FIPR_Actuals_vs_Targets_5level_TEMPLATE_v2-0.xlsx

This document should be used in conjunction with Tool #05a : Actuals vs Target Guide.

The updated Actuals vs Targets template allows users to compare indicator targets to actuals across the length of a program. It provides an easy-to-use interface for entering data and automatically generates summary tables; these score overall program performance and can be easily exported to other documents (such as the FIPR report).

The template can also be customized to the program in question by allowing users to specify program length, reporting frequency, names of indicator groupings (such as ‘Purpose’, ‘Outcome’, etc.) and individual indicator weightings. The template also allows users to easily switch between three number formats for each indicator: number (cumulative), number (non-cumulative) and percentage.

The five-level template caters to programs with results at levels 3, 4 and 5. Refer to the section above, ‘What is new with FIPR v2 toolkit?’, and the Actuals vs Target Guide (Tool #05a) for more details.

Tool #06a: SGD Intervention-specific Guide

06a_LP_FIPR_SGD_Intervention-specific_GUIDE_v2-0.xlsx

06a_SP_FIPR_SGD_Intervention-specific_GUIDE_v2-0.xlsx

This document provides guidance on how to facilitate a Small Group Discussion on a specific program intervention, covering obstacles, enabling factors, potential improvements, sources of evidence, unintended outcomes and sustainability. The guide also provides hints and tips on managing group dynamics, phrasing prompts and follow-up questions, and probing group members' responses.

Tool #06b: SGD Intervention-specific Template

06b_LP_FIPR_SGD_Intervention-specific_TEMPLATE_v2-0.xlsx

06b_SP_FIPR_SGD_Intervention-specific_TEMPLATE_v2-0.xlsx

This template allows facilitators to document the findings of intervention-specific Small Group Discussions. It provides a structured way to talk about and document obstacles, enabling factors, potential improvements, sources of evidence, unintended outcomes and sustainability of program interventions, in addition to discussions on any indicators that were below, extremely below or extremely above target.

Tool #07a: Inventory of Deliverables Template

07a_FIPR_Inventory_of_Deliverables_TEMPLATE_v2-0.xlsx

This template allows users to document all program deliverables, whether expected (i.e. stipulated in the approved work-plan) or not. It categorizes deliverables according to outcome/purpose and type (such as data sets, assessments, evaluations and so on), and provides space to specify language, delivery date, location, user(s) and detail any comments. It also provides guidance on how to define deliverables, which are sometimes confused with outputs and cause confusion.

This document can be used in conjunction with Tool #07b, which provides a worked example.

Tool #07b: Example of Inventory of Deliverables

07b_FIPR_Inventory_of_Deliverables_EXAMPLE_v2-0.xlsx

This document provides a worked example of the Inventory of Deliverables (Tool #07a). It details 13 hypothetical deliverables across different program areas, such as capacity-building, economic-strengthening and M&E tools, while demonstrating how to fill out the form's various fields, which include location, end users and document type.

Tool #08a: Inventory of Events and Shocks Template

08a_FIPR_Inventory_of_Events_and_Shocks_TEMPLATE_v2-0.xlsx

The Inventory of Events and Shocks provides a single repository for users to document all the external developments that occurred during program implementation. It helps users think through each event/shock and how it affected contextual factors (such as food availability and household

income), which in turn may have affected program performance. This tool therefore provides a methodical way to assess how factors outside of Mercy Corps' control may have impacted program success, which then feeds into the overall assessment of program performance.

This document can be used in conjunction with Tool #08b, which provides a worked example.

Tool #08b: Example of Inventory of Events and Shocks

08b_FIPR_Inventory_of_Events_and_Shocks_EXAMPLE_v2-0.xlsx

This document provides a worked example of the Inventory of Events and Shocks (Tool #08a). It features three hypothetical events/shocks (a tornado, a flood and an earthquake) and how they might affect a Mercy Corps program. Users gain understanding of how to detail each event, rate its impact on contextual factors (such as food availability and household income) and explain its impact on program objectives/outcomes.

Tool #09: Folder Structure and Filing Guide

09_FIPR_Folder_Structure_&_Filing_GUIDE_v2-0.docx

This document provides a standardized structure to organize documents relevant to the FIPR process. It enables all users, whether they were directly involved in the program or not, to easily navigate the program's documents and conduct searches for specific files. The guide recommends creating a series of sub-folders to be nested under the main FIPR folder: (1) FIPR Phases 1-2, (2) FIPR Phase 3, (3) FIPR Phase 4, (4) FIPR Datasets, (5) FIPR Deliverables. In each case, the guide provides a list of documents to be saved in each location.

Tool #10a: Prioritizing Interventions Guide (long-duration programs only)

010a_LP_FIPR_Prioritizing_Interventions_Exercise_GUIDE_v2-0.docx

The Prioritizing Interventions Guide helps users facilitate and document a structured discussion which ranks single or groups of interventions by their relative importance to the success of the program. In doing so, the discussion prompts group members to think through the mechanisms by which interventions achieved impact and whether they did so independently or relied on other interventions as pre-requisites. The results of the exercise provide useful insight for comprehensively understanding program performance and drawing lessons and best practice for future programming.

The guide lays out a step-by-step process for running discussions of roughly 45-90 minutes. It also provides for group members to respond to prompts both independently and collectively before arriving at their conclusions.

Tool #10b: Prioritizing Interventions Template (long-duration programs only)

010b_LP_FIPR_Prioritizing_Interventions_Exercise_TEMPLATE_v2-0.xlsx

This document provides a template to complete when conducting the Prioritizing Interventions exercise. It contains a blank table for steps 2-4 of the process, as well as a summary table to document the overall findings from the session. It also includes additional guidance notes in column L to provide hints and tips to the facilitator. This document can be used in conjunction with Tool #10c, which provides a worked example.

Tool #10c: Example of Prioritizing Interventions (long-duration programs only)

010c_LP_FIPR_Prioritizing_Interventions_Exercise_EXAMPLE_v2-0.xlsx

This document provides a worked example of a Prioritizing Interventions session template (Tool #10b), detailing steps 2-4 to help facilitators better understand how to run the exercise. The example is from a real-life session which sought to prioritize interventions in a grassroots development program.

The tool shows the results of each step of the exercise and demonstrates how to document these outcomes at both the individual and group levels. The tool also demonstrates how to approach different situations, such as group members not feeling comfortable giving low scores to certain interventions, or feeling that they cannot distinguish between the importance of the remaining interventions. In such a way, this document demonstrates that the exercise can conclude in a variety of ways, whether or not there is full consensus, adequate evidence to assess all interventions, or whether it is possible to distinguish between the impact of each and every intervention.

Contact

If you have questions about the toolkit, please write to either [Thomas Scialfa](#), [Ala'a Issa](#), [Tom Clark](#), or [Meri Ghorkhmazyan](#).

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