

## TEMPLATE: QUARTERLY REVIEW MEETING AGENDA

## INTRODUCTION

Plan for quarterly meetings to review the progress of the project. This sample agenda template is broken into four different quarterly agendas that will guide the review process during the project's lifecycle.

## CBF FIRST QUARTERLY REVIEW MEETING AGENDA

**MEETING PURPOSE**

To establish within the CBFs a clear understanding of the project expectations, process, and implementation approach, to learn about early stage challenges and progress, and to reinforce a positive working relationship between the CBFs and Program Officer.

**SPECIFIC OBJECTIVES**

- Brief overview of implementation activities, experiences, lessons learned and good practices
- Harmonize the implementation approach CBFs are using with the planned approach for the women's land rights project
- Find out how CBFs are implementing women's action points on insecure land tenure problems and aspirations and the challenges encountered during the implementation
- Develop Plan for engagement with women over the coming quarter
- Discuss the project's key deliverables, reporting and timeline

**ITEMS FOR DISCUSSION**

The review meeting discussion will center on:

- Review of Empowerment Approach (and discussion of how this approach differs from other possible approaches (e.g. case management/mediation approach)
- Project updates, challenges, experiences, lessons learned and good practice (achievements)
- Key deliverables for achievements, reporting and project timeline
- Discussion and distribution of supplies (bicycles and gumboots) and written materials
- Plan for the coming months

## CBF SECOND QUARTERLY REVIEW MEETING AGENDA

### MEETING PURPOSE

Share project experiences, challenges, lessons, and best practices. These discussion will help inform any adjustments or adaptations to planning and implementation that may improve the project's success during the next quarter. Each CBF will be expected to adopt and implement the action plans immediately after the meeting, and individuals are expected to improve on their areas of loopholes as identified during the review and planning meeting.

### CBF PROJECT UPDATES

- Weekly group meetings, individual follow up and the use of journals, mediation
- CBFs understanding of the project approach
- CBFs interpretations and adaptation of program activities (to inform team analysis on the project approach each CBF is using)

### CBF PROJECT KNOWLEDGE SHARING

- Lessons learned from the project while working with pilot groups, cultural institutions/ individuals
- Good practices for future implementation
- Challenges encountered during the implementation and actions taken
- Response or discussions on the key issues raised by individual CBFs or other team members

### UPDATES ON THE VALIDATION EXERCISE AND DISCUSSIONS

- Groups and CBFs selection criteria
- Key findings from the validation exercise undertaken and discussions
- M&E expected output or what implementing team should do to meet the project approach (women's empowerment)
- Provision of gifts or appreciation to the best two CBFs who performed at least to the expectation in the last Quarter

### DEVELOPMENT OF ACTION PLAN FOR THE NEXT QUARTER

- What should we do and how should we do it?
- Where and when should we do it?
- Who should do it? With what resources?

## CBF THIRD QUARTERLY REVIEW MEETING AGENDA

### MEETING PURPOSE

Cross-check with the CBFs on the activities underway with the beneficiaries, and to discuss lessons learned and challenges encountered during the intervention.

### SPECIFIC OBJECTIVES

- Brief overview of implementation activities, experiences, lessons learned and good practices
- CBFs updates on the project progress
- Find out how CBFs are implementing women's action points on (insecure land tenure problems and aspirations) and the challenges encountered during the implementation.
- Presentation of the revised implementation plan
- CBFs refresher training on work plan development and report writing
- Development of 4th quarter intervention plan

### ITEMS FOR DISCUSSION

The review meeting discussion will center on:

- Project updates, experiences, lesson learned and good practice (achievements)
- Project approaches which CBFs are currently using in relation to the empowerment approach
- Key deliverables for achievements, reporting and project timeline
- Updates on communications part of the project
- The CBFs implementation of women's action points and challenges encountered
- Plan for the coming months

### EXPECTED BENEFITS

At the end of the meeting, the project team is expected to:

- Understand where we have gone so far with the project and the challenges the project has encountered at this initial stage
- Understand and agree on the empowerment approach for the women's land rights project
- Have a clear understanding of the key deliverables of the project
- Have a plan and timeline for engagement with women in the next month

## CBF FOURTH/FINAL QUARTERLY REVIEW MEETING AGENDA

### MEETING PURPOSE

Cross-check with the CBFs on the activities they are doing with the beneficiaries; discuss lessons learned and challenges encountered during the intervention.

### SPECIFIC OBJECTIVES

- Sharing field experiences
- Planning for transition to end of project
- Discussion on the sustainability of the project beyond its formal conclusion

### ITEMS FOR DISCUSSION

The review meeting discussion will center on:

- Experience sharing in terms of lessons learned, achievements and challenges
- Plans to bridge identified gaps
- Discussion on the sustainability of the project in the communities in the absence of an NGO-supported project
- Development of action plans for the remaining months of the project life time

### EXPECTED BENEFITS

At the end of the meeting:

- Experiences of the last quarter are shared and documented
- CBFs are able to plan for the implementation based on the lessons learned
- Suggestions of ideas for sustainability are documented