UKAID Direct Project Completion Report (PCR) Guidance for Grant Holders

Video 4: Section 3 ‘Learning’
(Video duration: 7 minutes)

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This guidance covers

• Section purpose
• Requirements for Section 3:
  • Learning from project implementation
  • Knowledge sharing
  • Research and evaluation
  • Use of Technical Assistance
  • Feedback to us
  • Mixed-media products
The purpose of Section 3 is to...

- Reflect on and document learning (successes and challenges) experienced since the last Annual Review
- Identify insights and evidence
- Stimulate thinking and action to ensure project stories and achievements shared widely

Provide you with the opportunity to reflect on all the learning (successes and challenges) you have experienced throughout the project, and to document it.

Provide your organisation, DFID and MD with insight and evidence that can be applied to future programmes to support positive future change.

Stimulate thinking and action to ensure your project stories and achievements are shared appropriately and as widely as possible.
Documenting ‘key’ learning from successes and challenges
Please consider carefully and share only your ‘key’ successes and challenges. I.e. Those where the project has had the most sustainable impact, or the challenges encountered that allowed the most learning. For example learning could be around understanding how messaging in behaviour change campaigns has proven more or less effective - considering frequency, timing or methods. E.g. It could be that you’ve found that communicating ANC information during the month a mother delivers her baby is effective and helps establish acceptance of multiple follow-up visits after delivery. Or it could be that the project has piloted a new approach to HIV and TB testing e.g doing house to house visits which is boosting rates of testing and addresses the stigma attached to going into a clinic.

From the brief examples you provide MD can then follow up with you to ask for more detail if we feel your learning could be applied usefully in a wider forum.

Researching and building evidence: Please share the full reports of any research or evaluations that you have conducted during the project, and any feedback activities you may have conducted with direct project beneficiaries. Do consider the BOND guidance on the 5 evidence principles (voice and inclusion, appropriateness, triangulation, contribution, transparency) when designing future evaluations/ research activity and considering the strength of research findings. See hyperlinks in ‘PCR guidance, information and resources’ stand alone slide in the Dropbox folder for useful guidance including tools on measuring less tangible qualitative outcomes such as ‘empowerment effects’.

Keeping a focus on gender: This is an opportunity for you to reflect on how the project and your organisation has contributed to empowering women and girls, and engaging men and boys in that process, during the course of the entire project.
Collaboration & sharing knowledge

We’re interested to learn from you what contact you may have made with e.g.:

- Other UK AID Direct grant holders
- Other actors (e.g. Gov., NGOs, private sector etc) outside of your own organisation

Please also document any examples where your organisation already shared learning and knowledge from the project with partners or other actors outside of your organisation.

This information will help DFID and MD to better understand the level of organic knowledge sharing that is ongoing between grant holders and wider stakeholders, and indicate where greater support and input may be needed.
Requirements for Section 3 – TA and Feedback

- Technical Assistance (TA)
- Feedback to us

Technical Assistance (TA)
Have you benefitted from TA from any strategic advisors for example? Please share what kind of TA you may have used during the project, and also how useful it was. Please provide specific examples of where you think it was most useful.

Feedback to us
Please share your thoughts on any operational, technical or other issues that can help MD improve as Fund Manager. Do consider processes or support that you’ve found particularly helpful as well as areas for improvement, as we aim to build on and replicate success.
Mixed media products

- Videos, podcasts and photos can help share key messages widely
- Feel free to be creative
- Consents!

Videos, podcasts and photos are valuable media that you can use to share key messages more widely.

Feel free to be creative with this and present topics specific to your project. A list of potential areas of focus are included in the PCR report template to help stimulate ideas.

There is an example of a good project video put together by an Amplify Change grant holder in the PR guidance, information and references PDF file (within the PCR Dropbox folder). The project aimed to reduce gender-based violence in Gambia.

What makes a good video?
- **Keeping it short** – 2-3 minutes is long enough to communicate key messages
- **Including a clear purpose** – explain your project purpose at the outset to orient the audience
- **Sharing a clear story** – what your project has worked on, who has it helped
- **Hearing from a beneficiary(s)** – to validate the project achievements
- **Keeping it natural** – make sure whoever is being filmed is at ease and comfortable being filmed

**Remember**: videos and photos don’t need to be created professionally. Smart phones can achieve great results at minimum cost and with ease.

Please also ensure that you have the necessary consent(s) in place so that your media products can be used!
Please contact your Performance and Risk Manager if you have any questions.

Thank you!

MD