**Time plan for the preparation of the Final M&L report FFF**

The final M&L report of the FFF will be at the same time the final FFF report of the all implementation. Therefore it is important to undertake a coherent and solid process to make sure that the report covers main achievements and lesson learnt.

|  |  |  |
| --- | --- | --- |
| **Activity** | **Date** | **Responsible** |
| Preparation of the Logframe empty matrix for the reporting. The matrix will allow to include information such as indicators, baseline, end target at FFF completion, achievements | By 2 May 2017 | Duncan, Anna, (reviewed by Sophie, Jhony) |
| Preparation of the annual report format for the countries based on the M&L system. The report will be based in the M&L system | By 2 May 2017 | Duncan, Anna, (reviewed by Sophie, Jhony) |
| Send (i) Logframe empty matrix and (ii) reporting format for preparation of final country report 2013-2017 to country facilitators | By 2 May 2017 | Coaches |
| Country facilitators send the logframe matrix with information of **baseline** and **targets** at country level completed | By 31 May, 2017 | Country facilitators |
| Country facilitators, coordinating with coaches, send to FFF Management dates for the country final M&L meeting in the period of 1 to 30 Nov. 2017. Meetings in the countries will be coordinated in a way to allow FFF coaches or FFF management to participate | By 30 June, 2017 | Country facilitators and coaches |
| Country final M&L meeting to discuss with the POs and partners achievements and sustainability of the FFF results | 1 to 30 Nov., 2017 | Country facilitators & coaches |
| Country facilitators send country final report 2013-2017 (start date will vary in each country) | Fr. 8 Dec. 2017 | Country facilitators |
| Preparation and send the regional and global final report 2013-2017 | Fr. 8 Dec. 2017 | Pauline |
| Preparation of the global M&L report | Friday Dec 15th, 2017 | Duncan and Anna |
| Last retreat FFF phase I | 11-12 Dec, 2017 | All |
| Preparation of the draft Final financial report | 15 Dec, 2017 | Jeff, Zoraya |
| Final preparation of the draft Final report 2013 - 2017 | 15 Jan., 2018 | Jeff with input of the team |
| Final report sent to SC members | 20 Jan. 2018 | Jeff |
| Donor Support Group Meeting | 27 Feb, 2018 |  |
| Steering Committee Meeting | 28 Feb – 1 March, 2018 |  |
| Final version Final report 2013 - 2017 | 15 March 2018 | Jeff |
| Ex Poste Final Evaluation??? | March-April, 2018? |  |
| **Other related activities** |  |  |
| **Regional and global meetings** |  |  |
| Regional Africa meeting | End Sep 2017 |  |
| Regional Asia meeting | Nov 2017 | Sophie, Jhony, Pauline |
| Regional Latin America meeting | May 2017 |  |
| Global FFF final meeting??? Global Landscape Forum? /FAO back to back with the FFF retreat? | ?//19 Dec? | Pauline, Marguerite? |
| **Country and regional partners selection FFF II (See text below)** |  |  |
| Open call for expression of interest of countries and regional and global partners (2 month time) deadline 30 Nov. 2017 | 1 Oct. 2017 |  |
| Selection of first group of countries and regional & global partners | 31 Dec. 2017 |  |
| Communication to selected countries and regional & global partners | Jan 2018 |  |

**Some things to think about to check the coherence of the timeline**

1. Question: What is the relation of the regional meetings with the M&L system?

**2. Selection of countries FFF II. Text from Prodoc: “Transitional year (2018)**

An open a call for expressions of interest from priority countries identified by FAO regional initiatives and implementing partners and FFPOs (including current partners) will be sent out before the end of Phase I and an initial selection of 12 up to 15 countries will be made. A selection panel will be guided by a clear set of FFF criteria including value addition to each specific country context”

**3. Tentative work plan FFF phase II (From Prodoc)**

| **Description** | **2018** | | | | **2019** | **2020** | **2021** | **2022** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Q1** | **Q2** | **Q3** | **Q4** |
| ***Management*** |  |  |  |  |  |  |  |  |
| SC meetings | X |  |  |  | X | X | X | X |
| Establish FFF management team, initially based in FAO HQ and gradually move to the regions | X | X | X | X | X |  |  |  |
| Preparation of annual work plans | X |  |  |  | X | X | X | X |
| Preparation of the Monitoring and Learning (M&L) system | X |  |  |  |  |  |  |  |
| Preparation of progress / annual reports |  |  |  | X | X | X | X | X |
| Conduct midterm and final evaluation |  |  |  |  |  | X |  | X |
|  |  |  |  |  |  |  |  |  |
| **Transitional Phase (12 to 15 countries, 3 regional and global partners)** |  |  |  |  |  |  |  |  |
| FFF management team in place, initially in FAO HQ | X | X | X | X |  |  |  |  |
| Establish Steering Committee (SC) | X |  |  |  |  |  |  |  |
| Implementation of M&L system |  |  | X | X | X | X | X | X |
| Scoping studies and preparation | X | X |  |  |  |  |  |  |
| Launching and multi-year work plans development in 12 to 15 countries and 3 regional and global |  | X | X |  |  |  |  |  |
| Baselines for M&L system in place |  | X | X |  |  |  |  |  |
| Implementation in the 12 to 15 countries and 3 regional and global partners, testing operations and delivery |  | X | X | X | X | X | X | X |
| Evaluate and reflect on the operations, select new 10 countries to start activities in 2019, total 25 countries |  |  | X | X |  |  |  |  |
|  |  |  |  |  |  |  |  |  |