

**Guidance for final M&L meetings and final reporting**

This year marks the end of the Forest and Farm Facility (FFF) Phase I in December 2017. With a bigger and bolder FFF Phase II in view from January 2018, we need to make a **compelling case that the work in each country has delivered**, not only against each of the programmes outputs, but also **at impact and outcome level** (the grey, blue, yellow and green cells in the tables in the final report template). The break between Phase I and Phase II will also involve a reconsideration of which countries to support, countries for Phase II will be selected through a new call for expressions of interest, so this M&L meeting could contribute to make a strong case for current partner countries which might submit new expressions of interest.

You have already been asked to fill in what you perceived to be the baseline (the situation at the start of the FFF Phase I programme). What we now need, is for you to use a final M&L meeting between all the in-country grant recipients to discuss and then **record against that baseline what FFF funding has achieved for each Impact, Outcome and Output** of the programme (section 5 - the main table in the final reporting template). But also critical will be for you to:

* **summarise the real highlights** of these achievements in a single page (section 3 of the final report template) as if you were selling the success of the programme, but not failing to note where you learned from any early mistakes.
* **write one best human-interest story** (section 7 of the final report template) to illustrate the personal impact of FFF interventions on specific named forest and farm producers.
* **record key lessons learned that could contribute to the sustainability of the work done in the first phase and help to scale up the work in the country - these will also be used to influence the overall operations and approach for FFF Phase II** (section 8 of the final report template) so that we can factor in your concerns and adjust the focus of future work to reflect in-country needs

For **the final M&L meetings**, you have already received guidance in the ‘Toolkit for FFF in-country facilitators’ on how to prepare presentation guidelines for grantees (Section 3.5 in that Toolkit) and on event design (section 3.6 in that Toolkit).

In this final M&L meeting we suggest a slight change of format. **Day 1 could be devoted to grantee reporting** and discussion to help the facilitators capture relevant results for the final report (similar to previous years). We are now proposing that **Day 2 could be used to invited potential external in-country partners and donors** to present FFF in-country highlights, and then discuss in some detail how the promising work of the FFF could receive ongoing in-country support, with or without further FFF support. This is important because we want to be able to demonstrate sustainability and buy-in irrespective of whether FFF support continues for that country. We also suggest that you **weave any commitments to follow-on work into section** 10 (Sustainability).

* All Facilitators are requested **to send in their plan and draft agenda for these meetings to coaches and the M & L team by the 22 September**.

Finally, we wanted to **thank you for all your hard work during this FFF Phase I**, which we hope to draw to a successful conclusion through one final push in this final reporting stage. The FFF Management Team continues to work hard to secure the resources necessary to run FFF Phase II and we will keep you abreast of developments as the emerge.