

# Annual Community Review and Planning

Guidance for National Offices



## Introduction

The primary purpose of monitoring is to provide useful information to local decision makers. The **Community Review and Planning** meetings are a way to enable local stakeholders to gather together all monitoring information, reflect on it, and make use of it. The process empowers local stakeholders to review the progress they are making towards their own child well-being vision and priorities, and adjust projects so that they can achieve the desired results. This more adaptive approach to community development is a central theme in LEAP3 and WV's Development Programme Approach (DPA).

WV's role in this is to support local stakeholders to be more adaptive and responsive, encouraging them to ask questions about the effectiveness of programming at the local level.

Resources to support the Annual Community Review and Planning are available at this [link on wvcentral](#)

### There are 5 stages to the process:

#### 1. Negotiation and preparation

World Vision meets with local duty bearers and other groups to agree on roles and responsibilities and the best timeframe for the process.

#### 2. Project review

Those involved in implementing projects review their progress and recommend any necessary adjustments to plans. They prepare a presentation for the community review.

#### 3. Community review

A community meeting where all monitoring information is reviewed, including the project presentations. Progress towards the community's own vision and priorities for child well-being is discussed, and any adjustments to plans are recommended.

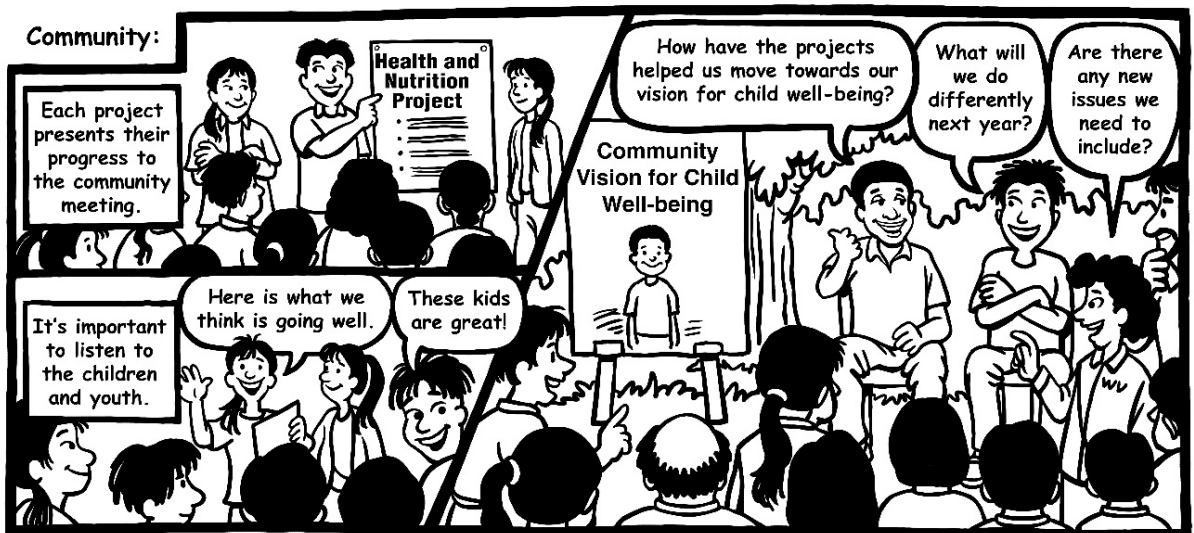
#### 4. Area Programme review

The AP team, together with key local stakeholders, review their effectiveness by reflecting on the results from all projects and community reviews and the Programme Effectiveness Self Review Tool. AP annual reports are prepared, information is passed to the relevant Technical Programmes & recommended adjustments to plans are discussed with the NO.

#### 5. National Review

Technical programme and other teams review all information to see progress towards national strategic objectives, and other national targets. Recommended adjustments to plans are reviewed and negotiated with stakeholders. This information is used to prepare the NO's Summary Report on Child Well-being.

**Figure 1: Illustration of the community review and planning process**



## Key steps in the process:

### 1. Negotiation and preparation

#### 1.1. Discuss and agree with partners:

For this review and planning process to be successful, it needs to be owned and led by local partners, and they need to get real value from it. It is important that it is not viewed as another WV meeting that community members have to attend. AP teams will need to take time to explain the purpose of the meetings, and to understand what local stakeholders want to get from the meetings.

AP teams need to discuss and agree with local stakeholders:

- **Who will lead:** Identify duty bearers who can plan and run the meetings. This may be a similar group to the Starter Group that existed in steps 2 to 4 of the Critical Path. It may include traditional leaders or local government representatives.
- **WV's role:** Agree on how the AP teams will support local stakeholders to lead the process. Where local capacity is strong, local stakeholders will take the lead, and WV will take on a support role. Where capacity is weaker, WV may have to take more of a lead in the early stages. WV's role is always to build capacity, so that local stakeholders can take on more of a lead role over time. This handover of power needs to be planned from the beginning.
- **Timing:** Negotiate and agree the best time and place to hold the meetings. Ensure the timing is most useful for the most stakeholders. If the meetings can be planned to feed into partners' and local government planning processes, then this will add real value.

WV can be flexible in the timing of the meetings, and would need to agree the timing of the meetings and the AP Annual Report with their Support Office partners.

WV's annual planning cycle requires revised plans and budgets to be submitted at the end of July. If the community review meeting happen before July, then they can easily feed into WV's revisions for the next FY.

- **Build capacity:** AP teams work with the duty bearers to make a plan for building their capacity to run the process. This could include facilitation skills, interactive ways of presenting information, planning for advocacy. These plans are communicated clearly to other stakeholders.

**“After training local stakeholders, they only needed minimal support. They began to plan how to do it, they planned the agenda.”**

**Malileak Phal, Sa'an AP manager, WV Cambodia**



## 1.2. Links to government local planning process

If the community and AP planning process is not already linked to the government local development planning, then this is a good opportunity to build those links. The priorities and plans that the community make can be presented to the government to influence their plans, and to access government resources. Local government departments may be very interested to join the community review and planning meetings.

**"The municipality will take this process and use it, but there are some things that have to be modified."**

Mr. Franklyn, Municipality representative,  
Marcala District, WV Honduras

## 2. Project review

All project working groups need to take time to review their monitoring information, and make revisions to their plans well before the community review. This should include all projects that are contributing to the community's vision for child well-being, whether supported by WV or not. This will give a full picture of all the development efforts that are happening across the community.

### 2.1. Project monitoring:

Projects collect their own monitoring information. This can come from existing sources, e.g. school records, or can come from the projects' monitoring tools. Routine monitoring information on activity, output and expenditure should be considered, as well as any evidence of progress towards outcomes. Outcome information may come from LQAS or other tools.

If the project does not have an agreed monitoring system, it may be necessary to review the indicators and tool to ensure only the most relevant information is being collected and analysed. The *Programme Monitoring Guidance* gives practical advice on how to set up a project monitoring system.

**Figure 2: Project Review**



## 2.2. Project review

Each project working group reflects on their monitoring information to understand:

- **Results** – what has been delivered and what results have been achieved
- **Process** – any issues in how well partners (including WV) worked together to deliver outputs and achieve results. This is a good opportunity for working groups to assess the quality of their collaboration. The *Partnering Health Check* tools can be used for this.
- **Recommended changes** – what adjustments to plans are necessary for the next implementing period so that the project can achieve the desired results?

## 2.3. Child participation:

If the project is working with, or benefiting children, then children should be involved in monitoring the project, in ways appropriate to their age. Children can be supported to collect information, and reflect on how the project is impacting them. Children's voices can then be raised at the community meetings.

Resources for child participation are available at this [link on wvi.org](https://www.wvi.org)

## 2.4. Planning for Sponsorship Integration:

This review is a good time to ask 'how can this project improve sponsorship integration?' The *Sponsorship Annual Planning Tool* can be used to identify opportunities within the project to a) increase child participation, b) improve community led child care and protection and c) integrate sponsorship monitoring requirements.

## 2.5. Summary presentation:

Project working groups prepare a summary of their progress, lessons and recommended changes to present to the community review meeting. Presentations need to be in a form that can be easily understood by the people at the meeting. They should be as simple and as interactive as possible. AP teams may need to support project teams to prepare these presentation. **Simple videos**, planned and captured by community members on mobile phones, have been used effectively to show project results or to give voice to beneficiaries.

### 3. Community review

A group of duty bearers call the Community Review and Planning meeting, inviting all relevant stakeholders to attend. Depending on the context, the duty bearers could be village, commune or district leaders, traditional leaders or government staff. The community meeting usually lasts for half a day.

The event will preferably be facilitated by community stakeholders, with support from WV. If WV facilitate, it should be done in a way that enables local stakeholders to take over in the near future.

**"Supporting community members to facilitate sessions in community meetings in the local language promotes participation and ownership"**

**Kakindo ADP manager,  
WV Uganda.**

The review should include all activities, not just projects being supported by WV. This will give a full picture of all development efforts in the community.

#### 3.1. The **purpose** of the meeting is to:

- Review progress made towards the community's own vision for child well-being.
- Celebrate the work and contributions of all different groups
- Review how well the process of implementation is going
- Identify any changes in context that may have an impact on project plans
- Recommend any changes to community, partner or WV plans for the next implementation period

**Figure 3: Community Meetings.**

#### 3.2. The main **agenda** items for the meeting are:

- a) **Recap of community vision and priorities for child well-being:** The meeting is really all about 'what progress are we making towards our vision for sustained child well-being?' So it's good to start with the vision and

priorities that the community made during the DPA design process. Find a way to have the vision and priority statements visible to everyone. If posters or maps were made during the design process, it's good to display these too.

- b) **Project presentations:** Each project working group presents their summaries to the meeting.
- c) **Children's participation:** Wherever possible, groups of children can be encouraged to reflect on the ways in which child well-being is improving in their community. They may be involved in the monitoring and reviewing of specific projects, or they may do a more general review of change in the community. It's important to create space for children's voices to be heard, and to support children to present their perspectives to adults in the community review.

During the community summit, children and youth can participate alongside adults in the group discussions. Or, it may be more appropriate to have separate children and youth groups in the summit.

- d) **Community review:** The meeting participants review how each of the projects has helped make progress towards their community child well-being vision. This is an opportunity to ask if the projects are working as expected, and if they need to be adjusted so that they achieve the expected results.
- Display any maps or other information gathered during the design process to stimulate discussion on how things have changed in the community.
  - Relevant STEP data can be summarised and presented to the group, to stimulate discussion on issues, trends and progress.
  - This is a good chance to discuss any feedback on the quality of the processes used in implementation. Are WV and partners working well together, are the projects inclusive of most vulnerable children, has there been any positive or negative feedback from participants on WV or partner behaviour?
- e) **Sponsorship integration:** How well is sponsorship integrated into the ongoing activities of the projects within the AP. What needs to be done to improve the way child sponsorship contributes to development goals.
- f) **Sustainability:** What actions have been taken that increase the possibility of results being sustained by the community after WV's contribution comes to an end? What actions need to be taken? The **Sustainability Drivers** can be a useful framework for this discussion.
- Decisions to **close projects** will be discussed at the community review meeting. Projects are ready to close when the child well-being outcomes have been achieved and when the community and local partners have the capacity to sustain those outcomes.
- g) **Celebrate:** Record and celebrate any achievements or progress made
- h) **Adjust plans:** Record any recommended adjustments to project plans, for discussion with relevant partners and inclusion in the planning cycle for the next period.
- i) **Next steps:** Partners may need to take extra time to plan in detail for any recommended changes, and to agree the changes with their stakeholders or donors. This will usually happen after the community summit.



It may be appropriate to discuss the date for the next community meeting, and plan for any meetings that are necessary in between times.

## 4. AP review

The AP manager calls a meeting to review progress made across the whole AP. This can involve all AP staff, as well as key representatives from community groups, partners and government departments.

Figure 4: Area Programme Review



4.1. The main **agenda** items for the AP review can include:

- a) **Summary of achievements**, issues and recommendations from all the community reviews
  - How well is the WV team working to support communities and partners to plan and manage their own development?
  - Programme effectiveness review – review how well DPA is being implemented across the AP, using the *Programme Effectiveness self-review tool*. Where possible, ask key partners to give their opinions on how well WV is doing on relevant standards.
  - How well is the programme focusing on the most vulnerable children, what can be done to improve this focus?
  - How well are the different projects integrating with each other to achieve child well-being outcomes?
  - How well is sponsorship integrated into the ongoing activities of the projects within the AP? Use the *Sponsorship annual Planning tool* to improve sponsorship integration into project plans and to prepare the **Integrated Activity Plan**.

- Are there any changes in the local context that require a response, including changes in partner capacity new partners becoming available.
- How effective are activities carried out across the projects, at the AP level, such as advocacy or networking?
- b) **Achievements** are recorded and celebrated, and fed into the Area Programme Annual Report.
- c) Any **recommended improvements** are documented and fed into the revised DIP and budget for the next FY.
- d) Any issues with the effectiveness of **technical projects** are recorded for discussion with the relevant Technical Programme managers.

#### **4.2. Prepare the Area Programme Annual Report:**

Use the AP Annual Report template to gather together the relevant information from the project and community reviews. Upload the data onto Horizon.

If additional reports are required by local government or other stakeholders, these can be prepared using the same information.

The timing of the AP Annual Report can be negotiated with local stakeholders and the Support Office, to ensure it is of maximum value to the most local stakeholders.

## 5. National review

The AP manager is responsible to ensure all monitoring information, as well as the summaries of issues and recommendations from the community reviews are communicated to the relevant national staff, including TP managers, DME, advocacy, and sponsorship. This information can be used to improve strategy, programme theories, TP designs, and in advocacy. It will also be used to compile the NO's Annual Summary Report on Child Well-being and other national reports.

National staff, especially TP managers, hold on-going dialogues with AP managers on the effectiveness of the technical projects within each AP, including updates on the progress towards sustainability of those projects.



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