

TOOL 18

LESSONS LEARNT WORKSHOP GUIDE¹

This tool based on the good enough guide and the IFRC DREF Review aims to help programme and project staff in capturing lessons learnt post-facto.

PURPOSE

To bring together project staff and volunteers to share any insights gained during a project that can be practically applied on future projects.

WHAT YOU NEED

- One person to act as facilitator preferably Accountability Advisor or similar
- Another person to record, in writing, key findings, comments and decisions
- Key project staff and volunteers
- Revisit the objectives and deliverables of the project. Ask "What did we set out to do?" and "What did we achieve?"


QUESTIONS FOR PROJECT STAFF AND VOLUNTEERS

1. Who are you working with in the field? (Probe for the different stakeholders to ensure staff have adequate coverage of the different actors)
2. Who have you spoken to/met with in the last quarter? (Probe to ensure that they have had recent contact with all relevant stakeholders)
3. Which of these people are particularly vulnerable?
4. What needs are beneficiaries prioritising? (This question is for analysing the relevance of the objectives of the intervention, you can probe to find out if the needs are still the same as at the beginning, have needs changed with time and how have we responded to this?)
5. How does these relate to your current activities? (This question is for ongoing projects)
6. What went well with the project? (Here we are probing for any best practices that need to be replicated and institutionalised as 'tried and tested'?)
7. What results did you aim to achieve and how?
8. What do you need to improve impact, or could have been done to improve impact?
9. What did not go well or had unintended consequences? (Probe on issues or aspects that stopped them from delivering more than they did)
10. If you had to do it all to do over again, what would you do differently? (Identify the stumbling blocks and pitfalls, so they can be avoided in future)
11. What recommendations would you make to others doing similar projects?

¹ Sources: IFRC DREF Review Guide, Good Enough Guide, Mark White and Alison Cohan: the nature conservancy. Tool from the Accountability to Beneficiaries in East Africa and the Indian Ocean Islands toolkit, adapted from the IFRC DREF Review and Good Enough Guide / November 2014/



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