

PRIMA FOR ALL

GUIDANCE NOTE: RESULTS MONITORING MODULE

MANDATORY PROCESS FOR IOM DEVELOPMENT FUND PROJECTS



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Overview:

This Guidance Note acts to clarify the steps to complete the Results Monitoring Module on PRIMA for All. The module is mandatory for all IOM Development Fund projects, and will become mandatory for all projects shortly.

This document includes guidance on:

1. How to complete the 'Plan' section of the Results Monitoring module, which is mandatory within the first month of project implementation;
2. How to update activity progress in the MS Project Module, which should be done monthly; and,
3. How to update 'Indicators Progress' section of the Results Monitoring Module, which must be done when completing Interim and Final Reports.

It should be read alongside more in-depth Section Guides, linked throughout this guidance note. If you have further questions about any part of the document, please reach out to IOMDevelopmentFund@iom.int.

Part I of this Guidance Note must be completed within the first month of project implementation.

The other steps must be reviewed BEFORE the first Interim Report is created.

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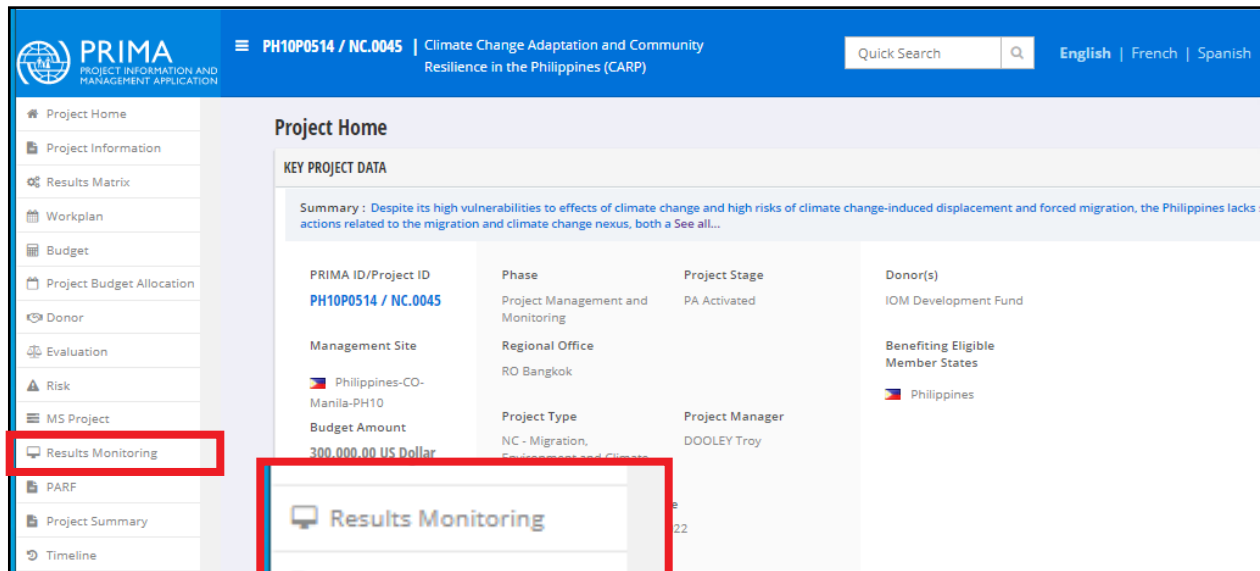
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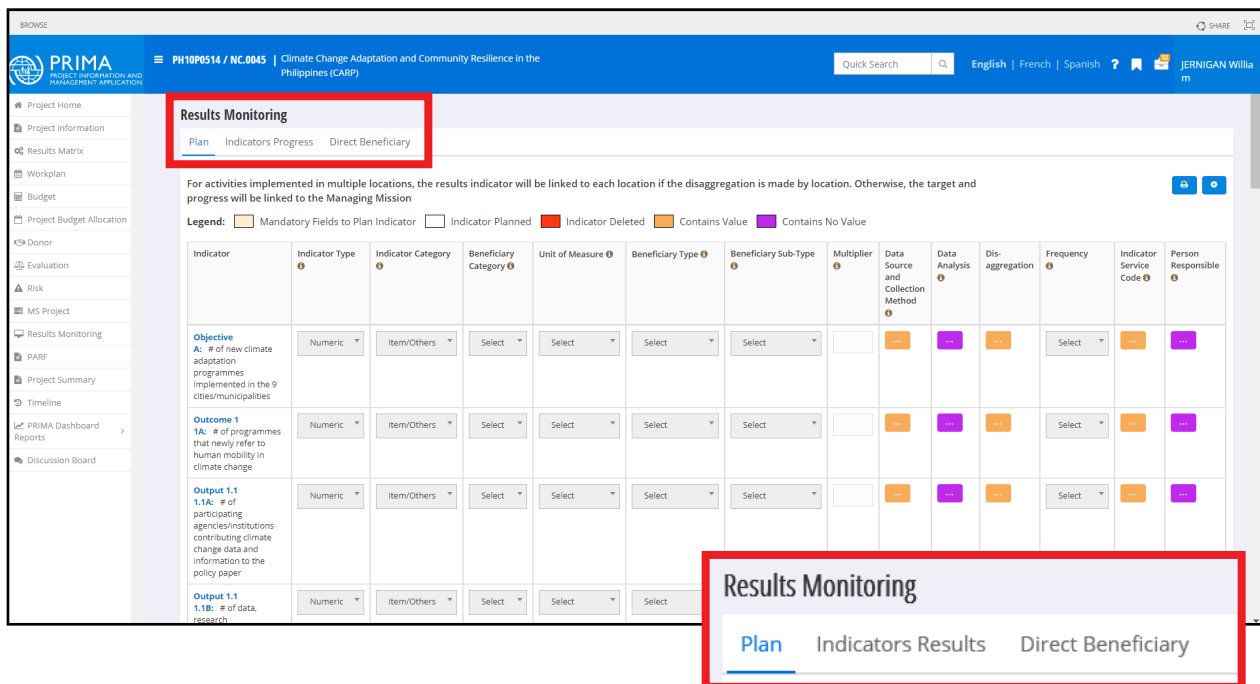
Introduction: Accessing the Results Monitoring Page on PRIMA for All

On PRIMA for All, go to the project Home Page (via search or via the toolbox icon at the top left of the page). It is recommended to access PRIMA for All on MS Edge for fastest speeds.

From the selection of tabs on the left side of the screen, select 'Results Monitoring'.



The Results Monitoring Page will automatically open to the **Plan** section, which will look similar to the page below. You can also access the **Indicators Progress** and **Direct Beneficiary** sections from here, which can be found next to the blue **Plan** tab. The following sections explain each page.



The **Plan** tab must be completed **within the first month** of project implementation, while the other sections must be updated and double-checked for each Interim and Final Report.

Step I: Complete the 'Plan' Section

The Plan must be completed during the first month of implementation, and BEFORE creating any narrative interim reports.

This is the only urgent Results Monitoring task after project activation, and must be completed once.

Indicator	Indicator Type	Indicator Category	Category					Source and Collection Method	Data Analysis	Dis-aggregation	Frequency	Indicator Service Code	Person Responsible
Objective A: # of new climate adaptation programmes implemented in the 9 cities/municipalities	Numeric	Item/Others	Select	Select	Select	Select		Select
Outcome 1 1A: # of programmes that newly refer to human mobility in climate change	Numeric	Item/Others	Select	Select	Select	Select		Select
Output 1.1 1.1A: # of participating agencies/institutions contributing climate change data and information to the policy paper	Numeric	Item/Others	Select	Select	Select	Select		Select

The **Plan** will be populated with some information from the Results Matrix created in Project Development. It is only editable by the PM or Designed PMs. In the **Plan**:

- **Purple Boxes** have no data, and must be completed.
- **Orange boxes** have existing data, but should be checked for comprehensiveness and accuracy (especially 'Disaggregation' boxes, which commonly are not fully complete).
- **White** drop-down 'Select' menus must be completed.
- **Grey 'Select' menus** are locked and cannot be updated (these depend on Indicator Type).
- **Boxes with peach backgrounds**, if present, require inputs.

Data Source and Collection Method	Data Analysis	Dis-aggregation	Frequency	Indicator Service Code	Person Responsible
...	Select

Completed:
White Background AND Orange Box

Incomplete:
Purple Boxes, White 'Select' Dropboxes, AND/OR Boxes with Peach Backgrounds

When complete, all small boxes should be **orange**, with no peach background remaining. Please see the next page for further details on individual columns.

Don't forget to Save & Close!

Step I: Complete the ‘Plan’ Section

This page discusses the 13 sections of the Plan, and how to complete them. You will note that each row is an individual indicator, while the columns relate to how the indicator will be measured.

Results Monitoring

Plan Indicators Progress Direct Beneficiary

For activities implemented in multiple locations, the results indicator will be linked to each location if the disaggregation is made by location. Otherwise, the target and progress will be linked to the Managing Mission

Legend: Mandatory Fields to Plan Indicator Indicator Planned Indicator Deleted Contains Value Contains No Value

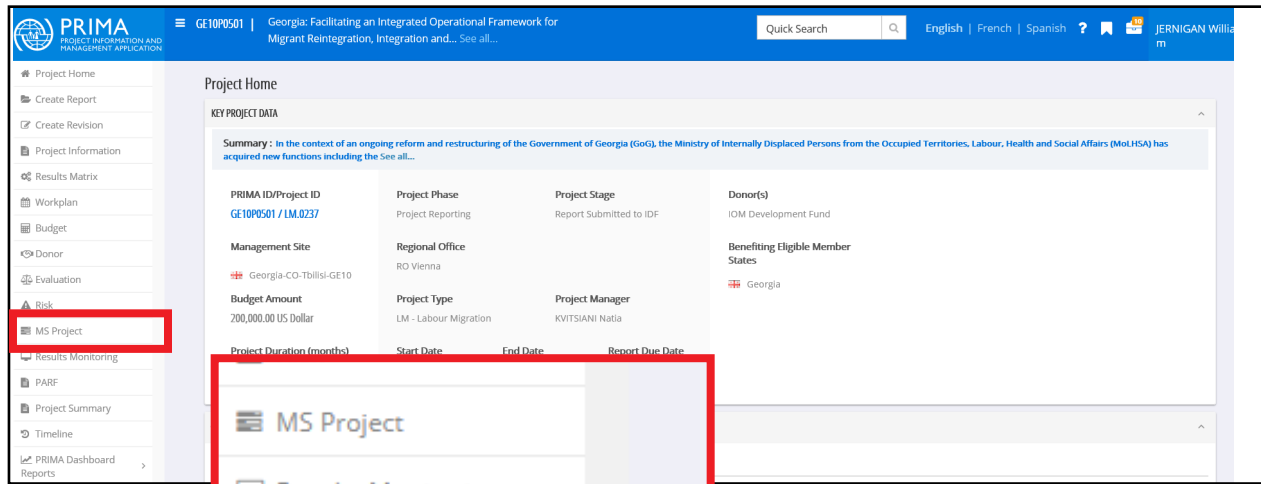
Indicator	Indicator Type	Indicator Category	Beneficiary Category	Unit of Measure	Beneficiary Type	Beneficiary Sub-Type	Multiplier	Data Source and Collection Method	Data Analysis	Dis-aggregation	Frequency	Indicator Service Code	Person Responsible
Objective A: # of new climate adaptation programmes implemented in the 9 cities/municipalities	Numeric	Item/Others	Select	Select	Select	Select		Select
Outcome 1 1A: # of programmes that newly refer to human mobility in climate change	Numeric	Item/Others	Select	Select	Select	Select		Select
Output 1.1							

Column Title	Status at Activation	Section Requirements during ‘Plan’ Completion
Indicator Type	Completed	Double-check ‘Text’ vs. ‘Numeric’ vs. ‘Percentage’
Indicator Category	Completed	If Ind. Type is Numeric, check that ‘Item/Others’ vs. ‘Beneficiary’ is correct from Activation.
Beneficiary Category	Completed	Likely blank. If Ind. Cat. is ‘Beneficiary’, check to make sure this is correct.
Unit of Measure	Completed	Likely blank. If unlocked, check for correctness.
Beneficiary Type	Completed	Likely blank. If unlocked, check for correctness.
Beneficiary Subtype	Completed	Likely blank. If unlocked, check for correctness.
Multiplier	Completed	Likely blank. If ‘Unit of Measure’ is NOT Individual and is NOT blank, check for correctness.
Data Source	Completed	Check that data in Orange box is accurate.
Data Analysis	Incomplete	Add details on how data analysis will occur, and whether Qualitative, Quantitative, or Mixed.
Disaggregation	Partially Complete	Check, particularly for Sex- and Age-Disaggregation.
Frequency	Incomplete	Select how often this indicator will be measured.
Indicator Service Code	Completed	Check for accuracy, should be completed for all ‘Numeric’ Indicators.
Person Responsible	Incomplete	Fill in name of person who will update progress on that particular indicator on PRIMA (often the PM).

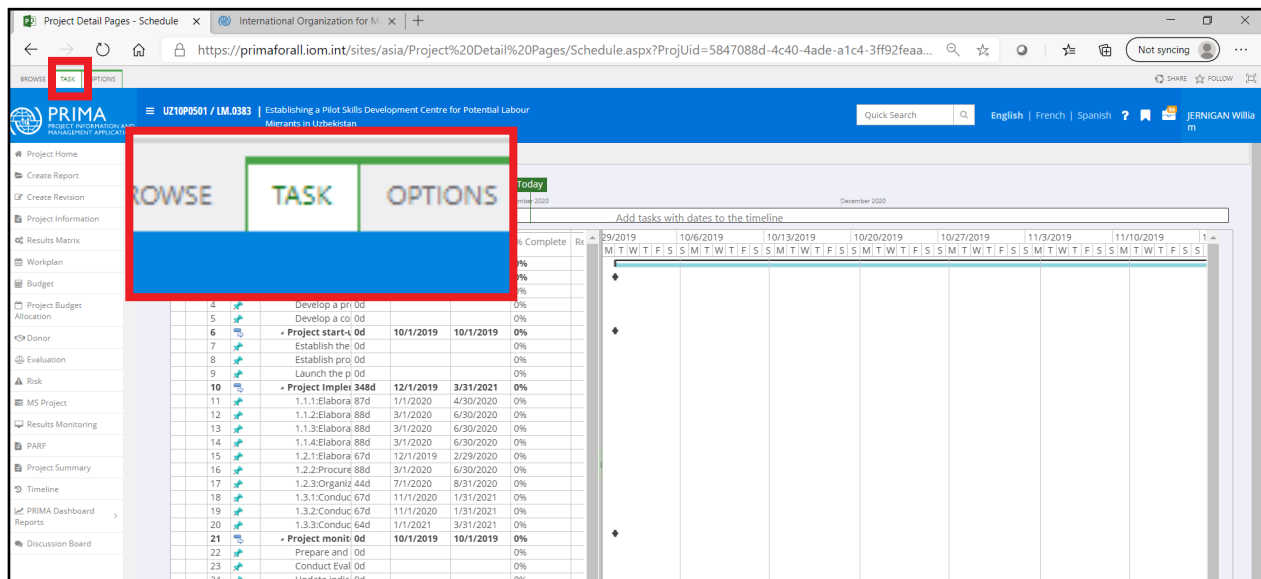
Note: If you have any questions, or if you have complex aspects of the Plan, please see the in-depth [Planning the Results Monitoring](#) PDF guidance, or reach out to IOMDevelopmentFund@iom.int.

Step II: Update Activity Progress in MS Project

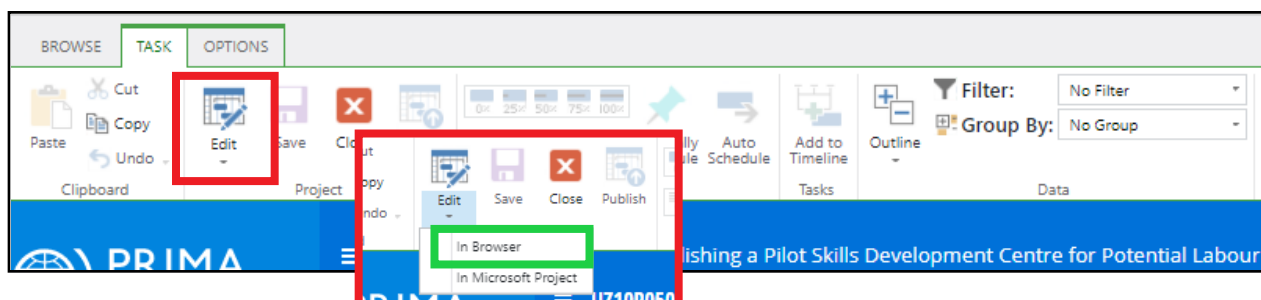
Activity Progress is not tracked in the Results Monitoring Page in PRIMA for All, but instead in the 'MS Project' tab. **Please update this monthly, and at minimum once per reporting period.**



From the Home page, find the MS Project tab. There, at the top, select 'Task'. Note that this is at the very top of the page, and is hard to spot at first! Selecting 'Task' will reveal the MS Project toolbar.



From the toolbar which drops down, select 'Edit, (In Browser)'. Now you can update the table.



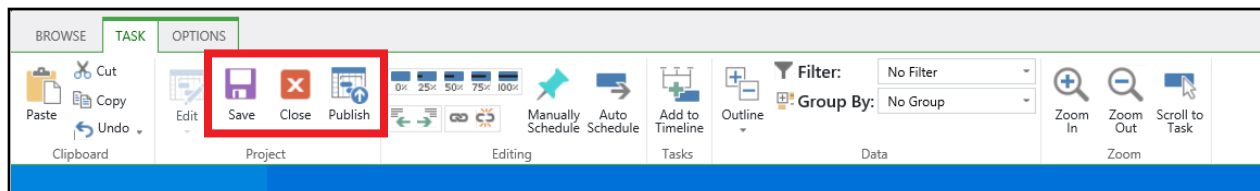
Step II: Update Activity Progress in MS Project (Continued)

Update the % Completed column for each activity by double-clicking on the box. Sections turn green after being updated. No other column needs to be updated, unless you see existing issues.

The screenshot shows the MS Project interface with a Gantt chart. A table of tasks is visible, with columns for ID, Mode, Task Name, Duration, Start, Finish, % Complete, and Work. A red box highlights the % Complete column. A zoomed-in view of this column is shown to the right, with a red box around the '7%' value for task 10, which is highlighted in green.

ID	Mode	Task Name	Duration	Start	Finish	% Complete	Work
10		Project Implementation	500d	8/1/2019	6/30/2020	7%	0h
11		1.1.1:Develop a methodology	45d	9/1/2019	10/31/2019	100%	0h
12		1.1.2:Conduct a baseline	45d	10/1/2019	11/30/2019	80%	0h
13		1.1.3:Organize and deliver	43d	11/1/2019	12/31/2019	80%	0h
14		1.1.4:Organize and deliver	174d	4/1/2020	11/30/2020	0%	0h
15		1.1.5:Organize a study visit	174d	4/1/2020	11/30/2020	0%	0h
16		1.2.1:Develop a draft methodology	88d	8/1/2019	11/30/2019	0%	0h

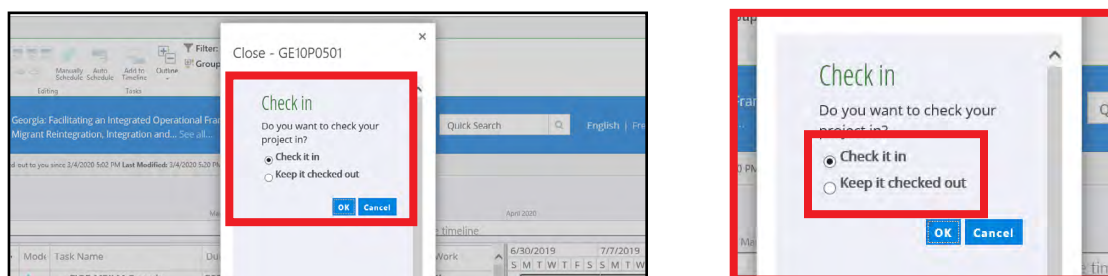
Once you have updated the status of each activity's % Completed box, return to the toolbar at the top. If it has disappeared, select 'Task' Again. Find the Save, Close, and Publish buttons (below).



In the following order: Select 'Save', then 'Publish', then 'Close'. Do not skip any of these three steps, or the updates will not process. When you select Close, a pop-up menu will appear, as below.

In the pop-up menu, select 'Check back in'. DO NOT select 'Keep Checked Out'.

- Metaphor given to us by the PRIMA Team: "MS Project is like a library book - if you do not check it back in when you are done, no one else will be able to 'check the task out' to update it later."



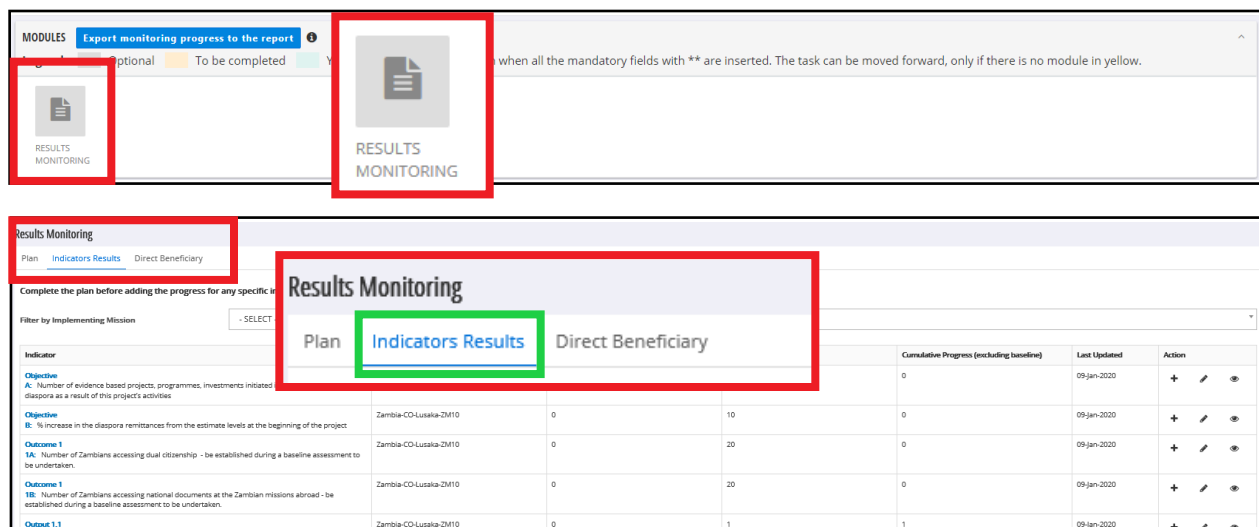
Once you have checked the MS project back in, you have completed updating the activity progress, and will be redirected to the task homepage. You're done with this step - thank you!

Step III: Complete the 'Indicators Progress' Section

Only start this step if you have completed Step I and if it's time to create an Interim / Final Report. This section should be completed **before** entering any information in the report template. If you do not know how to create a report on PRIMA for All, please see [Creating a Report](#).

The **Indicators Progress** section is the main space to enter and track project progress. **It MUST BE COMPLETED before submitting each report.** Data can be updated here as regularly as the Project Manager desires, so long as it is completed before the drafting of each interim report.

After a report is created, you can access the Results Monitoring Module from the task page (shown below), or in the way listed previously on [Page 1](#). In the module, select 'Indicators Progress'.



Indicator	Implementing Mission	Baseline	Target	Cumulative Progress (excluding baseline)	Last Updated	Action
Objective A: Number of evidence based projects, programmes, investments initiated in Zambia by the Zambian diaspora as a result of this project's activities	Zambia-CO-Lusaka-ZM10	0	10	0	09-Jan-2020	+ ✎ 👁
Objective B: % increase in the diaspora remittances from the estimate levels at the beginning of the project	Zambia-CO-Lusaka-ZM10	0	20	0	09-Jan-2020	+ ✎ 👁
Outcome 1 1A: Number of Zambians accessing dual citizenship - be established during a baseline assessment to be undertaken	Zambia-CO-Lusaka-ZM10	0	20	0	09-Jan-2020	+ ✎ 👁
Outcome 1 1B: Number of Zambians accessing national documents at the Zambian missions abroad - be established during a baseline assessment to be undertaken	Zambia-CO-Lusaka-ZM10	0	1	1	09-Jan-2020	+ ✎ 👁

Before entering progress, double-check that ALL Outcomes and Outputs are present in the Indicators Progress table (above). **If the Plan is incomplete, some may not appear in this section.**

The Action column, on the right of the table, allows you to add, edit, or view the progress of a specific indicator for a certain period. Click the '+' icon to enter progress, and enter the reporting dates and data in the pop-up box. Update progress for ALL indicators, ensuring data and comments are representative of all progress during the reporting period. You can also edit with the Pencil tool.



Indicator	Implementing Mission	Baseline	Target	Cumulative Progress (excluding baseline)	Last Updated	Action
Objective A: Number of evidence based projects, programmes, investments initiated in Zambia by the Zambian diaspora as a result of this project's activities	Zambia-CO-Lusaka-ZM10	0	2	20	20	+ ✎ 👁

- Note: You cannot cross the calendar year when entering the reporting period. If your reporting period runs from October 2020 to March 2021, for example, you must enter it in two separate sections: one from October to December 31, 2020, the other from Jan 1 to March, 2021.
- Note 2: Ensure the dates entered cover the full reporting period, and only the reporting period.
Dates are not editable after saving.

If you have questions, please see the [Updating Indicators Progress](#) PDF for more information on entering progress, particularly for numerical indicators, which have complex rules.

Step IV: Check the ‘Direct Beneficiaries’ Section

The **Direct Beneficiary** section counts those assisted through the project. It should be reviewed for each report, but is reported just **ONCE PER CALENDAR YEAR** and in the final report.

The screenshot shows the 'Results Monitoring' interface. The 'Direct Beneficiary' tab is highlighted with a green box. A red box highlights the 'Reporting Year' dropdown menu, which is currently set to '2019'. Other filters like 'Progress Period' and 'Filter by Beneficiary Type 1' are also visible.

To review this section, select the Reporting Year that you wish to report on. The Progress information is derived from the **Indicators Progress** section and should be accurate, but must be checked.

The screenshot shows the 'Direct Beneficiary' table. A red box highlights the 'Reporting Year' pop-up, which is currently set to '2019'. The table lists various indicators and their corresponding beneficiary counts. The 'Reporting Year' pop-up is a modal window that allows users to select a reporting year from a dropdown menu.

Indicator	Beneficiary Type	Progress Individual Beneficiaries	Progress Individual Unique Beneficiaries	Last Updated
Output 1.1 1.1D: # of participants in financial literacy trainings/briefings, disaggregated by sex	Local population	0		
Output 1.1 1.1E: # of participants in CC adaptation strategies trainings/briefings, disaggregated by sex	Local population/Community	0		
Output 1.1 1.1F: # of women left-behind who have access to extension Service	Local population/Community	0		
Output 1.2 1.2C: # of mid-to-senior level officials briefed	Stakeholders	20		
Output 1.2 1.2D: # of representatives from government institutions participating in MECC awareness training, disaggregated by sex and institution	Stakeholders	0		
Output 1.2 1.2F: # of participants in TOT/ Facilitator's Courses, disaggregated by sex	Stakeholders	0		

If the numbers are accurate, you do not need to take any further action at the time of the Interim or Final Report.

If the beneficiary numbers are not correct, review is required. However, do not attempt to edit them on this tab. Edits must instead be made in the Indicators Progress section.

Return to the **Indicators Progress** section and use the ‘pencil’ tool to correct the numbers there.

- Note: The **Indicators Progress** and **Direct Beneficiary** Sections can be completed as often as desired—weekly, monthly, or semi-annually. Users other than the Project Manager can update progress on indicators only if they are delegated in the ‘Person Responsible’ section of the **Plan**.

Once correct, save the section and click OK on the pop-up that appears. If you have further questions about this section, please consult the [Updating Direct Beneficiary](#) PDF attached alongside this guidance note.

Step V: Export Progress to the Narrative Report

When Results Monitoring is complete, go to the task page and select ‘Export monitoring progress to the report’. This populates the Results Matrix in the narrative report document, using the progress data you have input.

If you have already entered progress in the Results Matrix section of the Narrative Report, exporting this data will overwrite it, so it is always best to follow this guide BEFORE working in the template.

The screenshot shows the PRIMA Project Information and Management Application interface. The 'Task Page' is displayed, showing key project data and a workflow progress bar. A red box highlights the 'Export monitoring progress to the report' button in the 'MODULES' section.

Task Page

KEY PROJECT DATA

Summary: Warming climatic conditions are expected to significantly alter Tajikistan's hydrodynamic parameters, and the frequency of major droughts is forecast to increase. These changes will adversely affect various activities associated with the primary sector. See all...

PRIMA ID/Project ID: TJ10P0501 / NC.0029

Phase: Project Reporting

Project Stage: Report Submitted to IDP

Donor(s): IOM Development Fund

Management Site: Regional Office: RO Vienna

Beneficiaries Eligible Member States: Tajikistan

Budget Amount: 200,000.00 US Dollar

Project Type: NC - Migration, Environment and Climate Change

Project Manager: QURBONOVA Rukhshona

Project Duration (months): 24

Start Date: 01-Sep-2019

End Date: 31-Aug-2021

Report Due Date: 11-Oct-2020

WORKFLOW PROGRESS - Legend: ☐ Task Sender ☒ Task Holder

PROJECT MANAGER: REGIONAL OFFICE: PRIMARY NARRATIVE REVIEWER: SECONDARY NARRATIVE REVIEWER: IDP: PRIMARY FINANCIAL REVIEWER: SECONDARY FINANCIAL REVIEWER

MODULES **Export monitoring progress to the report**

Legend: ☐ Optional ☐ To be completed ☐ Yellow module turn into green when all the mandatory fields with ** are inserted. The task can be moved forward, only if there is no module in yellow.

This will populate the Results Matrix in the Narrative Report with progress reported in the 'Indicators Results' Tab. Check that it has done so, and ensure the information looks clean and complete in the Narrative Report. If it is incomplete or inaccurate, update the data in the module, not the document.

Finally, complete the remainder of the narrative report in the word document, as usual. For guidance, please see [Module 5.II.1.a of the IOM Project Handbook](#) (beginning on page 362).

DOCUMENTS AND COMMENTS - To upload, drag and drop the documents into the table or use the browse button.				
Project Documents (Narrative Report, Financial Report)				
Type	Document Name	Modified By	Date and Time (GMT)	Action
	TJ10P0501_Narrative Interim Report_2.docx	JERNIGAN William	13 Oct 2020, 12:59 PM	
	TJ10P0501_Financial Interim Report_2.xlsx	QURBONOVA Rukhshona	28 Oct 2020, 03:46 PM	