Site Visit Planning Parameters

**Participants will travel in 4WD vehicles,** provided by each organization. While this means there will be less time in transit for forming relationships and sharing learning, this is unavoidable, due to limited accessibility of many sites.

**Site visit teams should be pre-assigned and stick together across their assigned sites.**

**A note on localization and learning: For the site visits, we find the best learning is done in the local language.** Once we start including American staff, high level officials, and translation to English, it becomes a more “show-and-tell” than a truly collaborative learning experience.

A **“Site Visit Team”** consists of no more than 8 participants (2 cars) total, and includes:

* **USAID Staff:**
	+ Relevant technical team representative
	+ SPO member (designated note-taker/logistics person)
	+ Member of support offices, FO, or other technical office to facilitate learning across offices
* **Implementing partners** (likely multiple organizations)
	+ MEL specialist from activities whose sites will be visited
	+ Representatives from sub-awardees of IPs
	+ Other IPs who would like to learn from these sites
* **Other participants**
	+ Local government representatives
	+ Other stakeholders
	+ Local community members and/or beneficiaries as appropriate

Ideally, **each Site Visit Team will cover no more than 3 sites per day.**

**Site Visit Teams should convene at the end of each day to fill out the** [**Learning Guide**](https://docs.google.com/document/u/0/d/1Bu5-zGplcc2Z3kcCxQEBvbPs7tDjbRdX_P0U-2kRlv4/edit)**,** which captures and synthesizes learning across multiple sites.

**At the end of all site visits, Site Visit Teams work together to complete the** [**FBLR slide deck**](https://docs.google.com/presentation/d/1Ft0JwoeeqLtz5q_twla72cdtJ6ogOGU6nPr7sCgt_CI/edit?usp=sharing) and present them back to other Site Visit Teams

* USAID Technical Team Lead, in collaboration with other site visit team members (including other USAID staff, IPs, sub awardees, other participants) to present back to other teams (and later to All-IP meeting) on what they learned, and the implications for DO-level adaptations
* These slide decks can then become inputs to:
	+ All-mission presentations (for those who were unable to attend site visits
	+ All-IP Meeting
	+ CDCS Mid-Course Stocktaking



