

## CDCS Review Process

**Purpose:** (1) Confirm logic and assumptions in USAID/Vietnam's CDCS are still relevant and revise if necessary; (2) Update Mission PMP; and (3) Complete Asia Bureau's CDCS Review Memo.

### Asia Bureau Requirements for CDCS Review:

1. Hold Review
  2. Create an internal amendment for documenting changes to CDCS for institutional memory
  3. Submit Info Memo to Bureau summarizing review process (<3 pages) and answering 6 points:
    1. Status of critical assumptions and the Development Hypothesis.
    2. Country and regional trends and priorities and how the context is evolving.
    3. Evidence that projects are leading to the achievement of the DO.
    4. Status of crosscutting themes and/or synergies between DOs.
    5. Status of related partner efforts that contribute to the achievement of IRs and DOs.
    6. Lessons learned during project implementation from monitoring data, evaluations, partners, etc.
  4. Submit AA approval memo for DO/Goal level changes.
  5. DVC with DC to discuss changes (only if changes are substantive or DC has questions).
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### USAID/Vietnam Proposed Process

**Timeline: January 1-April 30, 2016**

- 01/19/16: **CDCS Midterm Review Kick Off Meeting** (½ day 15/F Lake View)
  - Audience: Office Directors and IR/DO Working Groups required, all staff invited
- 01/20-02/02 **Pre-Briefings**
  - Audience: Office Directors and IR/DO working groups, but open to All Mission Staff.
- 02/2/16: **CDCS Workshop** (1 day off-site) (TBC)
  - Audience: Office Directors and IR/DO working groups
- 02/2-03/16 **CDCS Revisions in Working Groups** (ongoing)
  - Audience: IR/DO working groups
- 03/9/16: **Internal CDCS Update Validation** (3 hours 15/F Lake View) (TBC)
  - Audience: Office Directors and IR/DO Working Groups required, all staff invited
- 04/01/16 **CDCS Action Memo and CDCS Amendment Submitted for Clearance**
  - 04/16/2016: submitted to DC

- ~~Mid April~~ Asia Bureau DVC

### Description of Key Steps

#### 1. CDCS Kickoff (½ day event for Mission staff)

- Welcome
- **Original Mission CDCS Analysis PPT** (Randy Flay): PPT provided to DC justifying our CDCS RF. This will serve as the baseline for the review.
- **Mission Goal and Results Progress Report** (Ha Nguyen): A performance overview.
- **USAID Budget Update**: Present out year funding compared to levels expected in CDCS.
- Opportunities and Challenges Discussion (MD)
  - Strengthening TPP linkages
  - Adding biodiversity and CWT
  - Management distribution of projects/portfolios
    - DRR, local capacity development, etc.
  - Should DO2 be separated into 2 DOs?
- **CDCS Review Process Overview** (Emily Rupp): Explain the CDCS review process, timeline and roles and responsibilities.
  - **Q&A**

#### 2. Background Consultations (series of presentations at USAID by our stakeholders to provide context for CDCS changes).

- **GVN SEDP Presentation** (MPI Rep.): overview of new 2016-2020 SEDP with particular focus on what is different from current SEDP.
- **UNDP SDGs Presentation**: (UNDP Rep.) Overview of SDGs for Vietnam.
- **TPP** (Michael Trueblood): overview of TPP and how USAID has promised to promote it.
- **Political and Economic Analysis** (POL/ECON): Updates on current economy and political environment by our State Colleagues.
- **RDMA RDCS** (TBD): Overview of RDMA's RF and their planned activities in Vietnam to make sure there is synergy and not duplication.
- **OFDA DRR work** (Brian Heidal)

#### 3. CDCS Analysis Workshop (1 day event offsite for office directors and RF working group members)

- **DO/IR Group Work** (DO/IR leads): Review assumptions, logic and expected results by Do/IR. Create PPT that answers 7 key questions.
- **DO/IR Presentations & Discussion**: (DO/IR working groups) Present PPT and proposed changes.
- **Final Remarks (Joakim)**: A chance for Front Office and colleagues to provide initial feedback on proposed changes.

#### CDCS Revisions in Working Groups (1 Month period. No formal CDCS activities planned during this time)

- Working Groups continue to work on revising their answer to the 7 key questions and proposed changes to the Mission's PMP

4. **CDCS Validation Meeting** (3 hours (1 hour per DO) 15/F Lake View)
  - **Opening**
  - **DO Presentations**
  - **Discussion**
  - **Mission Director concurrence**
5. **CDCS Clearance Process:** PDO organizes donor and GVN meetings to discussion any changes and drafts final memo to DC and submits for clearance

### **ANNEX 1: Key Questions to be answered for each DO/IR**

1. **Status of critical assumptions and the Development Hypothesis defined in the Results Framework, along with the related implications for performance**
  1. What were specific key issues and challenges within each DO that were not included or anticipated in the CDCS or RDCS?
  2. Describe how has the program focus shifted since the strategy was approved?
2. **Country and regional trends and priorities and how the context is evolving**
  1. What changes in the development context have affected or may affect the focus or effectiveness of programs – either positively or negatively? This might be related to program implementation. It could include exogenous factors in the country or region such as a new election or legislation. This could also include factors beyond the country such as macro-level global trade and financial market items.
  2. How have the mission’s projects integrated emerging Agency priorities such as extreme poverty; resilience; and science, technology, innovation, and partnerships (STIP)? What has been the Mission analytical agenda around these priorities?
  3. How have Mission, Agency, Administration, or Congressional priority changes affected programs, funding streams and projects?
3. **Evidence that projects are leading to the achievement of the DO**
  1. How are the implementing mechanisms aligned to achieve the CDCS or RDCS DOs?
  2. How has the pipeline status, presentation of audit findings or other financial/budgeting issues affected achievement of the DO, or prompted any revisions to the DO? Is there evidence that future funding will be/will not be available as planned?
4. **Status of cross-cutting themes and/or synergies between DOs**
  1. How are cross-cutting issues incorporated in the Mission PMP and indicators?
  2. How have implementing mechanisms included appropriate activities to address the Mission’s cross-cutting issues?
5. **Status of related partner efforts that contribute to the achievement of IRs and DOs**
  1. How has the Mission incorporated local solutions in its projects?
  2. What partner efforts are depicted in the RF, or assumptions about attaining results, and how has the Mission depended on partners to achieve IR and DO results?
  3. How has the Mission worked with other donors to assess sectors on which to focus efforts?
6. **What has been learned during project implementation from monitoring data, evaluations, partners, or other sources of evidence?**
  1. Discuss the findings from routine and timely monitoring and evaluation that indicate that the direction of the CDCS or RDCS is valid and appropriate.
  2. How has the Mission PMP and indicators been adjusted to remain relevant and adequate?

3. How are lessons learned in project implementation informing the remaining period of the strategy?

**ANNEX 1: Agenda for CDCS Kick-Off**

- 9:30** *Welcome* .....Joakim Parker, MD
- 9:35** *Where we started*..... Randy Flay, Assistant MD
- 9:55** *New and emerging priorities*.....Joakim Parker, MD
- 10:10** *Where we are now*
- **Performance**..... Ha Nguyen, M&E Specialist
  - **Budget**.....chi Dung Pham Sr. Program Specialist
- 10:55** *Discussion and survey activity*
- 11:10** *What's next*
- **CDCS Review Process**.....Emily Rupp
  - **Question and Answer**
- 11:40** *Closing*

## **Agenda for 1-day off-site CDCS working sessions**

- 8:00 **Coffee and mingling**
- 8:30 **Welcome** (MD Parker)
- 8:45 **Agenda overview, roles and responsibilities** (PDO: Randy/Emily)
- Walk through agenda and objectives
  - Explain working Group template (see Annex 4)
  - Introduce cross-cutting issues
- 9:00 **Breakout sessions 1**
- IR 1.1: Improved legal regulatory framework
    - IR 2.1: Strengthened host country ownership of HIV response
  - IR 2.2: Increased adoption of climate smart and disaster mitigation (Biodiversity, disaster)
  - IR 1.3: Innovation through PPAs (education)
  - IR 2.3: Expanded opportunities for vulnerable populations
  - Cross-cutting issue: Gender and social inclusiveness
  - Cross-cutting issue: Linkages with regional programs
- 10:30 **Group 1 Reporting Out and Discussion**
- 11:30 **Breakout session 2**
- IR 1.2: Improved accountability of public institutions
  - IR 2.4: Strengthened country systems to address emerging threats
  - IR 2.3: Expanded opportunities for vulnerable populations
  - IR SpO 1.1: Reduced dioxin contamination
  - Crosscutting issue: STIP
  - Crosscutting issue: M&E
- 12:00 **Break for Lunch**
- 13:00 **Resume Group 2 breakout sessions**
- 14:00 **Group 2 Reporting Out and Discussion**
- 15:00 **Breakout Session 3: DOs**
- DO1
  - DO2
  - DO3
- 16:00 **Group 3 Reporting Out and Discussion**
- 16:45 **Closing and next steps** (MD and Assist. MD)

## **ANNEX 4: Group Work Questions/Hand Out by IR**

**Directions:** Discuss the following topics/questions for your I.R. Provide a rating (A-F) for each category (Logic, performance, budget, geography and cross-cutting themes). Based on the performance in each category, decide on an overall score for your IR. Be prepared to present your findings and decisions with the group after the breakout session.

### **I.R. Analysis**

#### **Logic:**

- Does the Development Hypothesis still apply? Why?
- Do the critical assumptions still hold up?
- What challenges/key issues with this IR were not considered that have affected the IR?
- What are the key differences in the government/donor/USG environment?

#### **Performance:**

- Is USAID on track to reach the expected results under this IR?
- Is the Mission poised to successfully manage interventions under this IR?
- What major budget issues affect this IR? (i.e. pipeline, budget deficit)

#### **Geographic scope**

- Are activities under this IR in line with the geographic scope of the DO?

#### **Cross-cutting themes**

- Are you including the following core cross-cutting principles? If yes, examples
  - Gender equality and social inclusion
  - STIP
  - Local solutions
  - Public Private Partnerships

#### **Next Steps**

- What additional information do we need to finalize our CDCS Review?
  - How and when will we get this information? Who is responsible?

**CDCS Review IR/DO Score Card**

| <b>Category</b>   | <b>Agree</b>  | <b>Disagree</b> | <b>Notes</b> |
|---|---------------|-----------------|--------------|
| <b>Logic</b>  |               |                 |              |
| The Development Hypothesis applies.   |               |                 |              |
| Government/donor/USG environment is consistent with CDCS description.                         |               |                 |              |
| <b>Overall Logic Score for this IR:</b>   | <b>Score:</b> | <b>Notes:</b>   |              |
| <b>Performance</b>  |               |                 |              |
| USAID should reach its expected results.  |               |                 |              |
| USAID has the appropriate level of funding for activities under this IR to reach its results. |               |                 |              |
| The Mission is poised to successfully manage interventions under this IR.                     |               |                 |              |
| Activities under this IR are in line with the geographic scope of the DO.                     |               |                 |              |
| <b>Overall Performance Score for this IR:</b>   | <b>Score:</b> | <b>Notes:</b>   |              |
| <b>Cross-Cutting Themes</b>   |               |                 |              |
| USAID is promoting gender equality and social inclusion.                                      |               |                 |              |
| USAID is promoting STIP.  |               |                 |              |
| USAID is promoting Local solutions principles.  |               |                 |              |
| USAID is promoting Public Private Partnerships.   |               |                 |              |
| <b>Overall CrossCutting Score for this IR:</b>  | <b>Score:</b> | <b>Notes:</b>   |              |
| <b>Overall IR Score</b>   | <b>Score:</b> | <b>Notes:</b>   |              |

