CARE International in Pakistan – Impact Measurement, Knowledge Management & Learning Policy & Framework 2017-2018 (CPR)

<u>**Objective**</u>: To promote an enabling environment for generating, capturing and securing project information centrally at the country office level, conversion of information into knowledge and reutilization of information including embedded learning processes. The proposed IMKM&L policy and framework will strengthen the country presence review plan with evidence based facts, figures, lessons learnt and reutilization of tacit and explicit knowledge.

Generation of evidence around CARE international in Pakistan's program priorities, along with systematic archiving of information

1. The KM&L specialist is responsible for the preparation and implementation of the IMKM&L framework and tools, and for capacity building sessions with concerned staff members.
2. All approved project related documents including project proposals, LFAs, additional budget annexes will be submitted to KM&L by head of implementation for secure filing/storage purposes.
3. Donor reporting and internal reporting plans along with final/approved copies of reports will be maintained for reviewing purposes and for specifically planning impact measurement indicators.
4. Monitoring and evaluation reports, baseline, end-line studies and all kinds of assessment reports will be submitted by head of implementation to enable knowledge generation process. IMKM&L Specialist will ensure submission of all evaluation to CARE's global electronic evaluation library.
5. During a project's closeout phase, the IMKM&L Specialist in close coordination with the Finance Unit will ensure completion and annual review of the Country Office "documentation retrieval policy".
6. All projects will be equipped with activity log file in order to logically document project related activities supported by "means of verifications". Log files will be shared quarterly with IMKM&L Specialist.
7. During project proposal development, the IMKM&L Specialist will ensure inclusion of global impact level indicators.
8. Project indicator tracking sheets, monitoring, evaluation, accountability and learning reports will be shared by head of program implementation with IMKM&L specialist on monthly basis for review of impact level indicators along with possibility of capturing the unintended results.

Building Culture of IMKM&L in the Country Office

9. All staff members of CARE International in Pakistan will ensure maximum participation in KM&L orientations, meetings, quarterly workshops and bi-monthly learning hours.
10. All staff members will adopt practice of documentation of learning around their work place using a prescribed learning tool.
11. All staff members will submit quarterly notes around their learning and opportunities of innovation(s).
12. The IMKM&L specialist will produce a monthly report on progress of the overall IMKM&L progress and process which will be shared with the ACD Program.

Promoting Analysis and improving programming based on evidence and learning

13. The Country Leadership Team will promote its culture as a learning organization by allocating specific agenda points in regular CLT meetings, facilitate resource allocation for KM&L initiatives (inclusion in project budgets) and provide overall ownership of KM&L.

14. Attendance in the bi-monthly (repeatedly after 60 days) learning hour is compulsory. Learning hours will focus on providing an enabling environment around learning, and connecting learning with innovation through undertaking routine tasks with quality, efficacy and rapidly.
15. The IMKM&L Specialist will provide technical inputs to ensure adoption of appropriate tools that will capture project related information as per donor and country office KM requirements.
16. The monthly staff meeting agenda will include an IMKM&L agenda item, 2-3 staff members will be requested to share their experience around documentation of learning, innovation and reutilization of the knowledge base of the Country Office.
17. All project related information with compiled sheets will be accessible on existing shared drive.

<p align="center">IMKM&L Framework</p>

S#	Activities	Indicators	Responsibility	Timeline
1	Approval of IMKM&L policy and framework	Policy and framework approved by the CLT	CLT	30th November 2017
2	Tools for IMKM&L developed and tested	Tools readily available for projects	Sr. Sp. IMKM&L	30th November 2017
3	IMKM&L plans for all ongoing project developed	100% projects with IMKM&L plans in place	Project Managers	15th December 2017
4	Learning Hour / workshops	Bi-Monthly learning hour sessions conducted. Biannual workshops conducted 4 learning products developed and shared	Sr. Sp. IMKM&L	2nd week of every other month. January – July of each year for workshops
5	Staff will include activities that generate and share knowledge and learning in annual work-plans and objectives.	50% of CARE staff with a personal development plan being implemented. 70% of projects with budgets for learning (cross-visits, co-design, post-project learning, learning products).	CLT and Program staff	1st March 2018 onwards / follow up on monthly basis
6	Managers organize meetings with their teams to reflect on how they are drawing on and contributing to CARE's learning	# of teams using the Efficiencies Discussion Template	Sr. Sp. IMKM&L & Program staff	1st March 2018 onwards, monthly update
7	Document how teams are mobilizing knowledge and learning, and the difference that is making, and shared.	# of new ideas implemented successfully and not so successfully per team – lessons learned	Project Managers	1st January 2018 onwards, quarterly meetings
8	Impact study for completed projects	1 impact study conducted in FY-18		June 2018