

IKI Medium Grants

Debriefing on Interim Progress Report

– Guiding Questions –

General framework of the debriefing

- The debriefing will be scheduled after the first review of the Interim Progress Report: Progress Statement, Inspection Note(s) and Financial Statement by the IKI Office approximately within 3 months after the submission of the Interim Progress Report package.
- Please note that some questions might not be applicable and are therefore marked as “optional”.
- The debriefing should not exceed 1.5 hours.
- During the debriefing, the partner(s) should hold a presentation touching on aspects complementary to the Interim Progress Report. The presentation should not exceed 45 minutes (shorter presentations are appreciated).
- After the debriefing, the partner(s) should prepare minutes of the debriefing (meeting summary) and send it to the IKI Office. This document captures the key points, decisions, and action items agreed on during the meeting.
- Participants:
 - Representatives of each partner organisation involved in project implementation
 - Representatives of the IKI Office: technical project managers and IMG representatives, other relevant ZUG staff

Guiding questions

1. Does the IKI Office need clarifications on any of the components of the Interim Progress Report after the first review?
Queries will be sent to the first recipient ahead of the debriefing for preparation purposes.
2. Please provide a brief overview of the most recent project activities and developments as well as political developments or challenges.
This information refers to the months beyond the reporting period from January to May/June of the current year.
3. Which foreseeable challenges or opportunities lie ahead of the project and the project team(s) in the upcoming months?
This information refers to the 3-6 upcoming months after the time of the debriefing.
4. Please provide an update on the current status of fund disbursement and an outlook on expected expenditures for the remainder of the year.
This information relates to the current fiscal year.
5. Are there any lessons learned that you would like to share? *(if so, choose one or more options below)*
 - a. Are there any best practices that could be applied to other projects at this stage?

- b. Which knowledge-sharing or capacity-building initiatives have been particularly valuable for the first recipient and/or subgrantee and their work?
- c. Are there any existing platforms or opportunities to exchange experiences with other projects or organisations in the project country or regionally/internationally?
- d. If applicable: Do you see any opportunities for the IKI Office to support you in the process of knowledge-sharing?

These questions are optional. If applicable, please select the most suitable ones.

6. What has been your experience with remote collaboration across countries or time zones? What (communication) practices have proven effective to maintain a smooth workflow between the project partners? (optional)

How does the interaction between the partners take place? Are there any particular challenges or best practices that you would like to share?

7. Are there any specific challenges that implementing partners face in gaining access to government representatives or other actors that are relevant for the sustainability of the project results? How could the IKI Office provide targeted support?
8. Please report briefly on any travel on the ground [if applicable during reporting period].

For example, please provide lists of workshops, travel diaries, further documentation, images of the travel etc.

9. Project snapshots

Please present photos and/or videos of the project depicting the project region(s); main activities; your work and/or the project's context.

10. How would you describe your collaboration with the IKI Office so far? Are there specific areas where you would like more support or exchange with the IKI Office? (optional)
 - o How could the local implementing partner(s) be supported more effectively to strengthen their central role in project implementation? (optional)
11. How do the partners (first recipient and subgrantee(s)) assess the current usefulness of the debriefing sessions? Do you have any suggestions for improvements? (optional)
12. Are there further important points that you would like to discuss? (optional)

Please prepare some questions you would like to discuss with the IKI Office and other participants.