actalliance

Guidance Note: Learning Review

Purpose

This guidance provides information on the Learning Review, which aims to systematically assess the effectiveness of all ACT Alliance humanitarian responses, ensuring that it provides quality insights and value for member organizations and contributing to a culture of continuous learning within the ACT Alliance.

Roles and Responsibilities

Humanitarian Programme Officers
- Organize the Learning Review: HPOs are responsible for planning, scheduling, and coordinating the Learning Review.
- Raise Awareness: At the Inception Meeting, inform all stakeholders about the Learning Review's purpose and significance. Provide ongoing reminders throughout the project lifecycle.

Implementing Members and Forum Coordinator
- Lead on content: All members actively engage in the learning process by leading the content during the Learning Review. Members reporting activities throughout the project cycle provide information to the review.
- Link Monitoring and Data Collection: Ensure that monitoring activities are designed to feed into the Learning Review, aligning with the project's Monitoring, Evaluation, and Learning framework.

Planning the Learning Review

Timing
Schedule the Learning Review toward the end of the project cycle, in the last month before final report. This allows insights from the Learning review to inform the final report and strengthen overall reporting quality.

Agenda and Scope
A proposed standard agenda may include:
1. Introduction and Objectives: Overview of the review purpose and expected outcomes.

2. Context and Background: Summary of the project, including objectives and key activities.

3. Review of the Results Framework: Analyze whether the intended outcomes were achieved, referencing CHS commitments and Sphere standards and the Results Framework.

4. Process Evaluation: Assess the overall program cycle needs assessment, implementation and timelines, community engagement, and project closure.

5. Learning and Reflection: Joint reflection session to discuss successes, challenges, and areas for improvement.

6. Action Planning: Develop recommendations for future projects based on findings.

Engaging Stakeholders
Determine the level of involvement of various ACT stakeholders (funding members, requesting members, etc.) based on context and relevance to the learning outcomes.

Conducting the Review

Framework for the Review
1. Align with MEL Principles: Ensure that the Learning Review is framed within the MEL framework. This includes integrating findings from any external evaluations.

2. Prompts and Questions: Use clear, simple questions to guide discussions, encouraging members to reflect on how they applied the Results Framework in their reporting.

3. Documenting Evidence: Focus on collecting evidence of community engagement, information sharing, and project impact throughout the review.

Joint Monitoring and Accountability
Foster a culture of shared learning and accountability within ACT Alliance. Emphasize that the Learning Review is a collaborative effort rather than a top-down assessment.

Post-Review Actions

- Summarize Findings: Compile insights, recommendations, and any identified gaps in reporting quality or project implementation.
- Share with Members: Distribute the findings to all relevant stakeholders to ensure shared learning and accountability.
- Implement Recommendations: Encourage members to integrate the insights into future projects and monitoring plans.

Conclusion

The Learning Review is an essential step in the program cycle, contributing to a culture of learning and shared responsibility. By systematically reviewing project outcomes and processes, the ACT Alliance can enhance the effectiveness of its humanitarian response and foster a more collaborative network environment.