



Managing Agricultural Research for Learning and Outcomes (MARLO)

INTRODUCTION TO MARLO

Updated June, 2021



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1. INTRODUCTION

1.1 WHAT IS MARLO-AICCRA

Welcome to **MARLO** - **M**anaging **A**gricultural **R**esearch for **L**earning and **O**utcomes. MARLO is an online platform designed to assist Platforms in planning, monitoring, reporting on, and evaluating their research portfolios and their contributions to outcomes.

MARLO is the result of joint work by several CRPs to improve a tool developed by CCAFS in Phase 1 and adapt it to the needs of the CRPs in Phase 2.

1.2 WHAT IS THE PORPUSE OF THIS DOCUMENT

This document is an introductory guide for MARLO users. It is not intended as a detailed user guide. The roles and responsibilities of the different MARLO users vary by Clusters and are not covered in this document. Contact your Management Unit for more detailed guidance as needed.

1.3 KEY MARLO-AICCRA CONCEPTS

MARLO is designed to monitor and evaluate the platform portfolio at the cluster and overall project level.

What is a Cluster?

A cluster is defined as the group of AICCRA main activities led by each AICCRA Country Leader (Ghana, Mali, Senegal, Ethiopia, Kenya, and Zambia), AICCRA Regional Leaders (Western Africa and Eastern & Southern Africa) and AICCRA-CCAFS Flagship Leaders (FP1, FP2 and FP4). In each cluster, participants are involved as leader, coordinators, and collaborators with specific budget allocations for each AICCRA main activity with a set of deliverables and contributions towards our performance

Each cluster is funded through a collection of funds which in the system are called as **funding sources**. The deliverables of a cluster are associated with one or several funding source(s).

In MARLO, all clusters may indicate their own contributions to each of the predefined **performance indicators**.

The **deliverables** of a cluster (i.e., tangible, specific products to be delivered in a certain year, such as a publication or a dataset) are mapped to **performance indicators** (i.e., CCAFS partners and stakeholders in the project area are increasingly accessing enhanced climate information services and /or validated climate-smart agriculture technologies), partners and stakeholders, and to enhance access to climate information services and validated climate-smart agriculture technologies in IDA-eligible countries in Africa. Our performance indicators are supposed to be reached in 2023, which is the end of AICCRA project. For each indicator, a set of intermediate targets are defined for years between 2021 and 2023 to reflect progress.

Note: The performance indicators are set-up by the admins of MARLO-AICCRA. This process happened before information can be entered at cluster level and is not covered in this document.

MARLO-AICCRA is used at planning stage, mid-year progress and ends-year reporting stage. Planning usually occurs in the period November-January and consists in entering updated information about cluster plans for the coming year. Reporting will happen twice a year and consists in entering updated information



about achievements. The processes of updating MARLO-AICCRA at every stage are referred to as **planning, progress, and reporting cycles**.

2. USING MARLO-AICCRA

2.1 HOW TO LOG IN

Go to MARLO: <https://aiccra.marlo.cgiar.org/>

Note: MARLO-AICCRA works best with Chrome and Firefox; please use one of these browsers if possible.

Enter your CGIAR credentials (full CGIAR e-mail address and password). If you do not have a CGIAR email address, login credentials will be sent to you

AICCRA Accelerating Impacts of CGIAR Climate Research for Africa project

Welcome to Managing Agricultural Research for Learning and Outcomes

MARLO is an online platform assisting AICCRA project in their strategic results-based program planning and reporting of research clusters. It covers the cluster cycle from planning to reporting and learning. Reports generated by the system support outcome-focused programmatic reporting with additional synthesis at the flagship and cross-cutting levels.

Email
marlosadmin

Next

PLEASE NOTE that by using the system, you consent to the information being used on the public PFF and/or Center websites and other knowledge sharing platforms. The information you input should therefore be complete and suitable for an external audience.

Platforms:

AICCRA Accelerating Impacts of CGIAR Climate Research for Africa project

2.2 IMPORTANT TIPS

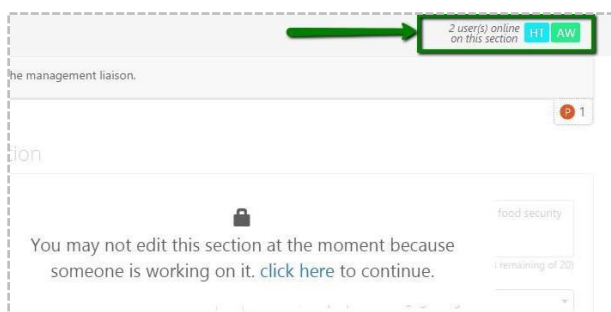
Saving changes

Click the 'Save' button before moving to another section.



Multiple users working simultaneously:

Only one user at a time can edit a given section in MARLO. When someone else is editing a section, a message appears, and the initials of the current users appear at the top of the screen.



2.3 ENTERING AND VIEWING INFORMATION ABOUT CLUSTERS

Editing a cluster

Editing a cluster occurs during the planning cycle, mid-year report and the ends-year reporting cycle. During the planning cycle, after a cluster is added, more details about what the cluster plans to accomplish each year are added. During the reporting cycles, updates are provided about the actual cluster accomplishments.



Accelerating the Impact of CGIAR Climate Research for Africa project



AICCRA Accelerating Impacts of CGIAR Climate Research for Africa project

Home Overall Performance Indicators Clusters Funding Sources Summaries BI

Clusters 1 user(s) online on this section MARLOSA

1021 Cluster Progress - 2022 Cluster AWPB - 2023 Cluster AR - 2022

1 Please select the cluster you want to work on with regards to the current Reporting cycle by clicking on the title. If you cannot find a cluster you expect to see, please contact the cluster leader.

Active (Clusters for reporting)

Copy

Active Clusters (With editing privileges)

Search:

General information				Actions		
ID	Cluster title	Institution Lead	Leader	Component(s) & Region(s)	Status	Remove
C102076	General Activities led by ILRI (Jan 1, 2021 - Dec 31, 2023)	CGIAR ILRI	Whitbread, Anthony	CSA KS PDO PD WA	On-going	
C102077	Theme 2: Activities led by the Alliance (Jan 1, 2021 - Dec 31, 2023)	AICCRA Theme 2 ALLIANCE	Muongera, Caroline	PDO CSA KS PD AW	On-going	
C102078	MT: Management Activities (Jan 1, 2021 - Dec 31, 2023)	AICCRA MT ALLIANCE	Loboguerra, Ana Maria	AICCRA MT ALLIANCE	On-going	
C102080	East and Southern Africa regional engagement, coordination and support to developing regional delivery models for... (Jan 1, 2021 - Dec 31, 2023)	AICCRA EA ILRI	Solomon, David	PD CSA KS PDO EA SA	On-going	
C102081	Chama Activities led by ITA (Jan 1, 2021 - Dec 31, 2023)	CGIAR ITA	Tepa-Yotto, Ghislain	PDO PD KS CSA WA	On-going	

To find a cluster, enter part of the cluster title or the cluster ID in the Search field. In addition, the table of clusters can be sorted (click on the header of the column you want to use for sorting).

The status of the cluster can be:

Pre-setting: basic information about the cluster's description, partners, and budget should be entered. This happens when a new cluster is created for the first time.

Ready for CL: more detailed information about the cluster's location, contribution to performance indicator, deliverables, and in some cases partners, should be entered - usually by the cluster leader.

Submitted: the cluster was successfully submitted and is no longer enabled to be edited. This status will be accessible during ends year report.

Open the cluster by clicking on its title or ID.



Cluster Menu
AICCRA Research Cluster

General Information	
Description	✓
Partners	✓
Locations	✓

Indicators	
Contribution to Performance Indicators	
OICRs & MELIAs	✓

Outputs	
Deliverables	✓
Innovations	✓

Activities	
Activities	✓

Budget	
Budget by Partner	✓

At planning stage, after the cluster has been pre-set, more detailed information needs to be provided about the cluster's **location, contribution performance indicators, and deliverables** (see Cluster Menu on left-hand side). **Additional partners** that were not added during pre-setting can also be entered at this stage. Usually, these steps are performed by the cluster leader.

Tips for working on clusters:

- ✓ It is recommended to fill in cluster sections in the order that they appear in the left-hand side Menu.
- ✓ Mandatory fields are indicated by red asterisks (*).
- ✓ When all mandatory fields in a section have been completed, a green checkmark appears next to this section in the left-hand side Menu.
- ✓ You can check which sections are still incomplete by clicking on the 'Check' button at the bottom of the left Menu.
- ✓ Upon clicking 'Save', a yellow flag should appear next to the missing fields.
- ✓ When working on a cluster, the cluster acronym appears in the top right corner of the screen. Hover your mouse over the cluster acronym to see the full cluster title.

C102086 - West Africa regional engagement, coordination and support to developing regional delivery models for climate services and climate-smart agriculture technologies and practices

WA

To enter the contribution to the components per cluster it must be done from the left menu in Contribution to performance Indicator section and complete the information.



Cluster Menu

AICCRA Research Cluster

General Information	
Description	✓
Partners	✓
Locations	✓
Indicators	
Contribution to Performance Indicators	✓
OICRs & MELIAs	✓
Outputs	
Deliverables	✓
Innovations	✓
Activities	
Activities	●
Budget	
Budget by Partner	✓

Accelerating the Impact of CGIAR Climate Research for Africa project

In this section you will find all the information related to the performance indicator, the intermediate targets, and the expected values that you will accomplish each year compare with the overall target. Also, at Progress 20XX you will find the questions for the progress report.



Contribution to Intermediate Targets

Cluster Intermediate Target

Intermediate Target for 2021

Target Value: 10

PDO indicator 1: CCAFS partners and stakeholders in the project area are increasingly accessing enhanced climate information services and /or validated climate-smart agriculture technologies. (number)

Expected end year value: *
1

Expected unit:
of

Current achieved value: *

Narrative explaining the cluster's contribution to this Intermediate Target: *

T80

(99 words remaining of 100)

+ Select a Intermediate Target to which this cluster will contribute:

Select an option...

Progress to Targets

Progress to Key Performance Indicator

Should you have any questions, please contact the Cluster Leader directly

1

Name the likely partners/stakeholders to be reported this year end

Narrative: *

(100 words remaining of 100)

2

Name the likely partners/stakeholders to be reported in future years, if known

Narrative: *

(100 words remaining of 100)

3

If there is expected to be failure to achieve target this year end, give reasons

Narrative: *

(100 words remaining of 100)

For the activities sections please validate that all the main activities that you have budget allocations are mapped to the cluster and relate all the deliverables that are contributing to each activity.

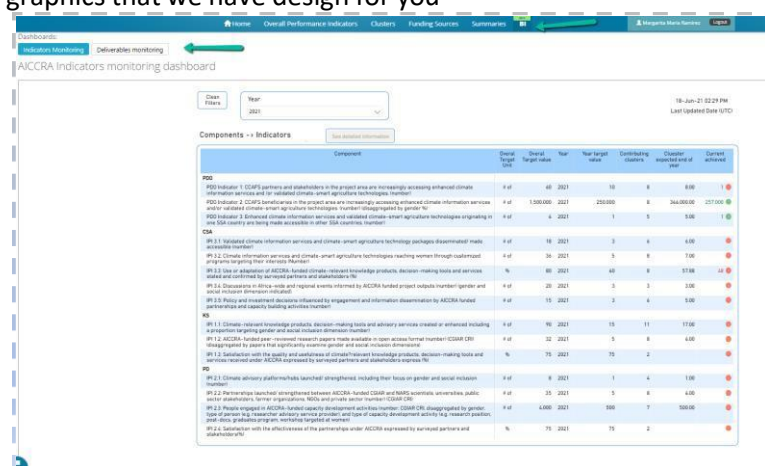


2.4 ENTERING AND VIEWING INFORMATION ABOUT SUMMARIES

Click on 'Summaries' in the top menu for access to various types of standard summaries (in pdf or Excel format) about the information entered in MARLO

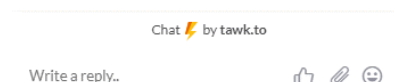
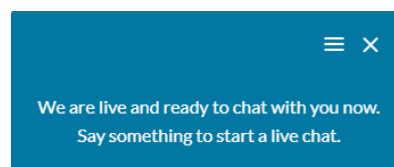
2.5 ENTERING AND VIEWING INFORMATION ABOUT BUSINESS INTELLIGENCE

Click on "BI" in the top menu for access to the Business Intelligence dashboards to see all the graphics that we have design for you



3. SUPPORT FOR MARLO-AICCRA USERS

Use the online support chat which is located at the bottom left of the screen. The chat is monitored by the technical team based at CIAT in Colombia during business hours. Messages sent by users through the chat outside business hours (Colombia time) will be answered via email



Or contact us through MARLOsupport@cgiar.org