**Guide/Pointers in the Preparation of the DIP Implementation Report and Conduct of the FGD**

| **Item** | **Guidance Notes** |
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| 1. Overview/ Objective | * DIP Reports shall provide progress and updates on the status of implementation per DIP and assessment (Qualitative and Quantitative Data) of the initial interventions with the project beneficiaries. * The recommendations that shall be gathered/documented through the DIP Implementation Report shall focus on project strategies to improve performance, for corrective actions, and proposed modifications to achieve the DIP objectives leading to project’s development objectives. * The DIP Report is outlined to (i) present the conditions of the VC stakeholders/value chain before the project interventions by examining the gaps within each VC function; (ii) provide updates/progress of initial interventions provided during Project implementation; (iii) assess the initial interventions from perspective of implementers and beneficiaries; (iv) Challenges/lessons learned during project implementation; and (v) Recommendations/Ways Forward |
| 1. Lead/Tasking in the Report Preparation | * RCUs are assigned to prepare the report and shall lead the tasking/assignment in data gathering/ providing inputs to the sub-sections of the report. |
| 1. DIP Implementation Report Outline/ Template/   Format  (Annex A) | * Attached as Annex A is the DIP Implementation Report Outline/Template with the recommended core content of the Sections/Topic per component. * The attached template (in table form) is the recommended format for the DIP Report. RCUs may opt to use their preferred format provided that the minimum data requirements/core content are present in the report. * The recommended core content /guide questions are provided per section. Implementing units are highly encouraged to add more inputs that are deemed necessary to provide clearer picture/context at the ground. * Please note that reference materials/supporting documents are also indicated per section. Implementing units have to compile these documents in preparation for the data audit that will be conducted by NPCO during report consolidation/validation and by IFAD during the MTR mission. |
| 1. Due of report submission | * Semestral |
| 1. Focus Group Discussions (FGD) | * The FGDs shall gather the qualitative data per subcomponent of the DIP Implementation Report Sections. * The FGDs shall assess the effectiveness, efficiency, and sustainability of the Project’s interventions in terms of capbuild, productive investments, access to financing, marketing, FMI, GESI, and environment & climate change from the perspective of the *Farmer Organizations and MSMEs.* |
| 1. FGD Respondents | * FGD Respondents are the Farmer Organizations (FOs) and MSMEs of approved DIPs, preferably the chairperson/manager/owner and/or who are actively involved in the RAPID Project. * Recommended number of respondents is listed below. * Three (3) to seven (7) FOs per DIP representing the different VC functions. * Three (3) to seven (7) MSMEs per DIP. * Other implementing units will have fewer respondents (indicated above) as the approved DIPs engaged fewer number of FOs and MSMEs. |
| 1. FGD Tool (Annex B) | * Attached as Annex B is the FGD Questionnaire/Tool aligned with the sections and recommended core content per section of the DIP Implementation Report Outline. * The attached FGD Questionnaire provides a facilitation guide for the interviewers. * The attached questionnaire is in English format. Interviewers are encouraged to use the local language in administering the questions and ask probing questions to gather intended and relevant data/information from the respondents. * Assign a documenter per FGD to ensure that inputs of respondents are well captured. Inputs may be directly encoded in the Questionnaire for easy reference during consolidation and analysis in the DIP Implementation report. |