

Output Verification Template

Field Visit Report Format

The content of the field visit report varies depending on the purpose of the visit. At a minimum, any field visit report must contain an analysis of the progress towards results, the production of outputs, partnerships, key challenges and proposed actions. **This format may be changed to suit local needs.**

Date of visit: 3 June 2019 – 5 June 2019

Subject and venue of visit:

[Project numbers (Sustaining Peace in Bougainville; 107682) (Support to Bougainville Referendum – 103472); Sub-office Bourneville Office]

Purpose of the field visit:

Outcomes	Update on outcomes	Outputs	Update on outputs	Reasons if progress below target	Update on partnership strategies	Recommendations and proposed action
Enhance the programme capacity on how to monitor projects implementation	<p>Training provided to the team on the Result Based Management</p> <p>For the audit preparation, the documents were checked for its compliance with the audit requirement</p> <p>Hands-on training to project staff on programme finance and the analysis of IPSAS reports</p> <p>I have gone with staff on some financial pending cases to resolve it</p>	<p>The RBM requirement was applied to sustaining peace on Bougainville and to Support to Referendum</p> <p>Programme Finance pending cases were resolved</p> <p>One LOA presented by the Technical advisor for the project that was signed with the PNGEC, pertaining the support of polling voter registration that was signed in 20 November 2018 . the discussion was around</p>	<p>RBM was fully reflected in the projects</p> <p>Staff knowledge of what UNDP is going and how to apply RBM improved.</p> <p>Staff were able to understand UNDP and the different implementation modalities.</p>			<p>Buka staff required more training now only to increase their knowledge but also to improve capacity to be able to respond to the project needs.</p> <p>Communication via Skype with weak connectivity is not helping them to catch up with the updates that we share with them.</p>

		<p>how best the project can amend the agreement, the advice. was provided and the action was taken by the technical advisor.</p>				
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PROJECT PERFORMANCE—IMPLEMENTATION ISSUES

[If the person conducting the field visit observes problems that are generic and not related to any specific output, or that apply to all of them, he or she should address the ‘top three’ such challenges.]
 List the main challenges experienced during implementation and propose a way forward.

Bad connectivity which impact staff ability to finish their work on time
 Some staff is newly hired and required more training to practice their function the way it should be.

PROGRESS TOWARDS RESULTS

LESSONS LEARNED

Describe briefly key lessons learned during the project:
 I was supposed to review the Monitoring plan for Sustaining to peace project, when arrived, I realized that the plan was not prepared and compiled in one document, with the unfortunate absence of the project manager as he got sick, I had to come back to PoM without being able to finalize the exercise

Participants in the field visit:

Prepared by: Momenat Al Khatib, Programme Specialist; UNDP.
 (Name, title and organization)

Annexes

List of persons met
 Kate Sullivan

And all UNDP staff based Buka