PRIMA FOR ALL

GUIDANCE NOTE: RESULTS MONITORING MODULE

MANDATORY PROCESS FOR IOM DEVELOPMENT FUND PROJECTS

2023 UPDATE
Overview:

This Guidance Note acts to clarify the steps to complete the Results Monitoring Module on PRIMA for All. The module is mandatory for all IOM Development Fund projects, and will become mandatory for all projects shortly.

This document includes guidance on:

1. How to complete the ‘Plan’ section of the Results Monitoring module, which is mandatory within the first month of project implementation;
2. How to update activity progress in the Activity Monitoring Module, which should be done regularly; and,
3. How to update ‘Indicators Progress’ section of the Results Monitoring Module, which must be done when completing Interim and Final Reports.

It should be read alongside more in-depth Section Guides, linked throughout this guidance note. If you have further questions about any part of the document, please reach out to IOMDevelopmentFund@iom.int.

Part I of this Guidance Note must be completed within the first month of project implementation.

The other steps must be reviewed BEFORE the first Interim Report is created.
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Introduction: Accessing the Results Monitoring Page on PRIMA for All

On PRIMA for All, go to the project Home Page (via search or via the toolbox icon at the top left of the page). It is recommended to access PRIMA for All on MS Edge for fastest speeds.

From the selection of tabs on the left side of the screen, select ‘Results Monitoring’.

The Results Monitoring Page will automatically open to the Indicators Progress section. Use the top tab to change to the Plan tab, which will look similar to the page below. You can also access the Direct Beneficiary section from here. The following sections explain each page.

The Plan tab must be completed within the first month of project implementation, while the other sections must be updated and double-checked for each Interim and Final Report.
Step I: Complete the ‘Plan’ Section

The Plan must be completed during the first month of implementation, and BEFORE creating any narrative interim reports.

This is the only urgent Results Monitoring task after project activation, and must be completed once.

The Plan will be populated with some information from the Results Matrix created in Project Development. It is only editable by the PM or Designed PMs. In the Plan:

- **Purple Boxes** have no data, and must be completed.
- **Orange boxes** have existing data, but should be checked for comprehensiveness and accuracy (especially ‘Disaggregation’ boxes, which commonly are not fully complete).
- **White** drop-down ‘Select’ menus must be completed.
- **Grey ‘Select’ menus** are locked and cannot be updated (these depend on Indicator Type).
- **Boxes with peach backgrounds**, if present, require inputs.

When complete, all small boxes should be orange, with no peach background remaining. Please see the next page for further details on individual columns.

Don’t forget to Save & Close!
### Step I: Complete the ‘Plan’ Section

This page discusses the 13 sections of the Plan, and how to complete them. You will note that each row is an individual indicator, while the columns relate to how the indicator will be measured.

<table>
<thead>
<tr>
<th>Column Title</th>
<th>Status at Activation</th>
<th>Section Requirements during ‘Plan’ Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicator Type</td>
<td>Completed</td>
<td>Double-check ‘Text’ vs. ‘Numeric’ vs. ‘Percentage’</td>
</tr>
<tr>
<td>Indicator Category</td>
<td>Completed</td>
<td>If Ind. Type is Numeric, check that ‘Item/Others’ vs. ‘Beneficiary’ is correct from Activation.</td>
</tr>
<tr>
<td>Beneficiary Category</td>
<td>Completed</td>
<td>Likely blank. If Ind. Cat. is ‘Beneficiary’, check to make sure this is correct.</td>
</tr>
<tr>
<td>Unit of Measure</td>
<td>Completed</td>
<td>Likely blank. If unlocked, check for correctness.</td>
</tr>
<tr>
<td>Beneficiary Type</td>
<td>Completed</td>
<td>Likely blank. If unlocked, check for correctness.</td>
</tr>
<tr>
<td>Beneficiary Subtype</td>
<td>Completed</td>
<td>Likely blank. If unlocked, check for correctness.</td>
</tr>
<tr>
<td>Multiplier</td>
<td>Completed</td>
<td>Likely blank. If ‘Unit of Measure’ is NOT Individual and is NOT blank, check for correctness.</td>
</tr>
<tr>
<td>Data Source</td>
<td>Completed</td>
<td>Check that data in Orange box is accurate.</td>
</tr>
<tr>
<td>Data Analysis</td>
<td>Incomplete</td>
<td>Add details on how data analysis will occur, and whether Qualitative, Quantitative, or Mixed.</td>
</tr>
<tr>
<td>Disaggregation</td>
<td>Partially Complete</td>
<td>Critical to review. All beneficiary indicators must be disaggregated by sex, and all SRF indicators must be dynamically disaggregated per the indicator guidance.</td>
</tr>
<tr>
<td>Frequency</td>
<td>Incomplete</td>
<td>Select how often this indicator will be measured.</td>
</tr>
<tr>
<td>Person Responsible</td>
<td>Incomplete</td>
<td>Fill in name of person who will update progress on that particular indicator on PRIMA (often the PM).</td>
</tr>
</tbody>
</table>

Note: If you have any questions, or if you have complex aspects of the Plan, please see the in-depth Planning the Results Monitoring PDF guidance, or reach out to IOMDevelopmentFund@iom.int.
Step II: Update Activity Progress in the Activity Monitoring Tab

Activity Progress must be updated in the ‘Activity Monitoring’ tab. **Please update this monthly, and at minimum once per reporting period, BEFORE exporting the report on PRIMA.**

From the Home page, find the Activity Monitoring tab. It will launch to the Activity Tasks tab, which is the tab that needs to be completed. You will see the activity codes and descriptions, start and end date, duration, % Complete, and Comments. The % Complete and Comments tab must be updated for every activity at the end of each reporting period, if not more regularly.

For all activities, enter an approximate % Complete (even if this is 0%) in the relevant column. Enter a comment to explain the selected percentage in the Comments section.

Note: If no progress has been made, leave a comment reflecting that the activity has not started yet. If the start date has passed, enter an explanation for why the activity has not yet started. If the end date has passed but the activity is not 100% completed, leave a comment explaining why.

Once you have entered comments, save the tab. The information will then export to the report.
Step III: Complete the ‘Indicators Progress’ Section

Only start this step if you have completed Step I and if it’s time to create an Interim / Final Report. This section should be completed before entering any information in the report template. If you do not know how to create a report on PRIMA for All, please see Creating a Report.

The Indicators Progress section is the main space to enter and track project progress. It MUST BE COMPLETED before submitting each report. Data can be updated here as regularly as the Project Manager desires, so long as it is completed before the drafting of each interim report.

After a report is created, you can access the Results Monitoring Module from the task page (shown below), or in the way listed previously on Page 1. In the module, select ‘Indicators Progress’.

Before entering progress, double-check that ALL Outcomes and Outputs are present in the Indicators Progress table (above). If the Plan is incomplete, some may not appear in this section.

The Action column, on the right of the table, allows you to add, edit, or view the progress of a specific indicator for a certain period. Click the ‘+’ icon to enter progress, and enter the reporting dates and data in the pop-up box. Update progress for ALL indicators, ensuring data and comments are representative of all progress during the reporting period. You can also edit with the Pencil tool.

• Note 2: Ensure the dates entered cover the full reporting period. If any gaps are present in the reported dates (e.g., if July 1, 2022 - December 31, 2022 are entered, and February 1, 2023 - May 31, 2023 are entered, but January 1 - 31, 2023 are missing), PRIMA will not allow you to submit the report through the workflow. All dates from the beginning of the project through the end of the reporting period MUST be completed.

If you have questions, please see the Updating Indicators Progress PDF for more information on entering progress, particularly for numerical indicators, which have complex rules.
Step IV: Check the ‘Direct Beneficiaries’ Section

The Direct Beneficiary section counts those assisted through the project. It should be reviewed for each report, but is reported just ONCE PER CALENDAR YEAR and in the final report.

To review this section, select the Reporting Year that you wish to report on. The Progress information is derived from the Indicators Progress section and should be accurate, but must be checked.

If the numbers are accurate, you do not need to take any further action at the time of the Interim or Final Report.

If the beneficiary numbers are not correct, review is required. However, do not attempt to edit them on this tab. Edits must instead be made in the Indicators Progress section.

Return to the Indicators Progress section and use the ‘pencil’ tool to correct the numbers there.

• Note: The Indicators Progress and Direct Beneficiary Sections can be completed as often as desired—weekly, monthly, or semi-annually. Users other than the Project Manager can update progress on indicators only if they are delegated in the ‘Person Responsible’ section of the Plan.

Once correct, save the section and click OK on the pop-up that appears. If you have further questions about this section, please consult the Updating Direct Beneficiary PDF attached alongside this guidance note.
Step V: Export Progress to the Narrative Report

When Results Monitoring is complete, go to the task page and select ‘Export monitoring progress to the report’. This populates the Results Matrix in the narrative report document, using the data you have input in the Activity Monitoring and Results Monitoring Modules.

If you have already entered progress in the Results Matrix section of the Narrative Report, exporting this data will overwrite it, so it is always best to follow this guide BEFORE working in the template.

Check that all information from the Activity Monitoring and Results Monitoring modules have been input, and ensure the information looks clean and complete in the Narrative Report. If it is incomplete or inaccurate, update the data in the module, not the document.

Finally, complete the remainder of the narrative report in the word document, as usual. For guidance, please see Module 5.II.1.a of the IOM Project Handbook (beginning on page 362).