



Costed Implementation Plan Resource Kit



Overview of the CIP Execution Country Assessment Checklist

Produced by:



familyplanning2020.org/cip

About this Tool

This is one of a series of tools in the Family Planning Costed Implementation Plan (CIP) Resource Kit. It is intended to help stakeholders understand the strengths and weaknesses in CIP execution within their country's context and develop recommendations to be considered during CIP execution and review. The tool is organized around the four key elements for execution of FP CIPs, which reflect factors that drive or hinder execution of strategies, plans, and policies. Each of the four key elements is informed by experiences executing CIPs in Tanzania, Senegal, Kenya, and Zambia:

- **KEY 1:** Foster country ownership
- **KEY 2:** Set up and implement a governance and coordination framework
- **KEY 3:** Mobilize and manage resources
- **KEY 4:** Monitor performance for results

Before executing this survey, **it is essential that the CIP stakeholders administering, responding to, or evaluating the results of this tool review** “Four key elements for execution of family planning costed implementation plans: approaches and tools for translating the plan into sustained actions and results” (included in the CIP Resource Kit), to comprehensively understand the purpose of this tool and how to evaluate survey results.

Intended Users of the Tool

This tool was developed specifically for individuals and teams involved in leading, managing, and coordinating CIP execution efforts.

How to Use the Tool

This tool can be used during and after the execution phase of the CIP: to prepare for execution, to periodically review and improve the execution process, and after the CIP performance period is complete, to assess gaps and identify priority areas of focus for future CIPs. The tool can be self-administered by individuals or teams of existing stakeholder groups (including, but not limited to, MOH personnel responsible for leading CIP execution and/or implementing partners), or administered by a designated facilitator (during a semi-annual CIP meeting, for example) who will elicit responses from stakeholder groups or individuals and manually calculate average scores for each country. Ideally, this tool should be used in a group setting where members can provide individual input; the group can then tally and debate results and discuss actions needed. The CIP Execution Country Assessment Checklist can be implemented using two different platforms:

1. **QUALTRICS** (Preferred method. Requires internet connectivity. Users select their responses from pre-set options, and survey data can be exported into an Excel spreadsheet.)
 - a. To implement the Qualtrics version of the survey, designated facilitator(s) can either complete the survey in real time with responses from individual stakeholders/stakeholder groups, or send a link for all stakeholders to individually complete the survey via mobile phone or computer.
 - If multiple individuals or groups are filling out the survey, they will need to use the “Aggregate Workbook” in order to see aggregate scores for their country.
 - b. The Qualtrics survey will display (total and mean) scores for each key element as well as the total and mean cumulative score immediately after each key element section is completed (mean key element scores) and at the end of the survey (mean cumulative score). **Once the “next” screen is selected, respondents cannot go back and view their scores.** Upon survey completion, Qualtrics will automatically email individual survey scores to the email address provided at the start of the survey.
 - Respondents should manually record both their key element and cumulative survey scores. Aggregate country scores will not be readily accessible. (For example, if three groups complete the survey for one country, they will only receive individual survey scores from Qualtrics via email and should

enter those scores into the Excel workbook titled “Aggregate Workbook” to automatically find out their aggregate country scores; otherwise, the global administrator will email aggregate country scores to the respondent emails listed in the survey upon request at a later date).

- c. If there are technical difficulties with respondents receiving survey results from Qualtrics, the global administrator of the CIP Execution Country Assessment Checklist, **Tara Miller (tmiller@fhi360.org)**, can access final scores via a master Qualtrics account, and will email the survey results for each country to the respondent email addresses listed in each survey upon request.
 - d. The Qualtrics survey itself also includes detailed instructions on how to use this version of the tool.
2. **EXCEL** (Backup method. Does not require internet connectivity. Users manually input responses. Note that the survey may encounter technical difficulties if administered on a Mac/Apple computer, or if the user’s version of Excel is outdated. Contact the CIP Execution Country Assessment Checklist Global Administrator, Tara Miller at tmiller@fhi360.org, if technical difficulties arise.)
- a. To implement the Excel version of the tool, designated facilitator(s) should individually interview stakeholders (or stakeholder groups) and input responses into Excel surveys saved by group /individual name.
 - b. Facilitators should record both mean cumulative survey scores **and** mean scores for each key element and share these scores with respondents.
 - c. If multiple users (or groups) complete the survey for one country, facilitators can calculate mean country scores by entering mean scores for each key element and the mean cumulative survey score into the Excel workbook titled, “Aggregate Workbook.” Facilitators should designate a unique ID code/name for the individual or group associated each individual survey. The “Aggregate Workbook” is programmed to automatically calculate mean key element and cumulative scores when multiple survey scores are recorded.
 - d. Facilitators should send all completed surveys and the “Aggregate Workbook” to **Tara Miller (tmiller@fhi360.org)** for global tracking purposes.
 - e. The Excel spreadsheet itself includes detailed instructions on how to use this version of the tool.

3. SCORING AND NEXT STEPS

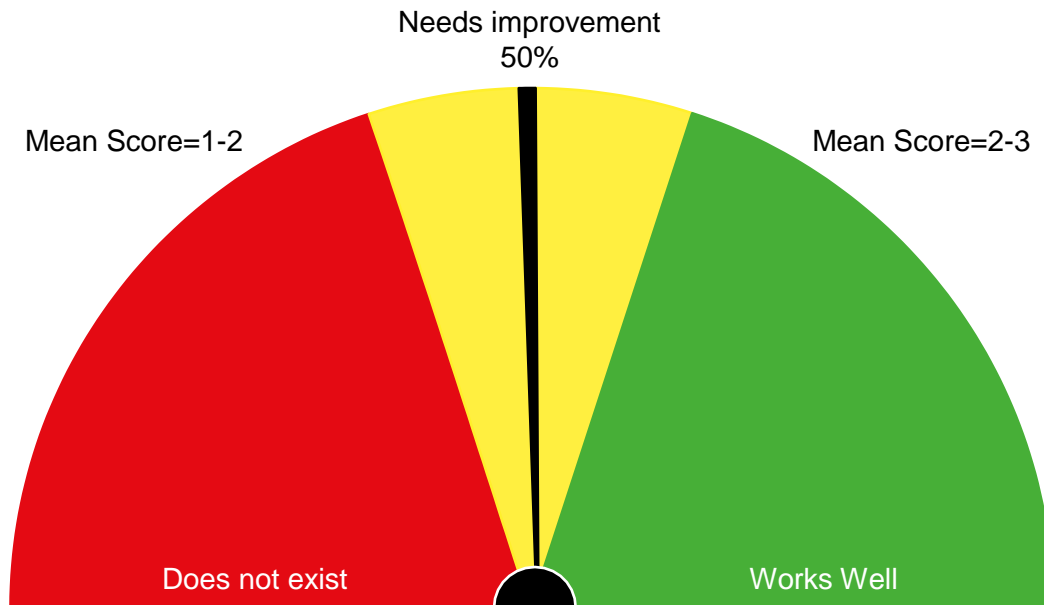
The CIP Execution Country Assessment Checklist is intended to facilitate self-assessment and reflection by CIP task teams to evaluate the extent to which factors are in place to successfully execute the CIP (e.g., creating a common vision and purpose among stakeholders, assigning stewardship of the CIP to one government institution). The tool can be used at various times during the execution of the CIP, starting in the transition stage as a quick guide to determining what to set in place to drive execution, and on an ongoing basis, as part of continual improvement of the execution process.

When administering, responding to, or evaluating results of the CIP Execution Country Assessment Checklist, stakeholders should keep in mind that some language within the survey is subjective (e.g., the terms “regular” or “robust”) and should be interpreted based on the unique country context where CIP execution is being evaluated.

After the assessment is complete, any key elements scored in the “Needs Improvement” category or below may merit closer examination and/or a discussion among all group members. A facilitator can assist in moderating the discussion and helping the group make decisions about necessary corrective action. For further information on how to evaluate survey results, please refer to the “Four key elements for execution of family planning costed implementation plans: approaches and tools for translating the plan into sustained actions and results” tool, included in the CIP Resource Kit.

Scoring instructions are found below. **Figure 1** demonstrates how assessment scores can be interpreted on a meter, where the far-left red section represents the lowest possible score and the far-right green section represents the highest possible score. Also, if a respondent selects “Don’t Know” or N/A, those questions will not be included in score evaluation (for example, if Key Element 1 was originally 7 questions and a respondent selects “Don’t Know” for 2 questions, then the score for Key Element 1 will only be out of 5 questions, and the mean cumulative survey score will also be calculated out of 2 fewer questions).

Figure 1: Scoring evaluation for the CIP Execution Country Assessment Checklist



KEY ELEMENT SCORING

- 1) Mean key element score of 1 = Absent. No elements in this key are being executed.
- 2) Mean key element score between 1-2 = More than half of the elements in this key require improvement.
- 3) Mean key element score of 2 = Needs improvement. About half of the elements in this key work well and half still require improvement.
- 4) Mean key element score between 2-3 = More than half of the elements in this key work well, but some elements still require improvement.
- 5) Mean key element score of 3 = Works well. All elements in this key are being executed and work well.

CUMULATIVE SCORING

- 1) Mean cumulative score of 1 = CIP execution has not started.
- 2) Mean cumulative score between 1-2 = More than half the elements required for CIP execution require improvement.
- 3) Mean cumulative score of 2 = Needs improvement. About half of the elements required for CIP execution work well and about half still require improvement.
- 4) Mean cumulative score between 2-3 = More than half of the elements of CIP execution work well, but some still require improvement.
- 5) Mean cumulative score of 3 = Works well. All elements in each of the 4 CIP key elements are being executed and work well.