INFORMATION MEMORANDUM FOR THE ASSISTANT ADMINISTRATOR, [REGIONAL BUREAU]

FROM: USAID/[XX], Mission Director – [Name]

TO: [Name], Assistant Administrator for [Regional Bureau]

CC: [*optional*] [Name of Regional Bureau Point of Contact (POC)]

DATE: [Date]


Introduction/Background

USAID/[XX] conducted a CDCS Mid-course Stocktaking on [dates]. The purpose of the event was to [primary reason for stocktaking, such as: change in country context, routine cumulative review of progress to date, engage external stakeholders, etc].

- General information about who participated
- Basic information about the structure/format

This Information Memorandum summarizes what USAID/[XX] learned from the CDCS Mid-course Stocktaking and how the Mission plans to adapt, fulfilling the requirements of ADS 201 and satisfies the requirements laid out in Mandatory Reference ADS201mag Regional/Country Development Cooperation Strategy Development and Approval Process.

[*The recommended length of this memo is approximately seven pages.*]

Discussion

*The following bolded section headings are required. Missions are highly encouraged to provide content to address the italicized bullet points, as relevant.*

Brief Assessment of Results to Date

- Provide high-level progress update on each Development Objective
- As relevant, summarize status of work under cross-cutting themes

Update on Mission’s Understanding of Context and Assumptions

- If there have been changes in context that affect implementation, provide information on these shifts and how they affect each sector, as relevant
● State whether or not the assumptions in the CDCS still hold true
  o If applicable, state the revised assumptions

Review and Revalidation of the CDCS Development Hypotheses and Results Framework
● If there were any changes to the Goal, Development Objective(s), Intermediate Results (IRs) and Sub-Intermediate Results (Sub-IRs) as result of the stocktaking, provide the original and modified results statement(s)
● If the changes in the country context alter the results the Mission plans to achieve, explain how these impact relevant development hypotheses (see above)
● If assumptions changed (see above) explain how these changes impact relevant development hypotheses

Plan for Adapting Strategy Implementation
● Provide a high-level summary of course corrections for each Development Objective; if explanations are lengthy, consider using an annex to cover the details
● If adaptations will take place through new project design and/or procurements, as appropriate and to the extent the specifics are known, include a brief reference

Management Adjustments to Improve Implementation
● Explain how management structures and/or processes will need to change to support decisions made about the way forward

Information on Shifts in the Mission’s Budget
● Explain how budget shifts might affect the scope and implementation of future programming

Significant New Learning for Sharing Within and Beyond the Agency
● New perspectives about the development context
● Analytic and evaluation findings
● Best practices/methods for stocktaking

Authority

ADS 201.3.2.18.B Learning and Adaptive Management During Implementation outlines mandatory and recommended procedures for CDCS Mid-course Stocktaking including the requirement for Missions to submit documentation of the process to the relevant Regional Bureau.
CLEARANCE PAGE FOR INFORMATION MEMO FOR [“copy subject line from first page”]

Clearances:

Program Office [Name] Clear Date
Mission Front Office [Name] Clear Date
Others as relevant [Name] Clear Date

Drafter: [Bureau or IO/Title]: [Name]