# 2018 COLLABORATING, LEARNING & ADAPTING CASE COMPETITION
# KICKOFF WEBINAR

TUESDAY, APRIL 10, 2018
12:00-1:00 PM

# AGENDA:

- OBJECTIVE

- JUDGING PROCESS & PRIZES

- WHAT WE'RE LOOKING FOR

- WRITING TIPS

- QUESTION & ANSWER

**USAID**
FROM THE AMERICAN PEOPLE

# OBJECTIVE

❑ Capture case studies of USAID staff and implementing partners using a CLA approach for organizational learning and better development outcomes

❑ Identify enablers and barriers to CLA integration

❑ Contribute to the evidence base for CLA





**EVIDENCE BASE FOR CLA**

**COLLABORATE • LEARN • ADAPT**

# THE JUDGING PROCESS

❑ USAID LEARN judges read all cases to choose ~ 20 finalists

❑ USAID/PPL judges read finalists to choose 5-10 winners

Cases are scored on a 20-point scale

– Each question has 3-5 possible points

– Judges will also consider regional and sectoral diversity

# PRIZE FOR WINNERS

Recognition at a CLA event in Washington, DC

# YOUR CASE MAY BE FEATURED IN...

# CHOOSING YOUR CASE
## WHAT WE'RE LOOKING FOR

# WE ARE LOOKING FOR STORIES ABOUT CLA APPROACHES THAT...



- ❑ Are intentional, systematic and resourced
- ❑ Are holistic, covering multiple subcomponents in the CLA framework
- ❑ Have an ongoing effect on your organization and its work
- ❑ Could potentially be adopted by others

# YOUR CASE DOES **NOT** HAVE TO BE...

❑ A total success story. If you ran into challenges, describe them transparently.

❑ About new and cutting-edge approaches. We also value stories of expected practices done right in your context.

❑ Something you knew was CLA when you started it, as long as you clearly understand and can articulate the connection to CLA now.

# LOOKING FOR EXAMPLES?

Check out cases from previous years on USAID Learning Lab

# WRITING TIPS

**Case Title:**

Choose a Title that Describes the Who, What & Where of your Case

**Name:** The submitter's name(s). Example: Jane Smith.

**Organization:** Your organization's name.
Example: USAID/Colombia or Chemonics
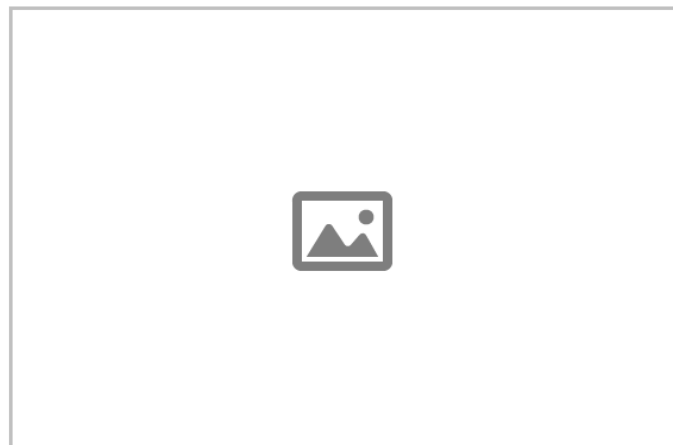


Photo Caption & Credit: Describe your image and name the person or organization that owns the photo. Example: Participants collaborate during USAID/Colombia MEL Project Workshop. Credit: USAID/Colombia.

- Examples of good titles:
  - Making Connections, Measuring Results: CLA in a Food Security Program in Zambia
  - Leveraging the Annual Federal Employee Viewpoint Survey for Reflection and Change

- Choose an image that includes people, ideally project participants or staff

**Summary:**

OVERALL INSTRUCTIONS (IMPORTANT):
- Download and save this fillable PDF before completing, changes will NOT be saved if you modify in a web browser.
- Please remove this and all other help text before submitting your case.
- You may write as much as you can fit in each question's box. The approximate word limits reflect the average range of characters that can fit inside the box.
- Please use correct USAID terminology when talking about a project or activity. (See ADS 201 definitions.)

SUMMARY SECTION:
Think of this section as an executive summary or abstract. For best results, write this last. If your case is a winner or finalist, this summary could be featured on a poster or in a USAID Learning Lab blog post, so it needs to make sense on its own and spark interest in reading more about your case. Be sure to spell out all acronyms in this section.

We're looking for a brief overview of your case in narrative form that includes a short description of:
- The context of your case
- The organizational or development challenge that prompted you to use a CLA approach
- The CLA approach you used
- The outcomes of your CLA approach

(Approximate Word Limit: 200-250)

- Be sure to read through all of these instructions!
- Download before completing, you will not be able to save your work in a web browser!
- Use correct USAID terminology when talking about a project or activity

**1. Which subcomponents of the Collaborating, Learning and Adapting Framework are reflected *most* in your case (select up to 5 subcomponents)?**



- ☐ Internal Collaboration
- ☐ External Collaboration
- ☐ Technical Evidence Base
- ☐ Theories of Change
- ☐ Scenario Planning
- ☐ M&E for Learning
- ☐ Pause & Reflect
- ☐ Adaptive Management

- ☐ Openness
- ☐ Relationships & Networks
- ☐ Continuous Learning & Improvement
- ☐ Knowledge Management
- ☐ Institutional Memory
- ☐ Decision-Making
- ☐ Mission Resources
- ☐ CLA in Implementing Mechanisms

- Unsure of what we mean by these? Read the definitions in the CLA Framework (linked in form)
- Use these subcomponents to frame your CLA approach. We'll ask you to refer to them in a later question
- You don't need to choose 5. Choose as many as fits your case

**2. What is the general context in which the case takes place? What organizational or development challenge(s) prompted you to collaborate, learn, and/or adapt?**

Set the scene for your case and describe the organizational or development challenge(s) that prompted you to collaborate, learn, and/or adapt.

(Approximate Word Limit: 250-300)

- Explain:
    - Where your case takes place
    - Who was involved
    - What challenge you were trying to solve
    - Any other context that would be helpful for the reader to know

**3. Why did you decide to use a CLA approach? Why was CLA considered helpful for addressing your organizational or development challenge(s)?**

Please use this space to describe why you decided to use a CLA approach (or approaches), specifically. Was it encouraged by your organization? Did you hear about it from a colleague? Why did you decide to invest time and other resources into CLA practices? Was CLA built into your project or activity's design, or did the need emerge later?

(Approximate Word Limit: 200- 250)

- Tips:
  - This question gets at the value proposition of CLA. What value did you believe it would add to your organization or your work?
  - Were there any particular problems you hoped CLA would help you address?
  - It's also okay to say that CLA was mandated by your organization, we want to know that too!
- Example:
  - "Several existing factors drove us to use a CLA approach, including strong commitment from Mission leadership, wide appreciation for learning across all levels of the organization, and a desire to be more data-driven and make changes based on evidence." *USAID/Senegal, 2017 Winner*

**4. Tell us the story of how you used a collaborating, learning and/or adapting approach to address the organizational or development challenge described in Question 2.**

This is the most important question on the form.

Please write a narrative that describes the steps you took in implementing your CLA approach. Imagine that a colleague would like to replicate your CLA approach in their context, and provide enough detail so that they can follow your approach step by step.

- What did you do first? What came next?
- How were key stakeholders involved in your CLA approach?
- What were your key decision points, and what information was used in decision-making?
- Did your CLA approach evolve or shift over time? How?

The strongest cases describe efforts to implement CLA approaches intentionally and systematically within a program, team, and/or organization. Strong cases often also describe holistic CLA approaches that combine multiple CLA subcomponents. As you tell your story, please reference the CLA subcomponents you selected in Question 1.

(Approximate Word Limit: 550-600).

- Tips:
  - This question is worth more points than the rest of the questions on the form.
  - Focus on your CLA approach here, not your project or activity.

- Tips:
  - Questions 5 & 6 ask about the impact of your CLA approach
  - Question 5 focuses on the **team and/or organization level**
  - Question 6 focuses on **development results**

**5. Organizational Effectiveness: How has collaborating, learning and adapting affected your team and/or organization? If it's too early to tell, what effects do you expect to see in the future?**

This space is for describing the difference we could expect to see with and without CLA.

If it helps, imagine that a colleague visited your office before you launched your CLA effort, and then returned for another visit last week. What differences would they observe in your organization's culture, processes, allocation of resources, and/or relationships? Think of this question as a before/after observation of using a CLA approach. Describe any changes you've noticed within your team or organization.

**6. Development Results: How has using a CLA approach contributed to your development outcomes? What evidence can you provide? If it's too early to tell, what effects do you expect to see in the future?**

What is your assessment of how CLA contributed to your development results? Describe the contribution and the evidence you have that links CLA to better results.

If it helps, compare your development outcomes before and after using a CLA approach. If you don't have that information, how do you think your development results would be different if you didn't use a CLA approach?

Tips:

- Answer these questions about your CLA approach, not your project or activity
- In Question 7, transparently discuss both enablers and obstacles

Considerations:

- Your answers to these questions will help us identify common experiences with using a CLA approach so that we can develop tools and resources to help development practitioners like you!

**7. What factors affected the success or shortcomings of your collaborating, learning and adapting approach? What were the main enablers or obstacles?**

To get full points for this question, be sure to discuss both enablers and obstacles, and focus on what enabled or inhibited your CLA approach, not the technical work itself. We're looking for transparency here, so please be as straightforward as you can.

**8. Based on your experience and lessons learned, what advice would you share with colleagues about using a collaborating, learning and adapting approach?**

Imagine that a colleague is facing a similar organizational or development challenge and asks you for advice on using a CLA approach to address it. What should they know before they get started? What resources should they draw on? What should they do? What should they not do?

# GOT A QUESTION?
## WE WILL TRY TO ANSWER IT

We look forward to reading your case!

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If you have questions later, email submissions@usaidlearninglab.org