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**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]
SUBJECT: USAID/[XX] Country Development Cooperation Strategy [CDCS dates] Mid-course Stocktaking

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*
 - *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 [<i>Name</i>]	Clear	Date
Mission Front Office [<i>Name</i>]	Clear	Date
Others as relevant [<i>Name</i>]	Clear	Date

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