

WHAT IS IT?

The Accompaniment Plan is an editable PDF form, that allows us and partners to outline clear steps for accompaniment.

WHY DO YOU USE IT?

The Accompaniment Plan is used at the initiation of the accompaniment process to set clear expectations of the accompaniment process and set a schedule. The plan is updated throughout the process to capture agreements and next steps.

WHEN DO YOU USE IT?

After an organization develops a capacity strengthening action plan, planning for accompaniment can begin. Practitioners should engage with partners to determine how/when the accompaniment will be carried out.

WITH WHOM?

We use the Accompaniment Plan with any partner that is being accompanied during the implementation of a capacity strengthening action plan as defined in the Assessment to Action Planning Workbook.



Partnership & Capacity Strengthening

Accompaniment Plan

Directions: At your initial meeting with a partner complete page 1 of this plan in full on the remaining pages identify the dates and communication methods for each stage. As you complete each stage of accompaniment confirm/modify the dates and document the agreements and expectations for the next stage.

Partner Organization

CRS Lead

CRS Team Members

Topic Areas (Program Quality/Management Quality)

Initial Steps

1.

2.

3.

Notes

Agreements (what, due by when, who's responsible)

Initial Follow-Up Meeting Date

How will you meet

Face-to-face

Call

Email

Text

Initial Follow-Up Meeting Agreements/Expectations (what, due by when, who's responsible)

Coaching Session Date

How will you meet?

Face-to-face

Call

Email

Text

Coaching Session Agreements/Expectations (what, due by when, who's responsible)

Coaching Follow-Up Date

How will you meet

Face-to-face

Call

Email

Text

Coaching Follow-Up Notes and Agreements/Expectations (what, due by when, who's responsible)

Testing Period Dates

Testing Period Agreements/Expectations (what, due by when, who's responsible)

Testing Follow-Up Date

How will you meet

Face-to-face

Call

Email

Text

Finalization

Is the intervention documentation in folder both for CRS and partner organization?

Has it been endorsed by the right person in the partner organization (i.e. high level executive staff)?

Does it adhere to local law?