Lessons learned report

Locally Led Anticipatory Action Toolkit

Purpose

The purpose of this tool is to capture lessons learned throughout the locally led anticipatory action process. Organisations can then reflect on them to strengthen their locally led anticipatory action in the future, or create evidence to influence decision makers to scale out change.

Guidelines

Reflect on the following questions. Use the template to capture your answers.

Identifying lessons learned

Identify comments, recommendations and experiences (either negative or positive) that could be valuable to future projects (and other actors implementing similar projects). This should be done by staff and stakeholders connected to the project. To think about what you have learned, reflect on the following questions:

1. What has gone well or better than expected? Why?
2. What has not gone so well or not as expected? Why?
3. What could be improved or what would we advise others to do?
4. How have we responded/adapted to this lesson, and are there alternatives that could be considered in the future?
5. Has this lesson had a positive, negative or neutral impact on what we are achieving?

Capturing lessons learned

Complete the table, adding more rows for each step to add more learning

Steps of the process	Lesson learned	Response	Impact
Phase 1: Engagement, assessing, feasibility & design			
Phase 2: Participatory assessment and enhanced community contingency planning			
Phase 3A: Community led early action			
Phase 3B: Local actor early action			
Phase 3C: Enhanced participatory contingency planning			
Phase 4: Coordinated monitoring, evaluation, feedback and advocacy			
Phase 5: Collaborative development of early action protocols			

Analysing the lessons learned

Step 3 of the process is to analyse all the lessons learned in order to apply the results. The aim is to, by considering trends emerging, identify best practice or strengthen weaker areas. Project managers, project coordinators, other staff and leadership can all participate in the analysis process and make decisions on how to best utilise the knowledge gained. The team should be empowered to recommend action points or solutions for future continuation of best practice, or avoidance of previous issues.

To analyse successfully, we recommend:

- ☐ Enough time taken to read through any reports or lessons learned before analysis meetings
- ☐ Use the participatory tool 'SWOT Analysis' to support in identifying key strengths and weaknesses
- ☐ Use the participatory tool 'Problem Tree' to think through causes and potential responses to significant issues

Taking action on the lessons learned

Take steps to put your analysis into practice, whether through strengthened future anticipatory action, influencing change to scale up locally led anticipatory action or another intervention.

Acknowledgement