Summary note on the identification of focal points for data collection

During Phase 1 (Inception), the National Co-ordinator (NC) establishes communication channels with an inclusive set of stakeholders within government and with development partners (DPs) and other actors to raise awareness of the exercise, generating ownership and political traction. During the inception phase the NC needs to identify the following focal points who have a specific role to report data during the data collection phase:

1. Data reporting by individual development partners (DP):
   - One focal point per development partner (bilateral/multilateral DPs)

   The NC is responsible for ensuring that a representative from the government reaches out to each of its DPs and requests them to nominate a focal point. In case these nominations have not been received from all DPs by the end of the inception phase, when the NC reaches out in the data collection phase to each DP to give them access to the online reporting tool, it will also be possible to ask them at that time to coordinate internally in their organisation/agency so that the correct focal person for data collection receives access to the tool.

2. CSO enabling environment assessment:
   - One CSO focal point to respond on behalf of (all) CSOs
   - One DP focal point to respond on behalf of (all) development partners

   The partner country government conducting the monitoring exercise will also provide responses to the CSO assessment, but provided that the National Co-ordinator will play this reporting role on behalf of the government, no separate focal point needs to be identified.

3. Kampala Principles Assessment (optional questionnaire/only if chosen by the NC):
   - One focal point from private sector to respond on behalf of (all) smaller private sector actors (micro, small and medium-sized enterprises including social enterprises and co-operatives)
   - One focal point from private sector to respond on behalf of (all) larger private sector actors (export-oriented firms and multinational companies)
   - One focal point from trade unions to respond on behalf of (all) trade unions
   - One CSO focal point to respond on behalf of (all) CSOs

   DPs and the partner country government will also respond to the KPA questionnaire but will do so as part of their overall questionnaire. Therefore, no additional focal points from these groups need to be identified for reporting on the KPA.

***For further detailed step-by-step guidance, please refer to the Monitoring Guide or send your inquiries to the GPEDC Joint Support Team at monitoring@effectivecooperation.org ***