

Worksheet: How to Create a Learning and Adaptation Plan

This worksheet aims to provide a general outline and some guidance to help you develop your learning and adaptation plan. This plan could either be a standalone document, or it could be integrated into other project documents, such as a Monitoring, Evaluation, and Learning (MEL) plan.

Section 1 – Learning and Adaptation Objectives

Use this section to define the project's objectives and needs related to learning and adaptation, including defining questions for a learning agenda. Answer the following questions:

- Why is learning and adaptation important for your project?
- What are the specific learning objectives for your project? These objectives could include:
 - ▶ Testing and assessing the validity of your theory of change and exploring assumptions and hypotheses during project implementation.
 - ▶ Filling knowledge gaps that might be impeding informed design and implementation decisions.
 - ▶ Making more informed decisions and improving the effectiveness and efficiency of project strategies, approaches or activities.
 - ▶ Advancing collaboration, exchange, and learning among stakeholders.
- What are the learning questions associated with the project's learning objectives?

Section 2 – Learning Methods and Activities

Use this section to define the methods and activities you will use to generate, analyze, and synthesize learning. You could include activities to reflect, collect feedback, or monitor context.

METHOD/ACTIVITY Provide the name and a brief description of the planned activity.	PURPOSE What learning questions does this activity feed into?	PLAN TO ANALYZE AND SHARE LEARNING How will the collected data be analyzed and shared and with whom?	TIMING AND FREQUENCY Is this a one-time or a routine learning activity? What period or at what milestone does it need to be completed?	NECESSARY RESOURCES Who will be responsible for implementing learning activities? What resources do we need?

Section 3 – Adaptation Process

Use this section to plan steps for analyzing the learning and feeding data back into decision-making and implementation. Answer the following questions:

- Which mechanisms will you use to adapt your project based on learning?
 - ▶ Which mechanisms will be used to make small adjustments throughout implementation?
 - ▶ Which mechanisms can be used to identify and decide on strategic adaptations or changes?
- What is the process for decision-making related to adaptation?
 - ▶ Who is authorized to decide on adaptations, and how is decision-making different for small adjustments versus strategic adaptation?
- What is the process to document changes and keep clear records of decisions and adaptations?

Section 4 – Coordination and Management

Use this section to identify the necessary resources and team roles to support the learning and adaptation process. Answer the following questions:

- Who are the team members involved in the learning and adaptation process and what are their roles?
 - ▶ Are there dedicated team members for learning and adaptation?
 - ▶ How will other team members be involved in and support learning and adaptation?
- Who from outside your team (donors, partners, beneficiaries, etc.) will be involved in learning and adaptation and what are their roles?
- What are the budget and other resources needed to carry out learning and adaptation? Are these resources available or do they need to be obtained?

Sources:

- [How-To Note: Project Monitoring, Evaluation, & Learning \(MEL\) Plan:](#)
- [Learning and Adaptation Strategy – United Nations Kyrgyzstan](#)
- USAID's CLA Toolkit [section on Learning Agendas](#)
- FHI 360's experience in developing learning and adaptation plans