CATHOLIC RELIEF SERVICES

CAFE tool

1. Share and model the CRS Café Standards guidance to improve consortium governance

2. Share information on best practices, approaches, tools that improve the quality of consortium governance and management

3. Brainstorm recommendations / next steps for improving consortium management

- Think of one word that describes a well-functioning consortium

  - Take 2 min

  - Write this word on a post-it

  - Stick post-it on flip chart

CAFE assists CRS and partners to:

— form and maintain strong consortiums that respond to the needs of the most vulnerable

— meet donor requirements

— make the managerial, financial, and administrative functions of a consortium effective, efficient, and supportive of project goals, community needs, and donor intent

Available in English, French, and Spanish on www.crsprogramquality.org under Capacity Strengthening

- **CAFE Standards**: describes the essential principles for forming and working in an effective and efficient consortium in *Goals, Strategy, Roles, Structure, Process, Interpersonal Relations*, and *Organizational Learning*

- **CAFE Reference Sheet**: suggests tools and good practices for forming and operating a consortium; provides descriptions of attributes and processes for each standard

- **CAFE Implementation Guide:** pre-consortium planning, formation, proposal design, project approval, and implementation phases: start up, execution, midterm, closure, and continuation, including definitions, outputs, conditions, and indicators for success, pitfalls, monitoring checklists, suggestions for tools and best practices

- **CAFE Glossary:** defines the terms most commonly used in consortium

- From your consortium experience, rate the 7 management standards on a scale of 1 (poor) to 5 (great) against the list in your handout

  - Take 5 min
  - Using dots, show your ratings for each standard on the wall flipcharts

- In your experience, what practice, approach and/or tool has worked well to improve consortium performance in this standard?

- Identify the top 3 practice/approach/tool(s) you feel are MOST effective to improve consortium practice in this standard

  - Take 20 min
  - Appoint a facilitator, note taker and a rapporteur
  - On the flipchart, write what worked well and your Top 3
  - Prepare to share in a 2-min report-out

- Individually, take 3 minutes to further reflect and write down the most important next steps

- In pairs, take 5-7 minutes to discuss next steps:
  - How do you personally intend to apply what we've discussed to your work in consortium management

- A selection of responses will be shared in a 5min plenary