

GUIDANCE NOTE
GRAND BARGAIN SELF-REPORTING 2024
ONLINE PLATFORM

Submission of the self-report is tied to participation at the Annual Meeting. Signatories who won't submit their self-reports will not be able to join the Annual Meeting.

Reporting period:

- The reporting period for the 2024 annual self-report process is from **01 January 2023 to 31 December 2023**.
 - If your reporting period aligns with a fiscal year that differs from the calendar year, this is acceptable. Ensure that the timeframe reported is consistent with previous years' self-reports, particularly if some indicators have been reported in the past. It is important to maintain comparability across years, and the reporting period should cover a full 12-month span.

Access and submission:

- **ACCESS ONLINE PLATFORM**
- Internet access is required to complete the online form.
- Only one person from each organisation (preferably the focal point for the Grand Bargain) can complete the online form.
- There is no need to create an account on the platform; simply use the link provided and enter the required information directly.
- Please be aware that the online form can only be submitted once. If you need to make changes after submission, or if you have made an error, please contact the secretariat at gbsecretariat@un.org.
- Please be aware that the online form does not have a draft save option. It must be completed in one session by the designated focal point.
- Once you have completed your entry, please click the 'Save the record' button to submit.
- To support in the internal gathering of data from various units or departments within your organisation, a word document was provided which includes a list of all indicators applicable to your organisation.
- You should endeavour to answer all questions included in the online form, as relevant. In some instances, the fields will be marked as required which means that you will not be able to submit the form if they were not filled.
- The Secretariat requires only the online form to be submitted. Submission deadline: **19 July 2024, COB**.

Form details:

- At the beginning of the survey, you will need to indicate the currency you are using to report all financial amounts. Only one currency can be used throughout.
- The self-report is tailored per constituency. You will be prompted to enter your organisation name and the form relevant to the constituency you belong to will appear.
- While all indicators are not always relevant to your organisation (specifically for NGO Networks), you will be able to use the text boxes to add any relevant information you may wish to share instead of the data required for the indicators.
- If you have any questions regarding the self-report or the overall reporting process, please contact the Grand Bargain Secretariat – gbsecretariat@un.org.

Data specific:

- Please refer to the explanations and additional guidance provided under the indicators. Whenever possible, definitions were included there. In addition, hyperlinks to relevant documents (i.e. caucus outcome documents, IASC guidance, Policy papers, etc.) were added to the Word template for further reference.
- To ensure data comparability and accuracy, and to allow for automatic analysis of data ahead of the annual meeting, the self-report is built using a set of strict data rules. Text boxes will allow for space to provide additional information.
- **For quantitative indicators**, please provide the necessary financial amounts or percentages (between 0 and 100%). A text box is also available for under each section for any caveats or additional comments you may have on the provided data.
- Financial amounts reported against the respective indicators should refer to the contracted or disbursed funding amounts for the reporting period. If only budgeted financial amounts are available, this should be clarified in the text box.
- Financial amounts should capture all humanitarian funding and expenditure, irrespective of whether that funding was received from public or private donors.
- If the data is not available or not applicable, please **enter 1** and use the text box to indicate why is not available and/or not applicable. Please indicate what steps are taken to collect it for future self-reports.
- **For qualitative indicators**, you will be asked to answer multiple choice questions; binary questions (YES or NO – with a free text box for further explanation); or use the Likert scale.

Text limits:

- Text boxes will allow for space to provide additional information. The text boxes allow for a maximum of 1024 characters.
- Please note that the response for question **2.3.1** is limited to 65,000 characters.