**Common “8+3” Template**

*Instructions for donors:*

1. *Decide whether separate forms should be developed from this template for interim and final reporting. If a separate interim template is developed, it is recommended that it contain fewer questions, and a shorter word count than the final.*
2. *Choose whether to keep all 8 baseline questions, or eliminate those that are not necessary for your reporting. This template represents the maximum approach, and fewer questions are encouraged.*
3. *Choose which of the three (or fewer) additional questions to include in your reporting form. When you choose these three questions, they will be mandatory, not optional, for the implementing partners to respond to.*
4. *Delete the italicized “Instructions for donors” wherever they appear. It is recommended that you leave the italicized “Additional information” instructions in each answer box (however formatted). Alternately, a separate template guidance document with the same information will be provided to pass on to implementing partners.*
5. *Provide implementing partners both with the final reporting form you develop, and also the template guidance document, which contains Additional guidance (delete these instructions in final submission) on responding to specific questions.*
6. *Contact GPPi (HarmonizingReporting@gppi.net) at if you have technical questions about any of the above, and also to suggest the best way for forwarding the pilot reporting received on for data collection.*

## Common Reporting Template

Name of Partner:

Project Name (or number, where applicable):

Project Country:

Project Area (if applicable):

Reporting Period:

Project Start Date:

Project Planned End Date:

***Notice of Consent****: This reporting form is being used as part of a pilot project led by the Grand Bargain workstream on harmonizing and streamlining reporting processes. The pilot will test the benefits to donors and partners of using a common reporting format and template.*

*To evaluate the results of the pilot, a research organization, Global Public Policy institute (GPPi), has been commissioned to collect reports based on the common template that fall within the scope of the pilot. Analysis of the reports will inform the final conclusions and evaluation of the pilot. However, neither the overall content, nor the name of the organization, nor specific excerpts of the reports will be shared with others, appear publicly, nor be used for any other purpose other than contributing to an analysis of the pilot results.*

Baseline Questions (8 Total)(suggested 5-10 pages)

*Instructions for donors (to be deleted in final form sent to implementing partners): Choose whether to include all 8 of the baseline questions, or delete those not required for your reporting. Choose whether to use the logframe and “affected persons” table in questions 3 and 4, or insert or direct implementing partners to use those provided in the project proposal, or simply delete these where only narrative reporting is expected.*

1. **Overall Performance**: Provide a discussion of the overall performance and results of the project to date, with reference generally to the objectives of the project. Specifically note the project’s impact on the different needs of women, men, boys and girls, and vulnerable individuals. (Suggested length: 1/2 page to 1 page)

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| *Additional guidance (delete these instructions in final submission): Provide a narrative summary of the overall performance, and key achievements of the project, referencing this performance against the overall context or needs, and original purpose or objective(s) of the project. This overall description should reference some of the key benchmarks or milestones of the project, but it should not be a list of progress per objective or outcome, which is more appropriate for the performance measurement in question 3.*  *Describe briefly how progress has been realized over the course of the project, and/or since the last interim report (where required). This question can also be used to highlight important achievements, significant constraints or challenges encountered, or other elements or factors that have been significant to the project results or implementation. Within the general discussion of performance, particular attention should be given to how the needs of vulnerable communities and individuals were identified and how these needs were met or taken into account.* |

1. **Changes and Amendments**: Briefly explain any challenges or constraints encountered, changes in needs or in the overall situation, or other factors that have required changes or adaptations from the original project plan. Describe how you responded to these challenges or changes by adapting your project from the original proposal (whether in implementation plan, activities, indicators, or outcomes). (Suggested length: 1/2 page to 1 page)

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| *Additional guidance (delete these instructions in final submission): Please describe any challenges or constraints encountered, changes in the overall context, changes in the needs of the beneficiaries, or other changes that required adaptation since the project proposal. For interim reporting, provide recommendations for improving the design of the program or adapting the program to address these changes, including any alterations to program goals, implementation plan, specific activities, indicators or proposed outcomes.*  *For final reporting, describe the adjustments to still achieve substantial goals given the change in circumstances. This should include a description of any alteration in the original goals, implementation plan, specific activities, indicators, or proposed outcomes. Note specifically where a modification from the original plan has already been requested from the donor.* |

1. **Measuring Results**: Describe the progress in achieving the outputs, outcomes and associated targets in the project proposal, according to the benchmarks, milestones, or indicators that were established. Where a logframe is required, the following logframe (sometimes described as an indicator tracking table) is recommended. Alternately, the logframe or indicator tracking table provided in the original proposal may be used.

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| *Additional guidance (delete these instructions in final submission): Describe the outputs, outcomes, or results achieved, assessing progress against the targets identified for each indicator in the original proposal. Specifically note whether targets were met within intended timeframe, and provide an explanation where key targets or milestones were not met, and any discrepancies between expected and actual results. Note the sources of measurement and verification used and (only in the final reporting), attach any monitoring and evaluation assessments taken to the final report.*  *As a default, implementing partners should provide an assessment of the results for each objective or outcome set out in the original performance plan, in both narrative and logframe form, although some donors may require only a logframe or only a narrative description. When only narrative reporting is required, it is helpful to organize the description of progress by the specific objectives or outcomes established in the project proposal.*  *A suggested logframe format is below, alternatively the logframe agreed in the project proposal can be used. To increase harmonization, donors are encouraged to require tracking of the following:*  *Levels of results: Outputs and Outcomes (sometimes referred to as “results” in past templates).*  *Elements to be tracked: indicators, baselines, targets, progress/achievement to date, and explanation of variance, and source/method of verification*  *Where a program or project has clearly identified specific project components in terms of sector, geography, or time period, the logframe may be broken down by these components, as indicated in the project proposal.* |

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| **Level of Results** | **Indicator(s)** | **Baseline**  **(with date)** | **Targets and Milestones** | **Progress/ Achievement to date** | **Explanation of Variance** | **Source/Method of Verification** |
| **Outcome(s)** |  |  |  |  |  |  |
| **Output(s)** |  |  |  |  |  |  |

1. **Affected Persons**: Provide the number of those taking part in or affected by the project, disaggregated by gender, age, and other guidance specified in the proposal. The best practice standard is to provide this information in quantitative, tabular form. A suggested table is provided below, but the table provided in the proposal may alternately be used.

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| *Additional guidance (delete these instructions in final submission): This question has often appeared in past donor reporting templates as requiring the number of “beneficiaries.” In consideration of ongoing discussions about greater accountability toward and inclusion of the affected population, the term “beneficiaries” is instead framed here as “affected persons,” but implies the same level of reporting as in past “beneficiary” reporting.*  *Provide the number of affected persons to date, disaggregating by gender & age (infants less than 5, children less than 18, adults between 19 and 49 years, and elderly over 50), as well as any particular categories of vulnerable individuals or specifically targeted individuals identified in the proposal (note: this may vary based on the nature of the proposal). Unless otherwise specified in the proposal, quantitative information should be presumed for this question. Include both the targeted and actual number of affected persons.*  *Where interim reporting is required in the project, each report should describe both the number of affected persons in the reporting period in question and the cumulative number reached so far. Where a program or project has clearly identified specific project components in terms of sector, geography, or time period, affected persons may be broken down by these components, as indicated in the project proposal. A sample table is provided below. Alternately any table or formats specified in the proposal may be used instead.* |

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| ***Location/Activity/Objective (where relevant)\**** | | | | | | |
| **Unit of measurement (choose one): Individual / Household (HH) / Organization / Community** | | | | | | |
| **Age Group** | **Male** | | **Female** | | **Total** | |
| **#** | **%** | **#** | **%** | **#** | **%** |
| < 5 |  | --% |  | --% |  | --% |
| < 18 |  | --% |  | --% |  | --% |
| 18-49 |  | --% |  | --% |  | --% |
| 50 and > |  | --% |  | --% |  | --% |
| **Total** |  | **--%** |  | **--%** |  | **100%** |
| **Planned** |  | **--%** |  | **--%** |  | **100%** |
| **Variance** | **--%** |  | **--%** |  | **--%** |  |

\* For many projects, it may be more relevant to present the number and percentage of affected persons per location, per objective, or, where multiple activities are included per project, per activity. Where this is the case, separate tables may be included, with the location or activity specified at the top of each breakdown.

1. **Participation of and Accountability to the Affected Population**: Describe how the project has been designed to maximize accountability toward the affected population. (Suggested length: 1/2 page)

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| *Additional guidance (delete these instructions in final submission): How have you provided information about the organization and the project to affected populations? How have you ensured that this information is timely and accessible to all? How were crisis-affected people (including vulnerable and marginalized groups) involved in the design and implementation of the project? How did you use their views to guide decision-making? How was feedback collected, tracked, analyzed and incorporated? Were adjustments necessary as a result of received feedback? If so, how were they undertaken? Please provide the evidence of soliciting and using this feedback (e.g. tools for provision of information, or tracking systems).* |

1. **Risk Management**: Describe how risks to project/program implementation were identified, managed, and mitigated, including any operational, security, financial, personnel management or other relevant risks. (Suggested length: 1/2 page)

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| *Additional guidance (delete these instructions in final submission): Partners should provide a risk analysis, including both external risks stemming from the overall environment, and internal risks, for example, related to financial or personnel management issues. This might include risks of corruption, conflicts of interest, loss or harm to project staff, loss or harm to project materials or resources, among other risks.*  *For projects taking place in insecure environments, specific attention must be given to security risks, including how the security situation evolved over the course of the project and how this affected project activities.*  *For any risks identified, what strategies or measures were taken to mitigate or address these risks? How did you alter these strategies from those proposed in the original proposal?* |

1. **Exit Strategy and Sustainability:** Briefly describe the exit strategy and closure steps for the project, and an assessment of the sustainability of the results.

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| *Additional guidance (delete these instructions in final submission): Briefly discuss the exit strategy for closing the project, and an analysis of the likely after-effects of the project. Most prominently, this analysis should focus on the sustainability of the project, or the extent to which any of the results or benefits of the project will continue after its closure.*  *Additional consideration can be given to how the project contributed to the resilience of communities, or how it has supported the capacity of local partners. This is particularly important where these elements were a prominent component of the project proposal.*  *In some project contexts, it may also be appropriate to discuss ways that elements of the project will continue, or will feed into other long-term recovery, rehabilitation or development efforts. For example, did the project take opportunities to support long term strategies to reduce humanitarian needs, underlying vulnerability and risks?*  *Finally, depending on financial regulations, some donors may also require a catalogue or inventory of any equipment, capital goods, or other assets that were acquired through project funds, and how they will be transferred, disposed of, or otherwise dealt with upon closure of the project.* |

1. **Lessons Learned**: Describe any lessons learned, and how these will be applied in future projects. (Suggested length: 1/2 to 1 page)

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| *Additional guidance (delete these instructions in final submission): Describe which aspects were the strongest or weakest, or what project elements or strategies most contributed to the success or failure of the project, and explain how these have contributed to the development of organizational or project learning.*  *The focus should not purely be what went well, or did not, in the past project, but how lessons learned will be applied in future projects or areas of intervention. Implementing partners are encouraged to think about this in terms of learning. Based on the experiences or challenges that emerged, what will the organization do the same or differently in future similar projects? What would be suggestions for improving the design of such programs in the future?*  *This might relate not only to direct project management, but to how the project was managed in relation to local partners, in coordination with affected persons, or to others engaged in the situation.* |

## Additional Questions

*Instructions for donors (to be deleted in final form sent to implementing partners): Choose up to three questions from the below list to add to your reporting form. Once you choose them, they are mandatory for implementing partners to answer. Also delete the “Additional Questions” title above, to ensure that it is clear to implementing partners that these are not optional.*

1. **Value for Money/Cost Effectiveness**: Assess the value for money or cost effectiveness of the action.

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| *Additional guidance (delete these instructions in final submission): Provide an overall analysis of whether the programme is good value for money. Assess the cost-effectiveness of the project in comparison to what was projected in the proposal. Describe any efficiencies or cost savings achieved in the implementation of the project. Provide explanations for any cost overruns or high costs per unit or objective. An additional source of guidance for how to measure value for money is the 3E framework of Economy, Efficiency, and Effectiveness provided by DFID and available at* [*https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/67479/DFID-approach-value-money.pdf*](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/67479/DFID-approach-value-money.pdf)*. For interim reporting, provide an assessment of what actions need to be taken to ensure that the project represents good value for money going forward. Finally, where an audit has been conducted, include details of the last report.* |

1. **Visibility**: Describe how the support for this project was made public. Explain where any visibility or acknowledgement plans outlined in the proposal were not conducted, and alternative steps taken to comply with visibility obligations.

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| *Additional guidance (delete these instructions in final submission): The description of visibility may be brief where photos or illustrations of visibility are attached. In noting where visibility plans were adapted or measures were not taken, note specifically where prior approval from the donor was obtained, and the request date.* |

1. **Coordination**: Describe the impact of any coordination efforts, any synergies that developed, and recommendations for improving coordination in the future.

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| *Additional guidance (delete these instructions in final submission): Describe any efforts to coordinate with the host government, other relevant organizations and the broader humanitarian system, including the cluster system and alignment to HRP/other relevant UN-led appeals/coordinated responses (where applicable). In addition to noting these efforts, describe how this has contributed to the project, for example, any synergies that developed with other projects, or any other benefits brought about through the coordination. Are there ways that coordination might have been better, or might have improved the project outcomes?* |

1. **Implementing Partners:** List any implementing partners for this project and assess their role and contribution.

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| *Additional guidance (delete these instructions in final submission): List the implementing partners or subcontractors for this project, and describe the role they played in implementation. Assess the quality of their participation or contribution. Where local partners were engaged, comment on any specific examples of additional value added of working with local partners. Describe any efforts to improve implementing partners’ capacity or ability to work on similar projects in the future. Were there ways that the project could have been better structured to improve engagement with or implementation through implementing partners?* |

1. **Activities or steps toward implementation** (recommended only for interim reports): Briefly describe the arrangements taken to produce the outcomes or outputs described in the results section, specifically noting any significant changes in the implementation plan from the original proposal.

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| *Additional guidance (delete these instructions in final submission): Describe the arrangements made to produce the outcomes or outputs described in the project proposal, noting any changes in the activities or implementation plan so far and any planned changes going forward.* |

1. **Environment**: Give a brief account of how environmental issues were addressed and the project’s impact on the environment.

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| *Additional guidance (delete these instructions in final submission): Describe how environmental or climate issues were addressed. What measure were taken to ensure that the environment was protected and to manage risks to the environment? What environmental guidelines or policies were taken into account? If the project produced positive outcomes for the environment, for climate sustainability, or better future resilience against natural disasters, these should be described here* |