Date: gg/mm/aaaa

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| **Common Reporting Template** |

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| Name of Partner:  Project Name (Title and AID):  Project Country:  Project Area (if applicable):  Reporting Period:  Project Start Date:  Project Planned End Date:  Total Project Budget:  Modality of assistance: [*Please estimate the value of cash, vouchers and/or in-kind assistance and, if possible, also of the related programme costs. You may provide the same kind of data for programmes with a service delivery component if its value and related programme costs can be measured]*  [value] of cash transferred to recipients plus related programme costs  [value] of voucher-based assistance provided to recipients plus related programme costs  [value] of in-kind assistance given to recipients plus related programme costs  [value] of services delivered to recipients plus related programme costs (if measurable)  Explanation of modality choice: [*Please provide a brief explanation why this modality or mix of modalities was chosen to deliver the best outcomes for the affected persons.]* |

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| **Contact details (Field Office)** | **Contact details (HQ)** |
| Full Name:  Title:  Address:  Tel./Cell.:  e-mail: | Full Name:  Title:  Address:  Tel./Cell.:  e-mail: |

1. **Overall Performance**: Write about the project/program so far. Include information about how successful it is and what results are achieved. Write about the objectives of the project/program, and whether or not it is meeting these. Include information about its effect on the different needs of women, men, boys, girls, and vulnerable people.

(Suggested length: up to 1 page)

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| *Instructions for partners (please delete the instructions below before you submit your report):*   * *Write about the project/program as a whole but only as an overview. Include information about how progress has been made. Make sure you write about the context of the project, why it was needed, and its original aims.* * *It is important to include information about how you found out about the needs of vulnerable people, and how you made sure the project took their needs into account. Explain how gender considerations were taken into consideration in this project, and how they were mainstreamed in project implementation. For example, were men and women involved in the project design and implementation in a comparable way? Unless the project was specifically targeted at one group, how did you ensure that men and women benefit from the project in a comparable way? How did you ensure that the needs and capabilities of persons with disabilities were addressed?* * *Please briefly describe your approach to protection. How did you identify risks for affected populations? Which actions did you take to avoid or minimize risks for people?* * *This question is different from question 3, “Measuring Results”. Here, make sure you give an overview about the project/program in general and in relation to its objectives. Your answer to question 3 on “Measuring Results” is where you should write about results in more detail.* * *If you are writing an interim report, only write a little about the project/program as a whole. You can write about how you think the project/program will perform in the future. If you have submitted an interim report and this is your final report, include information about progress that has been made since the last report. You can mention important achievements, problems you have had, or any other information which has affected the project or its results.* |

1. **Changes and Amendments**: Briefly explain any changes to the project/program from the original plan (whether in the implementation plan, activities, measures, or outcomes), and explain why you needed to make them, for example because of a change in needs or in the overall situation. (Suggested length: 1/2 page to 1 page)

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| *Instructions for partners (please delete the instructions below before you submit your report):*   * *Explain any changes or amendments to the original proposal or project/program plan, and the reasons why you made them. This might include a discussion of how the humanitarian context has changed, changes in the needs of the beneficiaries, or other challenges or problems you had that meant the implementation plan, activities, indicators, or outcomes had to be changed. If a change was requested and approved by the donor, please mention it.* * *For interim reporting, give recommendations for improving the design of the project/program or adapting the program to address these changes, including any changes to program goals, implementation plan, specific activities, indicators, or proposed outcomes. For final reporting, write about the changes that were made because of the change in circumstances, and how these affected how well you achieved the objectives or milestones set out in the original proposal.* |

1. **Measuring Results**: Describe the progress in achieving the outputs, outcomes and associated targets in the project proposal, according to the milestones or indicators that were established. The following logframe is recommended.

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| *Instructions for partners (please delete the instructions below before you submit your report):*  *• Write about the outputs, outcomes, or results achieved. How much progress has been made towards the targets you identified for each indicator in the original proposal? Specifically write about whether the targets were met in time, and explain why key targets or milestones were not met, and any differences between the expected results and the actual results. Explain the sources of measurement and verification used. For final reports, attach any monitoring and evaluation assessments taken.*  *• You should asses the results for each objective or outcome set out in the original performance plan, in both narrative and logframe form, unless the donor has asked for a logframe or a narrative description only. 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.*  *• You find an example logframe or indicator tracking table below. Where a project/program has identified specific 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 people taking part in or affected by the project or relevant part of the program, split up by gender, age, and other guidance specified in the proposal. Best practice is to provide this information in quantitative (numerical) form, in a table. A suggested table is provided below, but the table provided in the proposal may be used instead.

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| *Instructions for partners (please delete the instructions below before you submit your report):*   * *Give the number of people reached by the project to date, disaggregated by gender & age (infants less than 5, children between 5 and 17, adults between 18 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, give quantitative (numerical) information. Include both the targeted and actual number of people reached.* * *If your project/program agreement requires information on affected persons with disabilities, provide an overview by stating if and how many people reached had disabilities (absolute numbers and share).* * *If you are writing an interim report, include both the number of people reached in the reporting period you are writing about and the total number reached so far. For example, in February (the reporting period) you reached 100 people, but January before you also reached 100 people, so the total is 200. Where a program or project has clearly identified specific components in terms of sector, geography, or time period, affected persons may be broken down by these components, as indicated in the project proposal.* * *Note: “Affected persons” have often been described in past donor reporting templates as “beneficiaries.” Because of the ongoing discussions about greater accountability toward and inclusion of the affected population, here we use the term “affected persons” instead of “beneficiaries.”* |

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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 |  | --% |  | --% |  | --% |
| 5-17 |  | --% |  | --% |  | --% |
| 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/program has been designed to maximize accountability toward the affected population.

(Suggested length: 1/2 page)

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| *Instructions for partners (please delete the instructions below before you submit your report):*   * *How have you given affected populations information about the organization and the project/program? How have you made sure that this information is well-timed and accessible to everybody? How were people affected by the crisis (including vulnerable and marginalized groups) involved and consulted in the design and implementation of the project/program? Which feedback/complaints mechanisms were in place for affected populations to report cases of mismanagement, misconduct and or sexual exploitation?* * *What did affected persons think about the assistance provided? If possible, quantify beneficiary feedback (for instance "40% of consulted persons find the received support useful"; or 18% of those consulted had complains").* * *How did you use their opinions as a guide when you made decisions? How was feedback collected, tracked, analyzed and taken into account? Did you have to make changes because of feedback you received? If so, how did you make the changes? Please give some evidence of collecting and using this feedback (e.g. tools for provision of information, or tracking systems).* |

1. **Risk Management**: Describe how risks to the project or program 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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| *Instructions for partners (please delete the instructions below before you submit your report):*   * *Update the risk management analysis included in the initial proposal. Were the right risks identified? What new risks were there that you did not expect? What did you do to mitigate or address the risks you identified? Did this work?* * *Write about external risks from the overall environment, and internal risks, for example, related to financial or personnel management issues. This might include risks of sexual exploitation and abuse of beneficiaries by project staff, corruption, conflicts of interest, loss of or harm to project staff, and loss of or harm to project/program materials or resources, for example. If your project/program takes place in an insecure environment, make sure you write about security risks, including how the security situation evolved over the course of the project/program and how this affected project activities.* |

1. **Exit Strategy and Sustainability:** Briefly describe the exit strategy and steps to end the project or program. Assess the sustainability of its results.

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| *Instructions for partners (please delete the instructions below before you submit your report):*   * *Write about the exit strategy for closing the project/program and the expected after-effects of the project. Focus on the sustainability of the project/program, or whether and how results or benefits will continue after it ends.* * *You can write about how the project/program contributed to the resilience of communities, or how it has supported local partners’ capacity. This is particularly important if resilience and support for local partners’ capacity were part of the project proposal.* * *For some projects/program, it may also be appropriate to write about ways that parts of it will continue, or will feed into other long-term recovery, rehabilitation or development efforts. For example, did the project/program support long-term strategies to reduce humanitarian needs, vulnerability and risks?* * *For final reports, attach a catalogue or inventory of any equipment, capital goods, or other assets that were acquired through project funds. Also highlight any information on how they will be transferred, disposed of, or otherwise dealt with upon closure of the project. Attach any document attesting their transfer in accordance with art. 7 of the “Disciplinare d’incarico” signed with AICS.* |

1. **Lessons Learned:** Describe any lessons learned, and how these will be applied in future projects or programs.

(Suggested length: 1/2 to 1 page)

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| *Instructions for partners (please delete the instructions below before you submit your report):*   * *If you are writing an interim report, describe primarily the strongest or weakest parts of the project/program, or what parts or strategies made the project/program successful or a failure, and explain what you learned from these. Please also reflect on the lessons learned in relation to the project/program management, your engagement local partners, your coordination with affected persons, or to others engaged in the situation.* * *For final reports, implementing partners should additionally focus on how lessons learned will be applied in future projects. What are suggestions for improving the design of similar programs in the future? Based on the experiences or challenges that came up, what will the organization do the same or differently in future similar projects/programs?* * *As a general advice for this question: frame your answers in terms of what you learned instead of describing what went well or did not go well* |

1. **Visibility:** Describe how the support for this project/program was made public. If any visibility or acknowledgement plans which were outlined in the proposal were not conducted, explain why, and what you will do instead.

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| *Instructions for partners (please delete the instructions below before you submit your report):*   * *If you have attached photos or illustrations of visibility, you do not need to write much.* * *If you are writing about visibility plans that were adapted or things you did not do, explain if the donor gave prior approval and the date of your request for approval.* |

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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| *Instructions for partners (please delete the instructions below before you submit your report):*   * *Describe how you coordinated 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).* * *Write about how this has contributed to the project/program, for example, any good examples of working together with other projects/programs, or any other benefits that were the result of coordination. Are there ways that coordination could have been better or could have improved project outcomes?* |

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

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| *Instructions for partners (please delete the instructions below before you submit your report):*   * *Who were the implementing partners or subcontractors for this project/program? Write about the role they played in implementation and how good their participation or contribution was.*      * *If you worked with local partners, write about any specific examples of how working with local partners added value.* * *Write about your efforts to improve implementing partners’ capacity or their ability to work on similar projects/programs in the future. Were there ways that the project/program could have been better structured to improve engagement with or implementation through partners?* |