## Outline for an Annual/Semiannual / QuarterlyReport

**Narrative**

|  |  |
| --- | --- |
| **Cover page** | * Name and duration of the project * Competent Authorities * Type of report * Date and location * Who has prepared the report * Distribution of the report |
| **Table of contents** |  |
| **List of abbreviations** |  |
| **Summary** | * Short overview of the project including   + Statement on project performance: How the project is contributing to the achievement of expected outcome (and impact)   + Statement on how the project has been able to deliver the planned outputs * Deviations from the work plan, an overall assessment of realization of the Risks and Assumptions * Conclusions and recommendations |
| 1. **Project Description** | * Brief description of the Project (Impacts, outcome and main outputs), institutional framework (implementing partners, operational context). |
| 1. **Progress towards the achievement of the expected results** | * Overall assessment of the achievements and their contribution to the expected outcome and impact, including   1) a brief background of the issue(s) addressed by the project (e.g. identified development needs and challenges),  2) achievements during the implementation period (use Results Framework, indicators and Annual Plan as a reference)  3) analysis on how outputs and related activities have contributed to the outcome.   * Analysis of successes/constraints encountered and/or deviations and their implications Analysis of achievement in terms of relevant cross-cutting objectives |
| 1. **Resources and budget** | * Summary of the expenditure vs. the budget supported by graphics (detailed breakdown presented in Annex) * Deviations from the planned budget, reasons for the deviations and realized or expected budget amendments |
| 1. **Assumptions and risks** | * Analysis of the realization of assumptions and their implications to the project * Newly identified assumptions * Significant changes in the project environment, organisational framework, management and coordination and their impacts on the project and achievement of expected results. * Analysis of realized and new/emerging risks and proposed risk responses |
| 1. **Sustainability** | * Measures and strategies adopted to ensure sustainability of the achievements and continuity of critical activities |
| 1. **Lessons learnt, conclusions and recommendations** | * Lessons learnt: what works, what not, and why? Key issues requiring action (what, why, how, by whom, when, what resources are needed; based on chapter 2.) |
| **Annexes** | * Annual Results reporting matrix (tracking results, indicators and targets) * work plan, budget and procurement plan for the next reporting period * Result-based annual financial report (with cumulative tracking from the beginning of the project) * Summaries of evaluations, audits, etc. |

The report narrative section should not exceed 20 pages (annexes excluded).

Results reporting matrix

**Annex to Annual Progress Reports**

| **Impact / Outcome / Output** | **Indicator** | **Link to Partner's Result Framework** | **Baseline** | **Annual target** | **Achievement of the annual target** | **Means of verification** | **Assumptions** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **IMPACT STATEMENT**  *Copy from results framework* | Impact indicator 1  *Copy from results framework* | *Include reference to Partner’s Result Framework if relevant* | *Insert baseline value* | *Insert annual target* | *Insert status of achievement at the end of the year* | *List data sources* | *Insert assumptions and brief analysis if they have hold* |
|  | Impact indicator 2  *Copy from results framework* |  |  |  |  |  |  |
|  | Impact indicator 3  *Copy from results framework* |  |  |  |  |  |  |
|  | Etc. |  |  |  |  |  |  |
| **Outcome statement:**  *Copy from results framework* | Outcome indicator 1.1  *Copy from results framework* | *Include reference to Partner’s Result Framework if relevant* | *Insert baseline value* | *Insert annual target* | *Insert status of achievement at the end of the year* | *List data sources* | *Insert assumptions and analysis if they have hold* |
|  | Outcome indicator 1.2  *Copy from results framework* |  |  |  |  |  |  |
|  | Outcome indicator 1.3  *Copy from results framework* |  |  |  |  |  |  |
| **Output 1.1.** | Output indicator 1.1.1 | *Include reference to Partner’s Result Framework if relevant* | *Insert baseline value* | *Insert annual target* | *Insert status of achievement at the end of the year* | *List data sources* | *Insert assumptions and analysis if they have hold* |
| Output indicator 1.1.2 |  |  |  |  |  |  |
| Output indicator 1.1.3 |  |  |  |  |  |  |
| Etc. |  |  |  |  |  |  |
| **Output 1.2.** | Output indicator 1.2.1 |  |  |  |  |  |  |
| Output indicator 1.2.2 |  |  |  |  |  |  |
|  | Etc. |  |  |  |  |  |  |
| **Output 1.3** | Output indicator 1.3.1 |  |  |  |  |  |  |
| Output indicator 1.3.2 |  |  |  |  |  |  |
| Etc. |  |  |  |  |  |  |