## 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. |  |  |  |  |  |  |