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| **CBPF Narrative Reporting**  (based on Common 8+3 template) | Picture 1 |

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| **Project Information** |  | | |
| **Organization: \*** | **(pre filled from GMS)** | | |
| **Acronym:** | **(pre filled from GMS)** | | |
| **Allocation Type: \*** | **(pre filled from GMS)** | | |
| **Project Title: \*** | **(pre filled from GMS)** | | |
| **Project Country:\*** | **(pre filled from GMS)** | | |
| **CBPF project code: \*** | **(pre filled from GMS)** | | |
| **External/Organization’s Project code:** | **(pre filled from GMS)** | | |
| **Cluster: \*** | **(pre filled from GMS)** | | |
| **OPS Project Code:** | **(pre filled from GMS)** | **Project Duration (in months): \*** | **(pre filled from GMS)** |
| **OPS Project Budget:** | **(pre filled from GMS)** | **Actual Start Date: \*** | **(pre filled from GMS)** |
| **OPS Priority Level:** | **(pre filled from GMS)** | **Planned End Date** *(interim reporting)* **/ Actual End Date** *(final reporting):* **\*** | **(pre filled from GMS)** |
| **Project Budget in US$: \*** | **(pre filled from GMS)** | | |
| **Reporting period** | **From: dd/mm/yy**  **(pre filled from GMS)** | **To: dd/mm/yy**  **(pre filled from GMS)** | |
| **Disbursement/s to date** | **Date:** | **Amount:** | |
| **(pre filled from GMS)** | **(pre filled from GMS)** | |
| **TOTAL: (pre filled from GMS)** | **(pre filled from GMS)** | |
| **Other funding**  *Has other funding been secured for this project?* | **Source:** | **US$:** | |
| **(pre filled from GMS)** | **(pre filled from GMS)** | |

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| 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, girls, and vulnerable individuals[[1]](#footnote-2).** *Max. 4,000 characters.* | | |
| Progress Reporting: For progress reporting, provide only a brief discussion of all elements, and the discussion might also include the outlook for future performance. | | |
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| Final Reporting | | |
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| **Project locations:** Locations within the country where project activities take place (incl. estimated % of project budget per location) | | |
| **State/District \***  **(prefilled from GMS)** | **County/Province**  **(prefilled from GMS)** | **Estimated percentage of budget for each location \***  *Total must be 100%* |
|
| **(prefilled from GMS)**  e.g. District/State XX | **(prefilled from GMS)**  e.g. Province/County YY | **(prefilled from GMS)**  ***Target:*** 30% |

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| 1. **Challenges, Changes, and Amendments** | | | |
| **Project revisions**  Project revisions, type (e.g. NCE, budget revision) and date of approval by OCHA | **Type of revision:** | | **Date of approval by OCHA:** |
| **(prefilled from GMS)** | **(prefilled from GMS)** | |
| **Briefly explain any changes or amendments in the project from the original project plan (whether in implementation plan, activities, indicators, or outcomes), and contextualize them** **by describing what changes in needs or in the overall situation, or other factors required these changes.** *Max. 4,000 characters.* | | | |
| Progress 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. | | | |
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| Final reporting, describe the adjustments that were made given the change in circumstances, and how these affected the achievement or change of the objectives or milestones established in the original proposal. | | | |
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| 1. **Measuring Results** | | | | | | | | | |
| **Overall project objective: \*** | | | | | | | | | |
| **(pre filled from GMS)** | | | | | | | | | |
| **Cluster objectives: \*** | | | **Response Plan objectives: \*** | | | | | **Percentage of activities: \*** *Percentage of activities that contribute to each cluster/sector objective indicated. Total must be 100%* | |
| **(pre filled from GMS)** | | | **(pre filled from GMS)** | | | | | **(pre filled from GMS)** | |
| **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.** *Max. 4,000 characters* | | | | | | | | | |
| **Outcome 1: (pre filled from GMS)** | | | | | | | | | |
| **Progress on achieving project outcomes:**  Describe the results or **outcomes** achieved, assessing progress against the targets, indicators, and milestones set out in the original proposal. Specifically note whether milestones 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. Max. 4,000 characters. | | | | | | | | | |
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| **Output 1.1: (pre filled from GMS)** | | | | | | | | | |
| **Progress on achieving output:** Provide comments on final/to-date achievements/progress **Outputs**, Output indicators and activities, as well as deviations. | | | | | | | | | |
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| **Activities** | | | **Comments/Progress**  Provide comments on **activities**, as well as **deviations**. | | | | | | |
| **Activity 1.1.1: (pre filled from GMS)** | | |  | | | | | | |
| **Activity 1.1.2: (pre filled from GMS)** | | |  | | | | | | |
| **Indicators:** Provide comments on output **indicators** and activities, as well as deviations. | | | | | **End cycle beneficiaries**  **(pre filled from GMS)** | | | | **Total end cycle target**  **(pre filled from GMS)** |
|  | **Cluster** | **Indicator description** | | **Means of verification**  *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 (in the GMS documents tab).* | **Women** | **Men** | **Girls** | **Boys** |  |
| **Indicator 1.1.1: (pre filled from GMS)** | **(pre filled from GMS)** | **(pre filled from GMS)** | |  |  |  |  |  |  |
| **Target (pre filled from GMS)** | **(pre filled from GMS)** | **(pre filled from GMS)** | |  |  |  |  |  |  |
| **Achieved** |  |  | |  |  |  |  |  |  |
| **Indicator 1.1.2: (pre filled from GMS)** | **(pre filled from GMS)** | **(pre filled from GMS)** | |  |  |  |  |  |  |
| **Target (pre filled from GMS)** | **(pre filled from GMS)** | **(pre filled from GMS)** | |  |  |  |  |  |  |
| **Achieved** |  |  | |  |  |  |  |  |  |

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| 1. **Affected Persons & Location** | | | | | |
| **Provide the number of those taking part in or affected by the project or relevant part of the program, disaggregated by gender, age, and other guidance specified in the proposal.** | | | | | |
| **Total Affected Persons** |  | **Women** | **Men** | **Girls** | **Boys** |  |
|  | **Target** | **(pre filled from GMS)** | **(pre filled from GMS)** | **(pre filled from GMS)** | **(pre filled from GMS)** |  |
|  | **Achieved** |  |  |  |  |  |
| **Affected persons by category: \*** |  | **Women** | **Men** | **Girls** | **Boys** |  |
| **Host communities – Location xyz (pre filled from GMS)** | | | | |
| **Target** | **(pre filled from GMS)** | **(pre filled from GMS)** | **(pre filled from GMS)** | **(pre filled from GMS)** |  |
| *For Progress Report:*  **Achieved to date** |  |  |  |  |  |
| *For Final Report:*  **Achieved** |  |  |  |  |  |
| **Internally Displaced People - Location xyz (pre filled from GMS)** | | | | |
| **Target** | **(pre filled from GMS)** | **(pre filled from GMS)** | **(pre filled from GMS)** | **(pre filled from GMS)** |  |
| *For Interim Report:*  **Achieved to date** |  |  |  |  |  |
| *For Final Report:*  **Achieved** |  |  |  |  |  |
| **Refugees - Location xyz (pre filled from GMS)** | | | | |
| **Target** | **(pre filled from GMS)** | **(pre filled from GMS)** | **(pre filled from GMS)** | **(pre filled from GMS)** |  |
| *For Interim Report:*  **Achieved to date** |  |  |  |  |  |
| *For Final Report:*  **Achieved** |  |  |  |  |  |
| **Other - Location xyz (pre filled from GMS)** | | | | |
| **Target** | **(pre filled from GMS)** | **(pre filled from GMS)** | **(pre filled from GMS)** | **(pre filled from GMS)** |  |
| *For Interim Report:*  **Achieved to date** |  |  |  |  |  |
| *For Final Report:*  **Achieved** |  |  |  |  |  |

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| 1. **Participation of and Accountability of the Affected Population** | |
| **Describe how the project has been designed to maximize accountability toward the affected population**. *Max 4,000 characters* | |
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| **Gender Marker Code achieved: \***  *Refer to**IASC Gender Marker FAQ for more information.* **(pre selected from GMS)** | 0 – No signs that gender issues were considered in project design |
| 1 – The project is designed to contribute in some limited way to gender equality |
| 2a- The project is designed to contribute significantly to gender equality |
| 2b – The principal purpose of the project is to advance gender equality |
| 3 – Not Specified |
| 4 – No applicable – Only used for very small number of projects such as ‘support services’ |

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| 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.** *Max 4,000 characters* |
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| 1. **Exit Strategy and Sustainability** |
| **Briefly describe the exit strategy and closure steps for the project or program, and an assessment of the sustainability of the results.** *Max. 4,000 characters.* |
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| 1. **Lessons Learned** |
| **Describe any lessons learned, and how these will be applied in future projects or programs.** *Max. 4,000 characters.* |
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| 1. **Coordination** |
| **Describe the impact of any coordination efforts, any synergies that developed, and recommendations for improving coordination in the future.** *Max 4,000 characters* |
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| 1. **Implementing Partners** | | | | |
| **Sub-Grants to Implementing Partners:** | **Partner Name** | **Partner Type**  **(pre filled from GMS)** | **Budget in US$** | **Describe the implementing partners’ role and contribution to the project.***Max 4,000 characters* |
| **(pre filled from GMS)** | *International NGO* | **(pre filled from GMS)** |  |
| **(pre filled from GMS)** | *National NGO* | **(pre filled from GMS)** |  |
| **(pre filled from GMS)** | *Red Cross/Red Crescent Society* | **(pre filled from GMS)** |  |
| **(pre filled from GMS)** | *UN* | **(pre filled from GMS)** |  |
| **(pre filled from GMS)** | *Government* | **(pre filled from GMS)** |  |
| p**(pre filled from GMS)** | *Other (please specify)* | **(pre filled from GMS)** |  |

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| 1. **Activities or steps toward implementation** |
| (Briefly describe the implementation steps so far, the activities that have been conducted, and the management arrangements put in place to ensure project implementation). |
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| 1. **Feedback for the Pilot** |
| This short feedback survey is designed to help those managing the common reporting pilot evaluate how well it is working, how it affects the overall reporting process, and to collect concerns or feedback about the template itself. These will be used to evaluate the overall pilot success, to develop suggestions for modifying the template or other aspects of the pilot, and to develop future recommendations for the harmonizing and streamlining reporting work stream. It is important to fill these out at the same time that partners finalize this reporting form, and submit these questions with their final report, to the donor. If, for reasons of confidentiality, partners do not wish to fully answer these questions in the same form as their donor report, they may send a copy of their answers to [HarmonizingReporting@gppi.net](mailto:HarmonizingReporting@gppi.net) |
| 1. How long did this report take you to develop material for and fill out (excluding these pilot questions)? Was that roughly the same, more, or less than other reporting? |
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| 1. Have you also had to submit reporting on this common template to other donors? Which? Was it beneficial to have a similar template? |
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| 1. Were there questions that you found less useful than others in capturing project impact, or important humanitarian elements? Were there questions you would have added? |
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| 1. Were there other reporting steps required for this project other than this reporting template, for example additional supporting documentation requests, requests for additional reports or updates by donors, or other? |
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1. [↑](#footnote-ref-2)