



# **MARLO AICCRA Annual Report - Detailed instructions**



**AICCRA**  
Accelerating Impacts of CGIAR  
Climate Research for Africa





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## Login

Login into the system

**Link:** <https://aiccra.marlo.cgiar.org/>

**Email:** (Your Outlook email address)

**Password:** (Your Outlook password)

If you do not have a CGIAR email address, please use the same password you were assigned before. If this is not the case please contact the MARLO Support team at <mailto:MARLOSupport@cgiar.org> and indicate to which cluster you would like to access.

## Homepage

Welcome to MARLO AICCRA, an online platform assisting the AICCRA project in its strategic results-based program planning and reporting of research clusters.

After logging in, user will be taken to the cycle of the process in which we are working.

On the Home Page, you will have a timeline of the process where it is taking place ([see screenshot](#)) and have direct access to Clusters, Deliverables and OICRs, and MELIAs ([see screenshot](#)). Please, contact the MARLO Support Team if you cannot find the cluster you expect to see.

## Description

Check that everything is ok, and make sure the description of the cluster is updated.

## Partners

- Update the list of partners and contact persons (please note that in order to remove a person from the list, you should make sure he/she is not in charge of any [deliverable and/or activity](#)).
- Here you are able to assign editing privileges to the different users that are part of the cluster.
  1. Cluster Leader can edit ([see screenshot](#))
  2. Cluster Coordinator can edit ([see screenshot](#))





3. Cluster Collaborator do nothing in MARLO and will be there just for information purposes ([see screenshot](#)).

## Locations

Please capture and update all geographic scales that you are working on separately. Be as specific as possible.

## Contribution to performance indicator

- Report under the expected year-end value, and current achievement value, and answer the question of Narrative to the achieved target, and the additional questions ([see screenshot](#)).
- Please be as specific as possible in your narratives.
- Make sure the deliverables contributing to each indicator are supporting your narrative for achievements.
- In case you are contributing to a PDO, please make sure you have an Outcome Impact Case Report associated.

## Outcome Impact Case Report (OICR) & Monitoring, Evaluation, Learning

### and Impact Assessments (MELIAs)

This section will serve to report Outcome Impact Case Reports (OICR), Impact Assessments, Adoption studies, or alike.

- This evidence is expected for our Project Development Objectives (PDOs).
- The rigor of your evidence for the change that you claim to have contributed to, determines the level of maturity of your OICR.
- We are using [the template](#) that was user by CGIAR Research Programs in the CGIAR portfolio 2017-2021

Additional reference materials

- All about OICRs | [PPT](#)





- Outcome Scouting 2022 | [Survey](#)
- Outcome Scouting 2021 | [Survey](#)
- OICR Guidance Deep Dive Module 1 | [PPT](#) | [Recording](#)
- OICR Guidance Deep Dive Module 2 | [PPT](#) | [Recording](#)
- OICR Guidance Deep Dive Module 3 | [PPT](#) | [Recording](#)
- OICR maturity level decision tree | [PPT](#)
- OICR Cross-cutting dimension decision tree | [PPT](#)
- How to Prepare a Good Outcome Impact Case Report | [PDF](#)
- Outcome Reporting Guidance 2020 | [PPT](#) | [Webinar](#)
- 2021 Alliance OICR Template | [Word](#)
- 2020 Outcomes - 5 Stories | [PPT](#) | [Complete set](#)

Reporting and using MELIA studies as evidence. See for different types of MELIA studies and activities a list below and for [further detailed description here](#).

#### Type of MELIA study/activity

Choose one type of MELIA study/activity (see the Annex for a detailed description) from the following:

- EPIA (Ex-post impact assessment)
- Ex-post adoption study
- Program/project adoption or impact assessment
- Correlates of adoption/impact study
- Qualitative outcome study (mainly to substantiate contribution to policy or similar)
- Program/project evaluation/review
- Synthesis (secondary study)
- Ex-ante, baseline and/or foresight study





- Other MELIA activity (please specify)

## Deliverables

Please report any final time-bound, tangible information and knowledge product that is evidencing the achievement of a performance indicator. It is proof, in digital, electronic, physical, or another kind of soft or hard copy of the completion of a set of activities. Examples of deliverables are: workshop reports, journal articles, datasets, training materials

**Very important:** All information products authored under the AICCRA project should be uploaded to CGSpace or similar repositories and then be reported in MARLO. If you need support, please contact Margarita Ramirez at [Margarita.Ramirez@cgiar.org](mailto:Margarita.Ramirez@cgiar.org).

- General Information  
Make sure each deliverable is mapped to the relevant Performance Indicators. This is very important.  
  
Update the status to **Complete** when the deliverables are already finalized and disseminated. In case of extended, please provide the **extended** year and a justification; In case of **Cancelled** just provide an explanation.  
  
If the deliverable is complete, please check that all required fields are complete.
- Dissemination & Metadata  
Please make sure to upload your deliverable into a Suitable Repository prior to reporting in MARLO according to [the CGIAR Open Access policy](#) and the [Data management plan](#) developed for the AICCRA project(e.g. CGSpace, Dataverse, etc.).  
MARLO is monitoring the open access indicator of deliverables using the FAIR principles approach. For more information about FAIR status [see this screenshot](#).
- Quality Check.  
For those deliverables that are related to Databases, Datasets, Data documentation or Maps/Geospatial data, please respond to the 3 questions related to their quality ([see screenshot](#)).





## Innovations

Defining “Innovations” in CGIAR as a new idea, product, service, or solution capable of facilitating impact through innovation systems involving multiple partners and enablers. Examples of innovations are new seed varieties, new knowledge frameworks for integrated landscape management, or new training programs. The One CGIAR Glossary mentions ([Investment Plan Glossary, Annex 3](#))

- Part 1: “New, improved or adapted knowledge products, technologies, services or institutional arrangements with high potential to solve development problems and contribute to positive impacts...”
- Part 2: “...CGIAR innovations are expected to contribute to achieving the Impact Area targets/SDGs when used at scale...”
- Part 3: “...Innovations can be at different stages of development and use.” Stage 1 (end of research): The completion of an initial research stage for an innovation. Stage 2 (end of piloting): An innovation has been tested. Stage 3 (available for uptake): An innovation is available to users. Stage 4 (uptake by next users): An innovation has been adopted and is being used.

## Activities

In AICCRA, the activities are predefined according to our Operational Manual, as a result, it is expected that a cluster maps all relevant activities in which they are receiving funds. This could be made from the activities or deliverable section (the information will be consistent in both parts).

## Budget by Partner

This section will be displayed for information purposes only as the budget is managed by our finance manager.

## Technical support

- Online support  
Use the online support chat which is located at the bottom left of the screen. The chat is being monitored by the technical team based at CIAT in Colombia during business hours. Messages





sent by users through the chat outside business hours (Colombia time) will be answered via email.

- Email  
Send a mail to [MARLOSupport@cgiar.org](mailto:MARLOSupport@cgiar.org)

