**AFRETEC NETWORK IDT RESEACH FUNDING PERIODIC NARRATIVE REPORT**

**Report Submitted By |**

Name:

Title:

Contact Email/ Phone:

**INSTRUCTIONS**

**Partner:** Please refer to 1- the original Inclusive Digital Transformation Africa Research Proposal when answering these questions, as relevant. Upon completion, please email this report to CMU-Africa at **afretec@andrew.cmu.edu**.

GENERAL INFORMATION

Organization Name:

Reporting Period: \_\_\_\_\_\_\_\_\_\_ [Year] ☐January- June ☐July- December

1. REPORTING PERIOD SUMMARY

**1.1 Activity Achievements**

Outline your key achievements that occurred during this reporting period. What factors do you think contributed to these achievements? Please consider and include achievements that touch on inclusion.

Achievements:

Factors of Success:

**1.2 Activity Learnings**

What key lessons did you learn during this reporting period (e.g. through the process of design and implementation of Activities). Include learnings that touch on inclusion. Outline 3 key lessons that emerged during this reporting period. *Add rows as needed.*

Lesson 1:

Lesson 2:

Lesson 3:

**1.3 Progress & Impact**

Use the tables below to report numerical targets, results, and relevant explanations or comments. If any internal or external factors may influence progress, please explain. All quantitative indicators should be disaggregated by gender, and where possible and relevant, by age groups, disability status, rural/urban, degree program, etc.

**1.3.1: Progress Reporting (Outputs):** Progress reporting shows the outputs of the Activity. In the table below, please provide updates on your progress of funded Activities. Examples of progress indicators include the gender representation of students/ learners/ faculty receiving support, number of Afretec and non-network universities partnered with, or share of participants who successfully completed training or education out of the total target. *Add rows as needed.*

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| --- | --- | --- | --- | --- |
| **Progress Reporting** | **Indicators**  (quantitative or qualitative) | **Target** | **Results to date**(include gender & other disaggregation as relevant) | **Comments on progress (any insights, opportunities to adapt, etc.)** |
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Please describe any above-mentioned qualitative indicators that show progress. Examples of qualitative progress indicators are development of a training curriculum, signing of an agreement, etc.

**1.3.2:  Impact Reporting (Outcomes):** Impact monitoring shows the changes or outcomes that occur partly or fully due to the Afretec collaboration and program investment. In the table below, please provide updates on outcomes and/or emerging outcomes. Examples of outcomes include: level of student preparedness for and interest in pursuing graduate education in ICT, assessment of faculty engagement in professional development that enhances their teaching, or evidence of increased collaboration with universities or industry locally and regionally. *Add rows as needed.*

Outcomes should relate specifically to the Afretec Network Principles [***Network-Based****,* ***Leveraged****,* ***Collaborative****,* ***Diverse & Inclusive****,* ***Transformative*** *and* ***Evidence-Based***]  (see Principles section of Afretec Action Plan). Include in Comments to which Principle the outcome is related.

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| --- | --- | --- | --- | --- |
| **Main changes or outcomes (indicate the level the activity is focusing on– learner, student, faculty, institution, industry, country or region)** | **Indicators**  (quantitative or qualitative) | **Target** | **Results to date/contribution to impact**(include gender & other disaggregation as relevant) | **Comments on impact (any insights, opportunities to transform)** |
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Describe any emerging effects or changes that are not captured quantitatively. Include both positive or negative changes that were either intended or unintended.

**1.3.3. Ripples of Impact:** Your intervention may have ripple effects beyond the level identified above. For example, a program targeting young women or men to pursue education or entrepreneurship opportunities may have an impact on their households or communities. A program targeting university- industry relationships may have an impact on recent graduate job placement. Multi-university knowledge creation projects may impact the visibility of African research collaborations to global funding organizations.

We hope to capture the full range of potential ripples of impact and broader changes of Afretec programs, so we may potentially follow up with impact assessments. Please note if any programs that targeted one level (e.g. learner, student, faculty, institution, industry, country or region) are showing ripple effects on other levels:

**1.3.4: Additional data collection:** Please describe any additional quantitative and qualitative data collection efforts utilized (e.g. key interviews and focus group discussions, pre and post program knowledge assessments, attitudes and practices (faculty or collaboration partner surveys, etc.). This may help identify opportunities to deepen how we capture the impact of this partnership. These efforts could include data collection described in your proposals or any other relevant data collection.

2. PARTNERSHIP UPDATES

**2.1 Partnership Changes**

|  |  |
| --- | --- |
| Have there been any key changes (changes with significant impact on partnership or activity success) to any of the following items? | ☐ Yes ☐ No |
| Items: context, outputs/deliverables; key activities; inputs/resources; monitoring, evaluation, research and learning plan; communications approach; team structure (including staffing), etc.  If yes, please describe: | |

**2.2 Collaboration Update**

Please provide an update of your engagement and collaboration with partnership stakeholders (e.g. academic institutions, private sector organizations, government organizations, community groups, civil society organizations, etc.) during this reporting period.

3. COMMUNICATIONS UPDATE

**3.1 Communications Activities Update**

Please describe the marketing and communications outreach that occurred during this reporting period as well as any relevant media links.

4. RISK UPDATE

**4.1 Risk Update**

Please provide an update to the risks, either new, as previously identified in the Proposal or previous Periodic Reporting Template. Consider partnership and activity-level (e.g. capability, capacity), and organizational-level (e.g. affecting management, governance, personnel essential to the functioning of the organization). *Add rows as needed.*

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| --- | --- | --- | --- |
| **Risk** | **Likelihood** | **Risk Impact** | **Risk Mitigation Plan** |
|  | Choose an item. | Choose an item. |  |
|  | Choose an item. | Choose an item. |  |
|  | Choose an item. | Choose an item. |  |

5. NEXT REPORTING PERIOD

**5.1 Plans for Next Reporting Period**

Based on the Afretec Action Plan and progress updates thus far, please outline your key activities for the next reporting period.

6. ADDITIONAL INFORMATION

**6.1 Additional Information**

Please describe any additional information that the Director of the Afretec Network should be aware of.

*NOTE: THE FOLLOWING SECTION IS FOR INTERNAL USE AT CMU-AFRICA ONLY.*

*Associate Director of Impact to complete this section following submission of the Periodic Narrative Report by the Afretec Partner.*

7. REVIEW

**7.1 Associate Director of Impact Comments**

Please describe any key issues and/or follow-up items and provide a summary of discussions that occurred with partners during this reporting period.