CBM Quick Process Reference Guide (QPRG)

for Project Monitoring and Reporting

Process description

1. Purpose of process

To outline the key project monitoring and reporting process steps, responsibilities and standard requirements applicable to CBM Free Funds projects in line with 3 Way Working. The process is managed in ProMIS Project Cycle Workflow.

2. Introduction and scope

Monitoring is the systematic continuous collection and analysis of project data for timely decision making, adjustments and accountability towards donors and beneficiaries. Reporting provides the link between project data collection/analysis and data use via communicating project progress to the stakeholders.

CBM has standard requirements for project monitoring and reporting to be adhered to by all Free Funds projects as set out in this QPRG and outlined in ProMIS Project Cycle (implementation and monitoring phase). For LCDF projects monitoring and reporting requirements, please refer to the QPRG Generic Institutional Donor Project Development Process and QPRG BMZ End-to-End Process.

3. Key stakeholders in the process

CO takes the lead in ensuring monitoring and reporting support to Partners, timely submission and reporting in ProMIS, checking quality of reports and data therein, and escalation of any non-compliance issues. In the absence of a CO or where the CO is not the responsible CBM entity, the Regional Hub Office (RHO), Initiative or other designated CBM team takes the lead as per the arrangement regarding supervision of the Partner project.

4. Key process principles and considerations

4.1 Under no circumstances should there be a duplication in CBM and other Donor monitoring and reporting requirements (templates, languages or frequencies) for any project. The reporting burden for Partners should be kept at an acceptable minimum. Communication and clarification of CBM Free Funds projects' monitoring and reporting requirements with Partner should be done before start of project implementation / at project planning stage.

4.2 The CBM standard Financial reporting frequency is quarterly, the standard Narrative reporting and the Indicator Tracker reporting frequency are semi-annual. Semi-annual Narrative Report (SNR) to be submitted only once a year after the first 6 months implementation period (January-June). Annual Narrative Report (ANR) to be submitted only for ongoing multi-year projects after end-of-year instead of a second SNR. Project Completion Report (PCR) to be submitted as the final narrative report after end of multi-year project support period instead of ANR.

4.3 Progress of project results (outputs and outcomes) must be reported using the ProMIS Indicator Tracker two times per calendar year. Reporting periods are January to June and July to December. CO and Partner should include CBM Standard Indicators in the logframe and during project planning as much as possible and include available baseline and target values.

4.4 Unless there is a different 3 Way Working arrangement, Country Office (CO) should always ensure that any Fundraising relevant projects' reports are carefully reviewed in line with the Fundraising monitoring requirements and timely uploaded for access by the relevant Resource Mobilization team.

4.5 All the key project monitoring and reporting processes, tools, resources and contact persons are available here in ProMIS Resource Library.

5. Detailed process step and responsibilities

Key process/Phase	Detailed process steps	Who	Participant stakeholders	Tools/Reference	Time/when
Project Monitoring Visit	1. Schedule a project monitoring visit with the Partner. Scheduled visit to be manually entered in the Project page Tasks tab in ProMIS.	Country Office (CO)	Initiatives, Resource Mobilisation, Partner	Project Monitoring Visit Report template and guidance (English, French & Spanish). For desk review: MYP plan documents, Project proposal, Logframe, Indicator Plan, Project Risk Register, Narrative Report, Quarterly financial project report, CBM Standard Indicators, Evaluation report, Audit report, Last project monitoring visit report	At least 1 project monitoring visit carried out every 6 months
	2. Draft the ToR for the project monitoring visit and share with Partner (for endorsement) and with all other relevant stakeholders who need to provide input or be made aware of the visit. The ToR for the visit to be uploaded in ProMIS Project page Document tab library.				
	3. Prepare and review key project documents and latest submitted reports. Clarify any key discrepancies with Partner beforehand.				To be completed before the project monitoring visit
	4. Carry out project monitoring visit as planned. Project monitoring visit should enable stakeholders to examine progress of project implementation (outputs delivery, results achievement), verify submitted reports, identify and discuss project support needs/successes/challenges/divergences from project plan and check compliance standards/requirements are being met.				Project monitoring visit duration depends on the scope, context and proximity of the target areas
	5. Debrief the Partner with key findings and recommendations and agree on any key actions.				Latest on the last day of the project monitoring visit
	6. Draft project monitoring visit report. Share the final report with the Partner and upload it in ProMIS Project page Documents tab library for availability and access by all relevant CBM entities.				Within two weeks after the project monitoring visit

	7. Manual entry of the project monitoring visit report Action Plan in the Project page Tasks tab.				
Narrative Reporting (SNR, ANR or PCR)	1. Share narrative report template for the particular reporting period with Partner. Always download template from ProMIS Resource Library.	CO	Initiatives, Resource Mobilisation, Partner	Narrative Reporting Templates & Guidance in English, French & Spanish	Share template at the beginning of the year/before start of project implementation (especially for new projects) and ideally before each reporting period starts i.e. in case there are changes to the template(s)
	2. Compliance and quality check of the narrative report submitted by Partner. Filling in the narrative report template "Comments from CBM" question is CO's internal endorsement of the final report.				
	3. The "Comments from CBM" from the narrative report to be manually entered in the Project page Log tab in ProMIS. Any identified narrative reporting key actions should also be entered in the Project page Tasks tab in ProMIS.				SNR submission: Maximum 1 month after the 6 months implementation

	4. Final endorsed narrative report to be uploaded in ProMIS Project page Documents tab library.				period ends (31st July)

ANR submission: Maximum 2 months after the year ends/after 12 months implementation period ends (28th February)

PCR submission: Maximum 4 months after project closure/after last year of CBM support ends (30th April) |
| Quarterly Financial Reporting (Q1, Q2, Q3 & Q4) | 1. Share the latest Donor/Partner/CBM Project Financial Report (PFR) template with Partner. Note: In line with CBM Core Ops approach principle of financial reporting template flexibility, the use of donor financial templates must be first choice. Partner financial templates are second choice i.e. if donor financial templates do not apply. CBM standard Project Financial Template (PFR) is the last choice i.e. in case the donor/partner financial template is not applicable / not suitable. | CO | Initiatives, Resource Mobilisation, Partner | Project Financial Report template and guidance | Q1 – Q3: share template 1 month before the quarter ends or after last transfer has been acknowledged in ProMIS

Q4: share template after all the system budget and transfer bookings for the year have been |

					finalized. Latest first week of following year
	2. Compliance and quality check of the Donor/Partner/CBM Project Financial Report submitted by Partner.				Q1 – Q3 submission: Maximum 1 month after the quarter ends: PFR Q1 by 30th April PFR Q2 by 31st July PFR Q3 by 31st October
	3. The final endorsed quarterly total expenditure to be manually entered in ProMIS Expenditure sub-tab under the Project page Finance tab. Any identified financial reporting key actions to be entered via the Project page Tasks tab in ProMIS.				
	4. Final Donor/Partner/CBM Project Financial Report to be uploaded in ProMIS Documents tab library.				Q4 submission: Maximum 2 months after year ends (by 28th February)
Monitoring project progress along indicators	1. Precondition: Include CBM Standard Indicators during project planning as much as possible in the logframe. Include available baseline and target values per year.	CO	Initiatives, Resource Mobilisation, Partner	List of Standard Indicators, ProMIS Indicator Tracker and Guidance, Guidance on Data Quality Control	At project planning stage, during logframe development.
	2. Download ProMIS Indicator Tracker and share with partner. Ensure that partners understand the tracker and the way of reporting on each indicator. Support partner in quality control of all data.				Before start of project implementation and at start of each reporting period, i.e. in January and July each year.
	3. Compliance and data quality check of the CBM data reported by Partner.				Receiving reports and checking

	4. Data transfer/input from Partners' filled tracker into Project page Indicator Tracker sub-tab under Logframe Tab in ProMIS.				quality: during January/February and July/August each year; Data transfer to ProMIS to be completed by 30 Sept. and 30 March.
	5. Final partners' data reports uploaded in Project page Documents tab library in ProMIS.				
	6. Necessary actions that may arise based on the monitoring data (e.g. under- or non-achievement of targets) to be entered in the Project page Tasks tab in ProMIS.				

Process Owner: Finance and Operations Development (FaOD)

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