1. **INSTRUCTIONS**

* Template valid for both Annual Narrative Reporting & Project Completion Reporting.
* Annual Narrative Report (ANR) due at the end of the calendar year for ongoing multi-year projects. All questions in the template to be answered.
* Project Completion Report (PCR) due at the end of the multi-year support period, or at the end of the year in case of 1-year projects (instead of ANR). All questions in the template to be answered except Question 4 ‘Activity Forecast’.
* Refer to the [QPRG for M&R](https://cbm365.sharepoint.com/sites/ProMis-Live/GuidanceLibrary/02%20Projects%20and%20Programmes/20%20Implementation%20and%20Monitoring/QPRG%20Monitoring%20&%20Reporting.pdf) for detailed timelines, steps and responsibilities.
* Most important is to keep the report clear, concise, brief as possible and only as detailed as necessary. Limit number of pages as much as possible (Section III. NARRATIVE REPORT should ideally not exceed 5-10 pages).
* Delete the guidance under each question before submitting the report.
* The template can be adjusted by the Country Office (CO) as might be needed. Questions can be added or modified in line with donor needs.

1. **PROJECT DETAILS**

Complete the following table with respective project details (copy-paste as appropriate from last report):

|  |  |
| --- | --- |
| Project ID | <Insert the project ID as assigned in ProMIS> |
| Project Name | <Insert the project name as assigned in ProMIS> |
| Project Location | <Insert the Region/Country and City/Town/Administrative area where project is located> |
| Project Duration | <Insert the project Start date and End date (dd.mm.yyyy)> |
| Total approved budget amount (in EUR) | <Insert the total approved budget amount for the project, including any additional funds to the initial approved budget, as provided by CBM during the project period> |
| Total budget expenditure amount (in EUR) | <Insert the latest total budget expenditure amount in relation to the approved budget amount entered above> |
| Contract Partner | <Insert the name(s) of the partner(s) that has / have signed the contract with CBM> |
| Other Implementing Partners | <Insert the names of any other non-contractual partners involved in the project (if any)> |
| Responsible person at Partner / Project | <Insert the name and job title of the report writer/contact person at the Partner/Project> |
| Date of report submission | <Insert the date of report submission to CBM> |
| Responsible person at CBM | <**To be filled by CBM**. Insert name and job title of the responsible contact person for the report at Country Office/Regional Hub Office> |

1. **NARRATIVE REPORT**

## **To what extent were the Objectives achieved?**

* List the planned Overall Objective and Specific Objective of the project. For each objective provide a summary of progress made towards achieving the objective. Refer to the logframe indicators and expected targets.
* Explain any challenges or delay in achieving the planned objectives for the project. Specify if the project plan or strategy changed (or has to change) during the implementation period and how.

# **To what extent were the planned Results achieved or not during the reporting period?**

* List and report on the key Results achieved during the reporting period as included in the project logframe, with reference to the indicators.
* Describe the targets achieved and the main beneficiaries.
* List and report on key Results not achieved and provide reasons. If applicable, describe any challenges (including outside the control of the project) which affected the achievement of Results and what was done to address these.
* Indicate any major adjustments in results (and targets) that took place or are planned for the next year. Specify if any approval for changes has been sought from CBM.

# **What key Activities were implemented and what Activities were planned but not implemented in the reporting period?**

* Report on the key activities implemented in the reporting period, referring to the logframe. Describe the beneficiaries reached by those key activities and any important resources utilized (inputs).
* Structure your response using this table format:

|  |  |  |
| --- | --- | --- |
| Key Activity No. | Activity Name | Status, achievements, no. of beneficiaries |
| **…** |  |  |

* Report on the key activities that were planned but not implemented during the reporting period. Explain the respective challenges (including outside the control of the project) or reasons why the activities were not implemented.
* Specify if there were any major activity changes to the project plan / logframe during this period.

## **Activity Forecast (only for ANR)**

* For ongoing projects, list key activities (activity name and number) that are planned to be implemented in the next reporting period.

# **Internal or external organizational challenges or changes that have affected project implementation during the reporting period**

* Specify any significant internal organizational challenges or changes (e.g. restructuring, governance, mandate) and staff changes (e.g. departures or shifts in key positions, technical staff or senior personnel).
* Report on any significant external challenges or changes relevant to the project implementation or partner operations that have negatively or positively affected project implementation during the reporting period (e.g. changes in national legislation, government policies, registration, major donor decisions/exit).

1. **Implementation of actions agreed during previous monitoring visits, assessments, thematic discussions, etc.**

* As applicable, refer to any agreed action from:
  1. Project monitoring visits
  2. Evaluations (Evaluation Management Responses)
  3. Audits
  4. Partner Assessments
  5. Technical initiative assessments
  6. Disability Inclusive Development
  7. Gender
  8. Safeguarding of Children and Adults at risk
  9. Environmental protection
* List the actions and describe if, how and when they have been / will be addressed. Explain if or how the recommendations have benefited project implementation.
* In case this information is already provided elsewhere (e.g. as Annex to this report, or in other CBM reports) do not duplicate. Only make a reference to the respective separate report or Annex.

## **Programmatic, financial and organizational sustainability**

* Distinguish:
  + Programmatic sustainability (e.g. community ownership and government commitment);
  + Financial sustainability (e.g. new opportunities for income generation);
  + Organizational sustainability (e.g. governance, creation of internal financial, technical and human resources, environmental protection).
* Refer to the updated Partner Assessment in Section IV. Annex 3 below.
* Report on the progress made during the reporting period towards sustainability of project strategies or activities as outlined in your project plan/project design documents or exit strategy.
* Explain how the continuation of project activities and sustenance of project outcomes will be ensured post-CBM support, or what is needed to increase likelihood of sustainability.

## **Lessons learned and/or good practices**

* Describe any key lessons learned and/or good practices identified during the reporting period. Examples can be unintended project outcomes (positive or negative), a specific training or learning activity undertaken, implementing a new approach or working with a new stakeholder, feedback received from stakeholders during project implementation etc.
* Consider lessons learned or good practices related to the following areas;
  1. Project Planning and Design
  2. Project Scope (Objectives, Results, Activities, Budget etc.)
  3. Project management and coordination, including partnerships and risk management
  4. Project Financing Arrangements and Sustainability
* If available, also include experiences of failure which often are a rich source of lessons learned. Such sharing of notable positive or negative experiences is for the overall benefit of both CBM & Partner organization.
* For lessons learned specifically related to ‘Stories of Change’, report under Section IV. Annex 2 below.

## **Collaborating Partners and Stakeholders**

* Complete the table below describing project’s overall collaboration with key stakeholders/other partners relevant for the project (e.g. in form of networking for mainstreaming, systems strengthening, support in the implementation of the project etc.)
* Refer back to the Stakeholder Analysis in the project plan /design.
* Highlight both positive and negative elements of these relationships.

|  |  |
| --- | --- |
| Collaborating Partner / Stakeholder | Relationship update |
| <Insert name> | <Insert update> |
| <Insert name> | <Insert update> |
| <Insert name> | <Insert update> |

## **Overall partnership experience and feedback to CBM**

* To learn and improve as an organization CBM highly values and welcomes feedback. CBM is fully committed to seeking and listening to feedback from partners on their partnership with CBM.
* Provide feedback here in writing, or refer to the official channel at [www.cbm.org](https://www.cbm.org/about-cbm/reporting-channels-and-safeguarding/?cookieLevel=accept-all&cHash=266ba69f5461294dd1e9315c6d7a2978) (either confidential or fully anonymous). For a direct link to the online Feedback form, click [here](https://www.cbm.org/about-cbm/reporting-channels-and-safeguarding/feedback-form/).
* Feedback can include:
* Concerns, complaints, compliments or suggestions about the standards of service provided by CBM, its staff, volunteers or anyone directly involved in programme delivery.
* Feedback or outlook on the partnership, effectiveness of project capacity development (e.g. training, technical advice) and coordination provided by CBM during the reporting period.
* Reflection on budget and financial implementation (e.g. timely transfer and receipt of funds) or CBM’s response to support requests and to issues raised by Partner during the reporting period.

1. **ANNEXES**
   * 1. **Photos**
   * Use this space to paste any latest photos with captions, news items etc. related to the project.
   * Ensure that written consent has been obtained from all identifiable people in the photos. If needed, Consent Forms for filling in and signing can be requested from CBM at any time.
     1. **Stories of Change**

* Use this space to write two (2) stories of change related to the project. E.g. a story of success, inspirational, impactful or a human interest story.
* It does not only have to be about good news, success and accomplishments. Often the most interesting stories and useful lessons learned are from experiences that have not worked or stories of failure.
* Key is to highlight concrete examples with stories that have been important to your Project in the reporting period.
* Attaching supporting documents is strongly encouraged, including photos with captions, news items etc. (see Annex 1. Photos guidance above).
* The following structure can be used (optional) to write the story;
  + 1. Problem / challenge faced: Describe the specific problem or challenge faced by the subject of your story (e.g. a problem experienced by an individual, community or government).
    2. Project Intervention: How was the problem or challenge addressed through the Project intervention?
    3. Result: Describe the observable change that occurred because of the project intervention, and why it is significant e.g. how community life changed or how government changed its approach to dealing with the initial problem?
    4. Lessons Learned: What did you (and/or other partners) learn from this situation that has helped inform and/or improve Project or other intervention?
    5. **Any other supporting documents as needed or agreed with CBM**

1. **COMMENTS FROM CBM**

* This question is mandatory for the CBM Office responsible for supervision of the project. In case the question cannot be filled, the reason why has to be specified here. The reporting here should be entered in ProMIS Project page Log tab. Any identified key actions following the review of the report should be entered in ProMIS Project page Tasks tab.
* Briefly comment on the overall quality of project implementation and reporting. Describe whether the project is / was implemented as planned and is / was completed on schedule.
* Refer to the latest Project Status Review in ProMIS Project Overview Page.
* What were the key findings and recommendations from the last CBM project visits? Report how the Partner has responded to the findings / recommendations and any support provided by CBM.
* Refer to above Question 6. Actions agreed during previous monitoring visits assessments, thematic discussions, etc.
* If applicable, comment on any Partner feedback reported in Question 10 above.

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