

Reporting

BNFB- Mulongo

Reporting structure

Output and outcome reports

Seed Systems report

Capacity development report

Country advocacy reports

Regional advocacy report

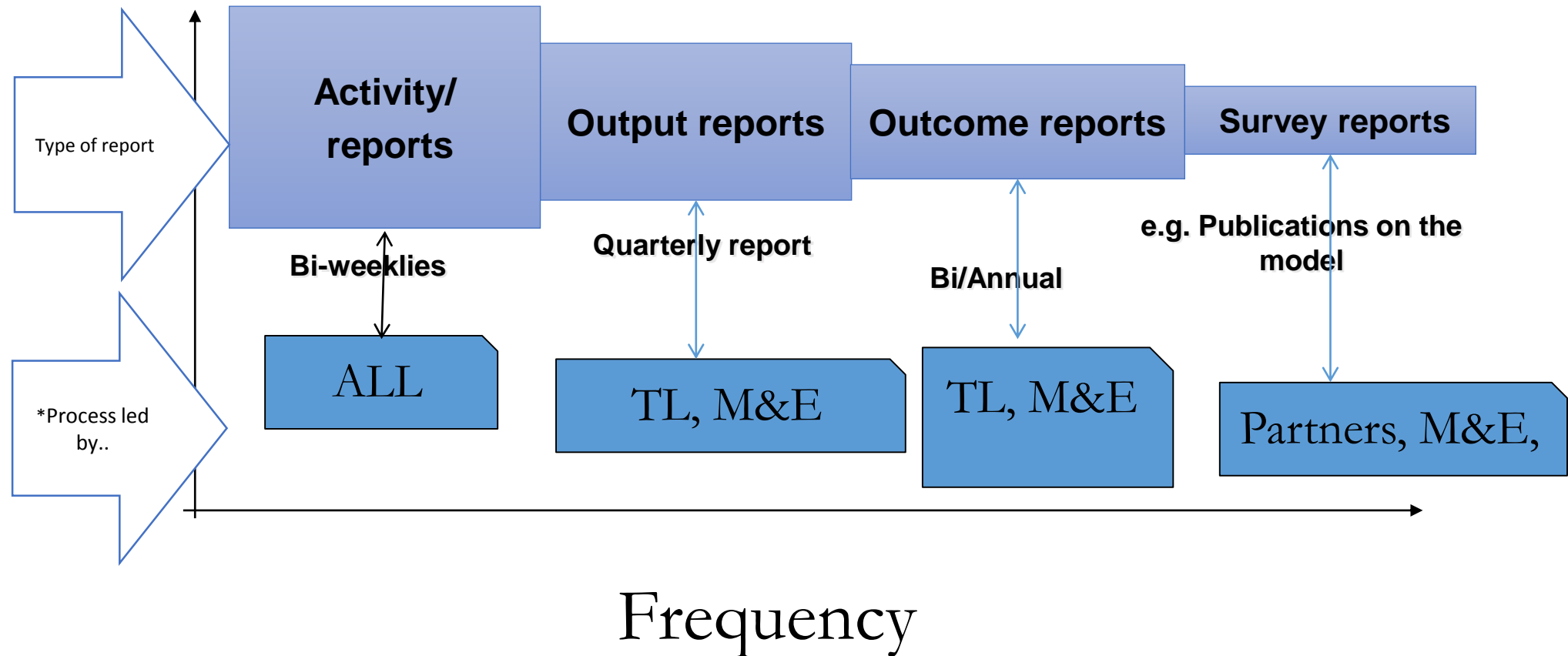
Financial report

Partner A

Partner B

A,B,C,D?

Type of progress reports



Description of reports

	Bi-weekly	Quarterly	Bi-annual/annual
Result level	Activity	Output/milestones	Intermediate results/Outcomes
Rationale	Answers 'what'	Answers 'how'	Answers 'why'
Complexity & evidence	Simple	Medium complexity	Highly analytical + evidence

Example

Project objectives	Bi-weekly	Quarterly	Bi-annual	Annual
<p>Advocate for new investments (at least \$18M) for OFSP in Nigeria and Tanzania</p>	<p>a) Met the Minister for Agric to discuss the inclusion of OFSP in the Transformation agenda</p> <p>Developed</p> <p>b) Convened a writing team (IITA, 3 ADPs, MoA) to discuss the writing of the concept note for funding</p>	<p>i. A draft proposal for inclusion of OFSP into the transformation agenda was submitted to Minister for Agric on 12/3/14</p> <p>ii. A concept note for Rainbow project was submitted to MoA for consideration</p>	<p>i. OFSP was included in the transformation agenda of the federal ministry of agric</p> <p>ii. Concept note was approved and proposal for Rainbow project submitted to MoA</p>	<p>Nigeria Federal Ministry of Agriculture and Rural Development (FMARD) under the transformation agenda allocated \$1.2M to support OFSP value chains in selected states of Nigeria</p>

Toolbox

Activity reporting

- Bi-weekly: [Reporting templates.docx](#)
- Online: <http://hypertechsolutions.co.ke/Reporting/>

Output Monitoring

- Quarterly report: [Reporting templates.docx](#)

Outcome monitoring (template in the process)

- Case studies: e.g.: [Dissemination of Orange-Fleshed Sweetpotato \(OFSP\) Taking Shape in Nigeria.pdf](#)
- Financial report

Reporting Schedule

Report	Reporting Period	Due date
Y1 (Quarter 1) Narrative Progress and financial report	Project Start - Mar 31, 2016	15-Apr-16
Y1 (Half-Year) Narrative report and Financial Reports	Project Start - Jun 30, 2016	15-Jul-16
Y1 (Quarter 3) Narrative Progress report and financial report	July 01, 2016 - Sep 30, 2016	15-Oct-16
Y1 Annual Narrative and Financial Reports And work plan Year 2 (2017)	Project Start - Dec 31, 2016	15-Jan-17
Y2 (Quarter 1) Narrative Progress and financial report	Jan 01 – March 31, 2017	15-Apr-17
Y2 (Half-Year) Narrative report and Financial Reports	Jan 01, 2017 - June 30, 2017	15-Jul-17
Y2 (Quarter 3) Narrative Progress report and financial report	July 01, 2017 - Sep 30, 2017	15-Oct-17
Y2 Annual Narrative and Financial Reports. And work plan Year 3 (2018)	Jan 01, 2017 - Dec 31, 2017	15-Jan-18
Y3 (Quarter 1) Narrative Progress and financial report	Jan 01 – March 31, 2018	15-Apr-18
Y3(Half-Year) Narrative report and Financial Reports	Jan 01, 2018 - June 30, 2018	15-Jul-18
Y3 Final Project Narrative Financial Reports	Project Start - Sept 30, 2018	31-Oct-18

Reporting Fundamentals- for Outcome Reports: -

1. Clear summary on progress of outputs and deliverable (milestone table)
2. Explanation of how activities are resulting into intended outputs
3. Sufficient detail on outputs generated
4. Any reported data is clearly disaggregated esp. by gender, if possible by region
5. Where possible, outline progress on indicators
6. In case of participants, a list to be annexed
7. Milestone deviations and course corrections
8. Photos annexed.
9. Case stories?