

ATTACHMENT 4: FORMAT FOR REPORTING

Rights of Migrants in Action REPORT TEMPLATE

- The purpose of this reporting format is to highlight key information to inform project/program management for quality performance and accountability. This is a project/program's primary reporting mechanism, and it may compile information from other reports (i.e. beneficiaries activity reports), and provide information for other external reports for accountability and advocacy (i.e. donor reports).
 - Report submission should follow the agreed (required) frequency and reporting lines per the specific project/program – typically reports are submitted from the project manager to focal point on a quarterly basis.
 - **Attach the Indicator Tracking Table (ITT) to the report Annex, which should be referred to in the Analysis of Implementation (Section 3).**
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- *Instructions for completing each section in this report are included in italic. Please delete all italicized instructions when first using the report template – (this reduces length, and a copy of the original can be separately saved for future reference).*
 - *Additional guidance for project/program reporting can be found in the <http://www.ifrc.org/en/what-we-do/migration/rights-of-migrants-in-action/>*

Project/Program Reporting Period: XX/month/XXXX to XX/month/XXXX

Project/Program Start Date: XX/month/XXXX

Project/Program End Date: XX/month/XXXX

Project/Program Manager:

Project/Program Location: Town or City (Country)

1. Executive Summary

Overall Project/Program Status: Concisely summarize the overall project/program status and whether it is on track/target or not for the reporting period – explain why in the respective subsection below. Include information on the goal (impact) indicators where possible.

Key Issues. Summarize any key problems or challenges that affect whether the project is being implemented according to target.

Key Accomplishments. Highlight any notable accomplishments for this reporting period.

Plans for next quarter. Drawing largely from the Action Points identified below in the Analysis of Implementation (Section 3), concisely summarize overall plan of action for next quarter, highlighting any key considerations.

| People reached for reporting period | | | | | | | | Total people covered |
|-------------------------------------|--------|---------|--------|---------|--------|---------------------|----------------------|----------------------|
| Direct recipients | | | | | | Indirect recipients | Total people reached | |
| Male | | Female | | Total | | | | |
| Planned | Actual | Planned | Actual | Planned | Actual | | | |
| | | | | | | | | |

2. Financial Status

This section should provide a concise overview of the project's financial status as covered in the financial report (attach the full report as an annex). Please use the table below to summarize key financial data. Particular attention should be given to expenditure rates and forecasts for the current reporting period.

Financial status explanation: explain reasons in the following cases:

- If total expenditure to date exceeds Year To Date budget or is less than 80% of Year To Date budget, explain the reasons and explain what is being done to address this issue?

| |
|---------------------------------------|
| Budget and expenditure analysis (CHF) |
|---------------------------------------|

| <i>[Example from a 2nd quarter report]</i> | |
|---|---------|
| A. Total approved budget | 100,000 |
| B. Total funding to date | 90,000 |
| C. Funding to date as % of total budget (B ÷ A) | 90% |
| D. Total expenditure to date | 40,000 |

3. Situation/Context Analysis – (Positive & Negative Factors)

Identify and discuss any external factors that affect the project operating context and implementation (e.g. change in security or a Government policy, etc.), and related actions to be taken.

4. Analysis of Implementation

This is the most important section of the report, providing information on progress towards the project's stated objectives. The information should be concise and relevant to the specific objective you are reporting on, primarily focused on performance against identified indicators.

If you have measured data on indicators stated in the project log frame please provide that information. You may wish to use the [Indicator Tracking Table \(ITT\) – click here for guidance](#) to track that data. The table below uses the same basic structure as the ITT.

- **Remember not just to state what happened, but to elaborate**, explaining why it happened, what were the contributing factors, why were specific actions taken, who was involved what further action is required and by whom.
- **Remember to relate quarterly performance to the project/program's overall targets for the year and the life of project/program.**
- **If not activity was taken for a specific objective during the reporting period, explain why** (e.g. activities under this objective are planned for next quarter).
- **Keep it simple and short (KISS!)** – as much as possible, only write what is necessary and sufficient to explain /objective and indicator performance. Keep it concise and relevant to the specific objective you are reporting on.
- Describe activities carried out during the reporting period (i.e. directly related to the Action and activities described in this Agreement);
- Describe changes introduced in implementation;
- Difficulties encountered and measures taken to overcome problems;

| Indicators (Examples) | Baseline (where available) | | Quarter XX | | | Annual Target | Year to Date Actual | YtD % of target |
|---|-------------------------------|-------|------------|--------|----------------|----------------------|-------------------------------|---------------------------|
| | Date | Value | Target | Actual | % of Target | | | |
| Goal: Promote and protect the human rights of migrants in targeted countries, migration corridors and regions through a globally coordinated civil society | | | | | | | | |
| Outcome: Enhance migrant's access to social services in the targeted countries through small scale CSO projects | | | | | | | | |
| 1. % of migrants, disaggregated by sex and age, out of total population accessing social services (compared with overall ratio of migrants in the population) | 01-Dec | 0 | 200 | 100 | 50% | 100 | | |
| 2. # of individuals disaggregated by sex and age / families registered by CSOs as having access to social services | | | | | | | | |
| Output 1: Direct social assistance and protection are provided to migrants and their families, particularly in relation to migrant domestic workers and victims of trafficking | | | | | | | | |
| 1.1 # of migrants beneficiaries, disaggregated by sex and age, of the small scale projects that received assistance, protection and other services (healthcare, training, legal and psychosocial assistance, assistance on return and reintegration) | 01-Dec | 10 | 50 | 40 | 80% | 70 | 45 | 50% |
| Output 2: Human rights of migrants are promoted and awareness is raised at all levels | | | | | | | | |
| 2.1 % of sample population targeted by the action who when surveyed were able to correctly identify 5 key human rights most relevant to migrants | 01-Dec | 1 | 10 | 3 | 30% | 30 | 20 | 66% |
| 2.2 # of awareness raisings initiatives informing migrants about | | | | | | | | |

| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| their rights | | | | | | | | |
| Output 3. Human-rights based migration, labour and anti-trafficking policies and legislation are promoted | | | | | | | | |
| 3.1 # of policy recommendation produced by CSO adopted by the end of the Action | | | | | | | | |
| 3.2 # of legislative recommendation produced by CSO adopted by the end of the Action | | | | | | | | |

Indicator Variance Explanation. Variance is the difference between identified targets and actual results. Referring to the Indicator Tracking Table, **explain any variance greater than 10%** (% of target) for indicators reported on during this period.

Indicator 1.a: provide explanation here, i.e. "Variance was 20% below target because these planned activities coincided with a religious holiday (e.g. Ramadan)....."

Additional Explanation: Provide any additional information not covered by the variance explanation. If you are not tracking any indicators then report here on changes and progress this quarter related to your objectives.

5: Stakeholder Participation & Feedback

Stakeholder participation: Concisely describe how key stakeholders have been involved in the project (particularly local beneficiaries for community-level project). Include any feedback made and reacted to through stakeholder feedback mechanisms. Please note partnership issues are covered in the next section.

6. Partnership Agreements & Other Key Actors

Only fill in this section if it is relevant. List any partners and agreements with them (e.g. project/program agreement, MoU).

7. Cross-Cutting Issues

Use this section to discuss activities undertaken or results achieved that relate to any cross-cutting themes (gender equality, environmental conservation, etc.) not covered elsewhere in the report.

8. Visibility and communication

Information on the implementation of any Visibility and Communication Plan and/or measures taken to identify the European Union as the source of the Funding.

9. Human resources

List any current staffing changes and issues, highlighting any implications for implementation.

10. Difficulties encountered and changes to implementation

Difficulties encountered and measures taken to overcome problems.

Any changes to implementation

11. Plans for next quarter

Drawing largely from the Action Points, concisely summarize overall plan of action for next quarter, highlighting any key considerations.

Attach any useful supplementary information for the project/program monitoring reporting, such as:

- TORs (terms of reference) for any key assignments, such as technical assistance, an evaluation, a baseline survey, etc.

Work plan for the following period includes objectives and performance indicators of achievement.

12. Case studies, photos, other reports

Case Study – if possible, a case study can be useful information for future assessment, and for dissemination with appropriate stakeholders (i.e. donors). A case study is a detailed descriptive narrative of individuals, communities, or events illustrating how the project/program is having an effect locally, what that effect is and if it is in line with intended results. The case study can be supplemented with photos, (sent separately).

- Relevant pictures, letters, commissioned studies, reports, etc.

13. Key Lessons

Use this section to highlight key lessons and how they can be applied to this or other similar projects/programs in future. **Note that this section should not repeat the specific action points in the Executive Summary** (Section 1) or analysis of implementation section. (section 4). Instead, it should highlight lessons that to inform organizational learning for this and similar projects/programs in the future.

It is recommended to number each lesson for easy reference.

- 1.
- 2.
- 3.

Financial Reporting Template



PARTNER BUDGET
REPORTING TEMPLATE