## Checklist for Progress Report

### Formal requirements:

* Maximum 4 pages in font size 11 and with standard margin.
* The main purpose of a result-oriented reporting is to provide a comprehensive overview of the achievements reached during the project life cycle in relation to the planned objectives defined in the Logframe and/or Results Framework.
* It reports against the key planning documents (Pro Doc, Project Application, budget). It conveys facts and a critical analysis of the results achieved, based on relevant evidence generated from the project monitoring system as well as on the findings and conclusions outlined in the self-assessment exercises and/or evaluation report.
* A result-oriented reporting has to be conducted against baselines and target values defined in the Logframe and/or Results Framework in order to validate the results and to define the efficiency and effectiveness of the project.
* If applicable, it must contain Gender disaggregated data and data on marginalised/vulnerable population groups related to the intervention, based on monitoring results.

### Annexes:

* Updated Logframe and/or Results Framework, including comparison between planned and achieved results, e. g. summary of output monitoring.
* Financial report
* Updated stakeholder analysis
* Updated annual workplan for next period
* Optional: Further annexes regarding financial issues or illustrations of project activities and results (e.g. media monitoring/coverage report)

The checklist for the progress reports provides orientation on potential topics for results-based reporting by the partner organizations. Depending on the implementation period (year 1 vs year 2), the progress made as well as the external framework conditions, the partner organization shall decide which topics to report on.

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| **Topics** | **Focus** |
| **Context analysis** | * An overview of the most relevant and significant changes with regard to the framework conditions (relevant governmental and sectoral policies, political support, donors’ landscape etc.) that affect the ongoing operations/activities (in terms of being able to achieve the agreed outputs and outcomes). |
| **Summary of the progress and performance** | * A brief note of the overall status of the project implementation, making reference to the main results achieved under each outcome (comparing planned against achieved). |
| **Outputs achieved** | * Summary of output delivery (tangible products such as goods and services), based on a comparison with the planned outputs and its contribution to outcomes. * Critical and transparent assessment of achievement of output indicators measured against baseline and target values and reflecting quantitative and qualitative dimensions of the achievement. * Reference to the relevant data and evidence generated from monitoring system of the project as well as to the findings and conclusions made during the self-assessment exercises. |
| **Outcomes achieved** (particularly for year 3) | * Description of achievements of outcome indicators measured against baseline and target values and reflecting quantitative and qualitative dimensions of the achievement. Reference to the relevant data and evidence generated from monitoring system of the project as well as to the findings and conclusions reflected in the evaluation report and/or self-assessment exercises. * Critical and transparent assessment of outcome achievement. * Illustration of the perspectives of involved stakeholders in the form of testimonies and/or other illustrations of main results and outcomes achieved. |
| **Finances and Management** | * Comments on the project’s financial status based on the ‘physical’ progress of the project. Linkages between financial and physical progress should be easy to establish. * Comments on budget delays, deviations and/or over-/underspending. * Human Resources and issues on the organisation level that affected the management of the project. |
| **Risk monitoring and management** | * Risk monitoring and management of risk and mitigation measures (especially programmatic risks) [[1]](#footnote-2). Reference to the effectiveness of the mitigation measures. |
| **Challenges** | * Summary of the main challenges facing the timely delivery of outputs and achievement of outcomes. Brief explanation of the principal causes of the implementation constraints and corresponding steering measures to overcome them. * These can be issues that have already been encountered or are foreseen. |
| **Lessons Learnt** | * Highlights key lessons: good practice and innovations working with key partners, beneficiaries, interagency collaboration, but also obstacles and difficulties. * Main steering implications for the next period of intervention. |
| **Sustainability** | * Update on the progress of the sustainability strategy to ensure the project objectives will be able to continue after the project completion. |

1. Such as risk of failure to achieve programme objectives, risk of causing harm through intervention. [↑](#footnote-ref-2)