



Annual Report (sample template)

Note: maximum word length 17,000; 12pnt for compulsory sections 1-9

Section 1: Background Information

1.1 Organisation	
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1.2 Programme Name and reporting period	<i>please state the period covered by the report, the date of the report (and version, if appropriate)</i>
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1.2 Author	<i>list the author(s), with an email address for the author with lead responsibility.</i>
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1.3 Finance	2013/14	2014/15	2015/16	2016/17	
Annual Income of Organisation (£)					
	2013/14	2014/15	2015/16	2016/17	
Research Funding as % of total organisational income					
	2013/14	2014/15	2015/16	2016/17	
Other DFID funding (£)					

1.4 Summarise your relationship with DFID and other DFID funding?

Section 2: Organisational information and progress towards results

2.1 Programme Description

Please provide a brief introduction to your programme (Include: brief description of purpose and activities, lead & partner organisations, countries covered, start & end dates and total budget approved with spend to date (as of the reporting period end date).

2.2. What is your theory of change for your funding i.e. that underpinning your logframe?

2.3 What are your key objectives and approach(es) for the ways in which you use the funding?

2.4 Brief summary of progress in the last year

- i. Please include a summary of your progress.
- ii. Separately, identify your top three highlights and three biggest challenges (Questions i. and ii. should be no more than 600 words combined)
- iii. Context (update) – Outline any key contextual changes, as well as noting major additions the relevant literature and data. Is there any new evidence available that supports or challenges the programme design or rationale?

2.5 Logframe

- i. Has the logframe been updated since the last Annual Review? Y/N
- ii. How have these changes altered the results that you have reported on in this Annual Review?

Section 3: Outcome and Impact Reporting

Please report briefly on occurrences of outcomes and impacts, including intended and unintended, positive and negative outcomes. You should consider the logframe's 'outcome' and 'impact' (singular). But please do not limit your reporting to these, as we are interested in outcomes and impacts (plural) more broadly defined:

Outcomes are all the effects which may be linked causally to a programme's outputs and work;

Impacts are the development-level effects

- i) which can be attributed to a programme through comparison with the counterfactual (that is, the absence of the programme); or
- ii) for which there is reasonable evidence that the programme made a direct contribution.

Finish with a brief update on your plans to generate outcomes.

NB. We do not expect detailed annual reporting here, partly because we recognise that key outcomes & impact may well occur towards the end or after the completion of a programme. However, if at any time you would like to document outcomes and impacts more fully, please do contact us.

3.1 Progress to date against Outcome(s)

Outcome 1:

Indicator			
Baseline			
Milestone	2013/14	2014/15	2015/16*
Achieved			
Variance			

* expand columns for years if needed

- i. Narrative on progress**
- ii. Assessment of overall progress towards target**
- iii. Recommendations on amendments**

3.2 Discuss i. Key new challenges to the achievement of outcome(s) and ii. Key new factors of progress

3.3. Assumptions

Repeat for further outcomes and outcome indicators where appropriate.

3.4 Impacts

Section 4A: Output Review and Scoring

4.1 Output 1			
Assessment of performance of output and progress against expected results			
Indicator 1.1			
Baseline			
Milestone	2013/14**	2014/15	2015/16
Achieved			
Variance			
Disaggregated data*			
<p>*- expand number of rows if needed **- expand columns for years if needed</p> <p><i>i. Narrative on progress</i> <i>ii. Assessment of overall progress towards indicator</i> <i>iii. Recommendations on amendments to output or indicator</i></p>			
4.2 Discuss i. key new challenges to the achievement of output(s) and ii. key new drivers of progress			
4.3 Impact Weighting			
<p><i>i. Current impact weighting in logframe (%):</i> <i>ii. Are you making any changes to this weighting: Y/N</i> <i>iii. Explanation for changes:</i> <i>iv. How are you managing changes?</i></p>			
4.4 Output risk			
<p><i>i. Current risk:</i> <i>ii. Are you making any changes to the level of risk? Y/N – If yes, state new level</i> <i>iii. Explanation for changes</i> <i>iv. How are you managing changes?</i></p>			

Repeat for further outputs and output indicators.

Section 4B: Output Review and Scoring

4B.1 Research Outputs in Brief		
Published Research Outputs		
Indicators and definitions	N	Notes
<p>Published research outputs <i>Include all research outputs produced by the RED funded programme and placed in the public domain. These are not limited to documents. Outputs could be in any language but translations should not count additionally. However, do not include reports of activities or other documents whose primary purpose is not to disseminate research output (even though some findings may be included). Articles by journalists and others which draw on research outputs are also not counted.</i></p>		
<p>Peer reviewed publications <i>This is intended to capture mainly journal articles, though other types of externally peer-reviewed publications should be counted.</i></p>		
<p>Peer reviewed publications which comply with DFID Open Access policy <i>We need to know how many recent articles comply with our new (2012) policy. So we ask all programmes (including those not required to comply) to assess each article against the policy and to provide a count.</i></p>		
<p>Peer reviewed publications with a Southern researcher as the primary author <i>'Southern' means a national of any LIC/MIC. Disaggregate by gender.</i></p>		
<p>Peer-reviewed publications explicitly addressing gender issues or women/girls</p>		
<p>Data sets made openly and freely available to external researchers <i>Count the number of data sets made available for the first time this year.</i></p>		
<u>Technologies</u>		
Indicators and definitions	N	Notes
<p>New technologies/products released or, where required, achieving regulatory approval <i>New technologies are not limited to physical products. Release or regulatory approval in one country will suffice i.e. first release or regulatory approval which permits use outside a research and development arena.</i></p>		

Technologies halted during development stages		
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ii. Highlight(s)

If you wish to highlight certain output(s) as especially salient please list these here, with brief explanations.

iii. Other Outputs

Please describe any notable outputs which have been captured neither in section 3 (logframe outputs) nor the above tables and highlights.

Section 5: Anti-corruption and Transparency (This may be read as a stand-alone section)

5.1 Anti-corruption and Transparency
<p><i>I. During reporting period 01 April 2013 – 31 March 2014, has there been any loss or misappropriation from unrestricted funds which could involve PPA funds? (Y/N)</i></p> <p><i>II. In accordance with paragraph 16 of the PPA funding agreement, can you confirm if you have notified DFID of any unrestricted losses?</i></p> <p><i>III. If not, please provide details and the action taken to recover/resolve this issue (as a separate confidential Annex C which is not included in the word count).</i></p> <p><i>IV. How are you taking anti-corruption and counter-fraud measures forward?</i></p>

Section 6: Evidence and Evaluation (This may be read as a stand-alone section)

6.1 Outline your monitoring and evaluation approach with respect to DFID funding.

6.2 Demonstrate how your organisation has used evidence from your M&E systems to improve delivery activities, increase impact and create better value for money.

6.3 How have you collected beneficiary feedback and used it to improve your work? Include a discussion of your methodology, sampling and verification activities.

Section 7: Organisational and Management Matters, including Value for Money (This may be read as a stand-alone section)

7.1 Organisational and Management Matters

- I. How effectively is the programme governance structure working and what suggestions do you have for improving it?*
- II. How effectively are the programme's key partnerships operating, including partnerships within and outside the programme, and what measures may be needed to strengthen these?*
- III. Is the programme seeking to use best practice or innovative ideas in its management arrangements?*
- IV. Comment on the adequacy of the programme staffing structure, staffing allocations, and any changes to key positions (specialisms or personnel) which have happened or are pending.*

7.2 Cost Drivers and Commercial Improvement

- i. How does your organisation define value for money and how does this feed into your decision making?*
- ii. What are the key cost drivers for your organisation and how have you used their measurement to improve the cost-effectiveness of your activities?*
- iii. Describe how competition and effective commercial improvement is undertaken to drive improved value for money by your organisation.*
- iv. What VfM measures do you track in your programmes?*
 - a. Explain how you track these VfM measures.*
 - b. How have these measures helped you to achieve results at a reasonable cost?*

7.3 Embedding Value for Money in day to day operations
<ul style="list-style-type: none"> <i>i. Describe the steps taken to improve the effectiveness of your organisation and the results these steps achieved. If PPA funding has directly resulted in organisational improvement please describe how, and to what extent.</i> <i>ii. Have you experienced any significant VfM achievements in the last reporting year not already outlined in this section?(y/n)</i>

7.4 Organisational risks – Have you been able to achieve better value for money in delivering your results because of the risk mitigation actions that you have taken. If so, how and why? If not, why not?

Section 8: Gender - MAY be read as a stand-alone section

(Only to be completed where gender question can be addressed - indicative word count 900)

8.1 How is your project/programme designed, implemented and monitored in a way to deliver and track improvements in the lives and well-being of girls and women and contribute to gender equality?

Section 9 Lessons Learned (This may be read as a stand-alone section)

What lessons are being learned and shared with respect to DFID funding?
<ul style="list-style-type: none"> <i>i. Briefly describe your organisation’s approach to learning.</i> <i>ii. Where possible, describe the impact of your learning.</i> <i>iii. Describe how you learn from and/or contribute to the sector’s learning.</i>

Section 10 Workplan and Timetable

Please comment on the extent to which you have implemented your work plan according to your timetable for the programme; and update on your plans for the year ahead. A more detailed forward work plan may be supplied as an Annex.

**PLEASE NOTE:
THIS IS THE END OF THE COMPULSORY SECTION OF THE ANNUAL REPORT**

Note 1: The following two sections present optional opportunities to discuss aspects of your work that you have not been able to represent in the main sections.

Note 2: The evidence table is a compulsory appendix to the Annual Report and is located after sections 9 and 10.

Section 11: Changing Lives Case Study (This may be read as a stand-alone section).

Note:

- a. *The case study is optional.*
- b. *The case study should be **no more** than 600 words.*
- c. *The case study should be linked to the logframe.*

Changing Lives Case Study: Title

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Section 12: Further Information (This may be read as a stand-alone section)

Note:

- a. This is optional and helps us develop DFID policy work. This section does not form any part of your annual assessment.
- b. This should be **no more** than 1000 words.

Organisations are invited to discuss aspects of their work, not included or highlighted in the main report.

Annex A: Acronyms

Annex B: Evidence Table

Reference Number	Page No.	Reference	Further information

Annex C: Confidential Annex