

# Common “8+3” Template

This is a maximum suggested number of questions. Donors may elect to include fewer questions. The suggested page count for responding to these questions is 10-15 pages, less where donors request fewer than the “8+3”.\*

*Frequency and interim reporting: The default preference is for reports to be required no more frequently than annually. Where a higher frequency is required, the default should be no more than every six months and a financial readout only. Where this template is used as an interim reporting template, donors are encouraged to use questions 1-4 only, with no more than 1 optional question. The suggested page count would be 5-10 pages in this interim form.\* The additional guidance below specific questions indicates distinctions when using the questions for interim versus narrative reporting form.*

1. **Overall Performance:** Provide a discussion of the overall performance and results of the project to date, with reference generally to the objectives of the project. Specifically note the project’s impact on the different needs of women, men, boys and girls, and vulnerable individuals.

*Additional guidance: Briefly summarize the progress on key objectives so far, noting the key risks or vulnerabilities that the project was designed to address, and how progress has been realized over the course of the project (and/or since the last interim report, where it was required). Note and explain any key achievements or success stories. In addressing the needs of vulnerable individuals, discuss how the needs of vulnerable communities and individuals were identified and how this project to ensure that their needs were met or taken into account.*

2. **Challenges, Changes, and Amendments:** Describe any challenges or significant changes that require adaptations to your project implementation plan, activities, indicators, or outcomes from the original proposal.

*Additional guidance: Please describe any challenges or constraints encountered, changes in the overall context, changes in the needs of the beneficiaries, or other changes that required adaptation since the project proposal. For interim reporting, provide recommendations for improving the design of the program or adapting the program to address these changes, including any alterations to program goals, implementation plan, specific activities, indicators or proposed outcomes. For final reporting, describe the adjustments to still achieve substantial goals given the change in circumstances. This should include a description of any alteration in the original goals, implementation plan, specific activities, indicators, or proposed outcomes.*

3. **Measuring Results:** Describe the progress in achieving the results and targets set out in the original proposal.

*Additional guidance: Describe the results or outcomes achieved, assessing progress against the targets, indicators, and milestones set out in the original proposal. Note the sources of measurement and verification used and (only in the final reporting), attach any monitoring and evaluation assessments taken to the final report. Specifically note whether milestones were met within intended timeframe, and provide an explanation where key targets or milestones were not met, and any discrepancies between expected and actual results.*

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\* This should be considered an evolving requirement in the pilot given that the template has yet to be tested, and appropriate word counts for each question are difficult to estimate. The total number of words or words per question may be amended based on feedback from pilot participants over the course of the pilot.

Where the proposal required a logframe, additionally include a measurement of results and progress according to the logframe. A suggested logframe format is below. However, the prevailing logframe should be that which is outlined in the proposal. To increase harmonization, donors are encouraged to require the logframe to track information according to the following levels and parameters:

*Levels of results: Outcomes/Results and Inputs.*

*Elements to be tracked: baseline, indicators, targets, progress/achievement to date, and explanation of variance*

Where a program or project has clearly delineated and specific project components in terms of sector, geography, or time period, the logframe may be broken down by these components, as indicated in the project proposal.

Level of Results	Baseline	Indicators	Targets	Progress/Achievement to date	Explanation of variance
Outcome(s) or Results					
Output(s)					

- Beneficiaries:** Provide the number of beneficiaries or affected persons, disaggregated by gender, age, and other guidance specified in the proposal.

*Additional guidance: Provide the number of beneficiaries to date, disaggregating by gender & age (infants less than 5, children less than 18, adults between 19 and 49 years, and elderly over 50), as well as any particular categories of vulnerable individuals or specifically targeted individuals identified in the proposal (note: this may vary based on the nature of the proposal). Unless otherwise specified in the proposal, quantitative information should be presumed for this question. Include both the targeted and actual number of beneficiaries reached. Where interim reporting is required in the project, each report should describe both the number of beneficiaries in the reporting period in question and the cumulative number reached so far. Where a program or project has clearly delineated and specific project components in terms of sector, geography, or time period, beneficiaries may be broken down by these components, as indicated in the project proposal. Given the primarily quantitative nature, implementing partners may prefer to provide this information in list or chart form.*

- Participation of Population:** Describe how beneficiaries (both male and female) were involved in the project, including decision-making related to the design and implementation. How was feedback collected and incorporated? Were adjustments necessary as a result of feedback mechanisms? If so, how were they undertaken?
- Risk Management:** Describe how risks to project/program implementation were managed and mitigated, including any security, financial, personnel management or other relevant risks.
- Sustainability and Resilience:** Provide a brief assessment of how the project has contributed to building resilience, and the sustainability of the results.

*Additional guidance: Describe how the programme/project has contributed to sustained positive change, building resilience and, where relevant, linking relief with rehabilitation and development. Describe any opportunities for continuing the project, and/or for enhancing the sustainability of the results. Where*

relevant, please note how the exit or transition strategy might contribute to the sustainability of results. This might include how this project might link to future projects (by your organization, national actors, or others), and/or describe any related projects that will continue onward and build from these results.

8. **Lessons Learned:** Describe any lessons learned, and how these will be applied in future projects.

*Additional guidance: Describe which aspects were the strongest or weakest, or what project elements or strategies most contributed to the success or failure of the project, and explain how these have contributed to the development of organizational or project learning. The focus should not purely be what went well, or did not, in the past project, but how lessons learned will be applied in future projects or areas of intervention.*

### **Add-On Questions**

Choose up to three questions to supplement the above 8:

1. **Value for Money/Cost Effectiveness:** Assess the value for money or cost effectiveness of the action.

*Additional guidance: Assess the cost-effectiveness of the project in comparison to what was projected in the proposal. Describe any efficiencies or cost savings achieved in the implementation of the project. Provide explanations for any cost overruns or high costs per unit or objective. Develop conclusions on whether the action continues to represent value for money.*

2. **Visibility:** Describe how the support for this project was made public. Explain where any visibility or acknowledgement plans outlined in the proposal were not conducted, and alternative steps taken to comply with visibility obligations.
3. **Transfer of resources:** Describe any equipment, goods or other resources acquired within the scope of the project, and how these will be returned, transferred or otherwise disposed of following the project completion, in accordance with the relevant regulations. (Final reporting only)
4. **Coordination:** Describe the impact of any coordination efforts, any synergies that developed, and recommendations for improving coordination in the future.

*Additional guidance: Describe not only any efforts to coordinate with the host government, other relevant organizations and the broader humanitarian system (including the cluster system) but how these contributed to the overall project. Describe any synergies that developed with other projects, or any other benefits brought about through the coordination. Are there ways that coordination might have been better, or might have improved the project outcomes? Suggest recommendations for internalizing these coordination lessons in the future (to your projects or others).*

5. **Implementing Partners:** List any implementing partners for this project and assess their role and contribution.
6. **Environment:** Give a brief account of how environmental issues were addressed and the project's impact on the environment.