

UPDATED CSCF ANNUAL REPORT AND PROJECT COMPLETION REPORT FORMATS

COVER NOTE

13th May 2011

Following our email of 25th April 2011 to all CSCF grant holders, this note provides an explanation about what has changed on the reporting templates. We are fully aware that a number of CSCF grant holders may have already started working on their reports, but anticipate that the changes to the report formats can be accommodated– and that these changes will be seen as an improvement in the reporting of the CSCF to DFID.

CSCF ANNUAL REPORTS

Specific sections that have changed from 2010:

2.3 Summary of Achievements

This section has been revised and expanded to incorporate sections 2.8 (Rights Awareness, Empowerment and Advocacy) and 2.9 (Poverty Reduction). This is a key section of the report which allows CSCF grant holders to focus on reporting on the main achievements – and results and emerging impact – of their projects highlighting specific achievements around rights awareness, empowerment, advocacy and poverty reduction.

2.4 Beneficiaries

This is a new section which allows projects to record who is benefiting from the project – and how many people have benefited. This information was not clearly recorded in past annual reports.

2.7 Risk Assessment

This section has been revised to bring out risks – internal and external – more clearly. A risk matrix table is suggested as a better way of reporting on risks and risk mitigation/management measures.

2.9 Value for Money

This is a new section which reflects DFID's increased attention towards Value for Money (VfM). This should not be unfamiliar for CSCF grant holders as VfM was identified as a key assessment criteria in the CSCF application guidelines in 2010 (section 54.8).

2.11 Lessons Learned

This section has been revised. It makes a distinction between lessons identified and lessons learned. It asks CSCF grant holders to describe up to three lessons, preferably around issues of process / implementation and outcomes in key areas for the CSCF.

Use of Achievement Rating Scale – and relationship with logframe

For all projects starting after March 2010 we would expect you to refer to progress against any relevant milestones in your ARS. For those projects which have submitted the logframe in the new DFID excel template this would simply mean a cut-and-paste of your outcome + indicators + baselines and outputs + indicators + baselines into the ARS, and then you providing a score and a progress comment against the outcome and each output only.

You may also wish to use the new logframe to report on what is achieved against what is planned in relation to specific milestones. This should then be used to inform the ARS scoring and comments. This is optional for this year.

CSCF PROJECT COMPLETION REPORTS

Specific sections that have changed from 2010:

2.4 Summary of Overall Achievements

This section has been revised and expanded to incorporate sections 2.6 (Rights Awareness, Empowerment and Advocacy) and 2.12 (Poverty Reduction). This is a key section of the report which allows CSCF grant holders to focus on reporting on the main achievements – and results and impact – of their projects highlighting specific results and impacts around rights awareness, empowerment, advocacy and poverty reduction.

2.9 Value for Money

This is a new section which reflects DFID's increased attention towards Value for Money (VfM). This should not be unfamiliar for CSCF grant holders as VfM was identified as a key assessment criteria in the CSCF application guidelines in 2010 (section 54.8).

2.10 Risk Assessment

This is a new section which reflects DFID's interest in seeing how risks were considered and managed during the lifetime of the project.

2.11 Lessons Learned

This section has been revised. It makes a distinction between lessons identified and lessons learned. It asks CSCF grant holders to describe up to three lessons, preferably around issues of process / implementation and themes regarded as key issues for the CSCF.

2.17 Evaluation Report

This section has been revised. This should be a management response from the CSCF grant holder to the key conclusions and recommendations of the evaluation report. A suggested format is provided.