

Guide to reports

The following is a checklist for project/programme reporting to Act Church of Sweden. It relates to the content of the *Guide to proposals* and lists the key areas that reports should at least include, and that Act Church of Sweden need for annual monitoring and to carry out final assessments. For final project/programme reports all areas of the checklist should be included in the analysis of the full funding period. The checklist should therefore be used as an important reference for annual progress reports as well. Act CoS accepts any reporting format so long as the areas of this checklist are addressed.

Key policies and commitments of the ACT Alliance and Act Church of Sweden¹

The ACT Alliance believes in an end to gender inequality and injustice, gender-based discrimination and violence, and in closing the gender gap and address unequal power relationships for the promotion of human dignity for all. Gender equality and justice should therefore also be underpinning the work of partners. If the organisation doesn't have their own gender guidelines and policy, for inspiration see the ACT Gender Justice Policy - <http://actalliance.org/documents/act-gender-justice-policy/>.

The commitment to human rights-based approach (HRBA) to development is shared among the ACT Alliance members. To overcome discrimination and the lack of entitlement facing people living in poverty, a HRBA is an important approach for organisations to address some of the root-causes of poverty and exclusion, empower the rights holders and advocate towards duty bearers. The HRBA principles² should underpin any project intervention supported by the Act Church of Sweden.

International standards underpin the work of ACT Alliance members. All members have signed up to adhere to ACT Code of Good Practice³, committed to work with the Istanbul principles for development effectiveness⁴ and the principles in the Core Humanitarian Standard (CHS)⁵.

Irrespective of areas of work, it is mandatory for all partners to have a Code of Conduct and an Anti-corruption policy. If the organisation does not have their own Code of Conduct and Anti-Corruption policies, the ACT policies can be adopted:

- *ACT Code of Conduct for the prevention of misconduct including fraud, corruption, exploitation and abuse (including sexual) and to ensure child safeguarding*
<http://actalliance.org/documents/act-alliance-code-of-conduct/>
- *ACT Anti-Fraud and Corruption Policy*
<http://actalliance.org/documents/anti-fraud-and-corruption-policy/>

¹ Please see additional information in the *Guide to Partners of Act Church of Sweden* along with relevant documents and templates for partner and project support on our website – <https://www.svenskakyrkan.se/act/partner-collaboration-and-project-support>.

² Participation, Accountability, Non-discrimination and equality, Empowerment, Link to Human Rights (PANEL).

³ ACT Code of Good Practice <http://actalliance.org/documents/act-alliance-code-of-good-practice/>

⁴ <http://actalliance.org/documents/cso-istanbul-development-effectiveness-principles/>

⁵ <https://corehumanitarianstandard.org/the-standard>

1. Basic information

- *Name of partner organisation and contact person*
- *Project title and number*
- *Project country*
- *Reporting period*
- *Project start date*
- *Project planned/actual end date*
- *Total project budget*

2. Reporting process

- *Describe how the report was produced. Which actors were involved in compiling information and writing the report? How has the evaluation been incorporated into the report? Describe how you have reported back to the target group, right holders, and other relevant actors.*

3. Overall goal and achievement of project objectives

- *Reflect briefly on the changes in society that have occurred during the project period and whether the project has contributed to these changes. (Did the project contribute towards changing laws and policies and the authorities' implementation of them? Did the project contribute towards changing attitudes and behaviour in the society? Did the project contribute towards increased trust and interaction between different groups in society? Did the project contribute towards improved living conditions for vulnerable people? What has been the role of religion/faith/religious actors in relation to the contribution of the project?)*
- *Describe and discuss to what degree the objectives were achieved (use the indicators and the base line). What verifications have been used to verify the results? Has the intervention had any unexpected and/or unintended effects (positive and negative)? If so, describe them. Please attach the results matrix.*
- *In what way did the project contribute to the Sustainable Development Goals⁶?*

4. Outcomes for Rights holders

- *By coming together, rights holders can build knowledge, awareness and be empowered to mobilise their resources and to act in their collective interest and claim their rights. What are the outcomes that the project contributed to when it comes to changing behaviour and relations among the participating rights holders? Please provide examples.*

5. Outcomes for Duty bearers

- *Duty bearers have the obligation to act for the fulfilment of the rights of citizens and people within their constituencies. What are the outcomes of the project when it comes to changing behaviour, policies, and practices of the relevant duty bearers? Please provide examples.*

⁶ <https://www.un.org/sustainabledevelopment/>

6. Outcomes for Civil society

- *Civil society actors make up a platform for civic engagement and constructive dialogue with decision-makers in accordance with the Istanbul principles. What are the outcomes that the project contributed to when it comes to changing behaviour and relations of Civil society actors? Please provide examples.*

7. Capacity development

- *Did the project contribute towards strengthened capacity of and space for civil society organisations to work towards democratic development and greater respect for human rights at local, national and regional level?*
- *Did the project contribute towards increased awareness and ability of vulnerable people to use, protect and claim their rights? If so, please describe.*
- *What have you done in your organisation to develop your own capacity to keep overall performance on par with project objectives?*

8. Gender justice

- *Describe the impact (positive/negative) on power relations between people of different gender and age.*
- *Describe how the power relations between people of different gender and age have affected the implementation of the project.*

9. Environment and climate change

- *Describe the impact (negative/positive) on the environment.*
- *Describe how the environment and climate change have affected the implementation of the project.*

10. Conflict

- *Describe the impact (negative/positive) on social and/or armed conflict.*
- *Describe how the social and/or armed conflict have affected the implementation of the project.*

11. Project activities, implementation, and involvement of stakeholders

- *Describe the implemented activities in relation to the project objectives. How have you adapted your plans during implementation? Please describe and explain what occurred. How did this affect the results (positive/negative)?*
- *How did the systems for planning, monitoring and evaluation function? How did target group and right holders influence (feedback and complaints) the implementation of the project?*
- *How has risks been managed and were there any consequences for the implementation of the project?*

- *Describe the sustainability of the activities and the results. Has the phase out plan for the project been followed?*

12. Financial report and control

- *Attach the financial report and detailed budget (local currency) with the report. Explain the different costs. Is there a deviation above 10 %? If so, was Act CoS informed? Please explain why the deviation occurred.*
- *Describe how financial control and follow-up has functioned. Is there anything that can be improved (delegation of authority, written documents, systems, and routines)? Describe measures taken to prevent and detect corruption. Has there been any suspicion that corruption or other forms of fraud have occurred? If so, what actions were taken to follow up these suspicions?*

13. Cost effectiveness

- *Reflect on the costs of the project in relation to the fulfilment of the project objectives and side effects. How were resources used in a cost-effective way to reach the project objectives?*

14. Lessons learnt

- *Describe important positive and negative lessons learnt concerning the implementation and the project design.*
- *How will lessons learnt affect working methods and project design in the future?*
- *Please attach all relevant evaluation reports (internal or external).*

15. Report annexes

The following documents need to be attached as annexes.

- *Overall financial report and detailed budget for the entire duration of the project (Excel format)*
- *Results framework*
- *Evaluation reports*