# UK Aid Match II

# Annual Review: Narrative Report

Please refer to the detailed guidance on annual reports to complete this template accurately. There is a link to relevant guidance at the beginning of each section. Ask your performance and Risk Manager if you are unsure of what you need to do and include. You may be asked to revise and re-submit your report if it is not completed properly.

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| **1.0** | **Grant information**  |
| **Organisation** |
|  | Grant holder’s organisation name |  |
|  | Grant reference number |  |
|  | Project delivery partners (if applicable) |  |
|  | Previous annual review score/s (if applicable) |  |
| **Project** |
|  | Project title |  |
|  | Start date | dd/mm/yyyy |
|  | End date | dd/mm/yyyy |
|  | Project budget total | £ | DFID budget total | £ | Project budget this year | £ | DFID budget this year | £ |
|  | Country(s) of implementation |  |
|  | Counties or districts in country(s) of implementation  |  |
|  | Reporting period  |  |
|  | Provide a brief summary of the project  |
|  |
| 1.13 | **Acronyms** Avoid the use of jargon and acronyms. Only use acronyms where necessary and avoid those that are sector or context specific. If acronyms are necessary, please list them here. |  |
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| 2.0  | Beneficiary Reach  |
| **2.1** | Complete the beneficiary data summary sheet with your annual data and submit the completed excel file with this annual report. |
| **2.2** | Use the information in the guidance to assess the **overall** progress you have made in reaching direct beneficiaries and justify your self-assessment.  |
| Assessment  | Tick one  | Justification  |
| On track  |  |  |
| Getting there  |  |
| Off Track  |  |
| **2.3** | Use the information in the guidance to assess the progress you have made in reaching **men** and **women** (sex-disaggregated)and justify your self-assessment  |
| Assessment  | Tick one  | Justification  |
| On track  |  |  |
| Getting there  |  |
| Off Track  |  |
| **2.4** | Use the information in the guidance to assess the progress you have made in reaching targets for **people with disabilities** and justify your self-assessment |
| Assessment  | Tick one  | Justification  |
| On track  |  |  |
| Getting there  |  |
| Off Track  |  |

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| 3.0 Performance against outcomes  |
| **Outcome Indicators** Plot actual performance against target, for **each outcome indicator in the logical framework** into the graphs below. Where your indicator is qualitative you do not have to use the graph. Add additional graphs if necessary. The graphs can be modified within this template by right clicking the relevant parts of the graph and selecting ‘edit text’ or ‘edit data in excel’. Remember to modify all elements including:* Y axis title
* X axis and Y axis data
* Chart title
 |
| **3.1**  | **Results**For outcome indicator one, plot your actual end of year performance against targets in a graph  |
| **Outcome indicator one:** [write the indicator here] | **3.2** For outcome indicator one **use the guidance** to assess progress [please tick]: |
| On track |  |
| Getting there |  |
| Off track |  |
| Disaggregate (if relevant): add rows for any other form of disaggregation  |
| Milestones | Actual |
| Male  |  | Male  |  |
| Female |  | Female |  |
| People with disability  |  | People with disability  |  |

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| 3.2  | Explain the results including any variances against milestones.  |
|  |
| 3.3  | Explain the evidence you have to verify this result and how you collected this evidence.  |
|  |
| 3.4 | Next steps: provide details of your plans to address under or over performance  |
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| **3.5**  | **Results** For outcome indicator two, plot your actual end of year performance against targets in a graph  |
| **Outcome indicator two:** [write the indicator here] | **3.7** For outcome indicator two, **use the guidance** to assess progress [please tick]: |
| **On track** |  |
| **Getting there** |  |
| **Off track** |  |
| Disaggregate (if relevant) Add rows for any other form of disaggregation needed |
| Milestones | Actual |
| Male  |  | Male  |  |
| Female |  | Female |  |
| People with disability  |  | People with disability  |  |
| 3.6  | Explain the results including any variance against milestones.  |
|  |
| 3.7 | Explain the evidence you have to verify this result and how you collected this evidence.  |
|  |
| 3.8 | Next steps: provide details of your plans to address under or over performance  |
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| **3.9**  | For outcome indicator three, plot your actual end of year performance against targets in a graph.  |
| **Outcome indicator three:** [*write the indicator here*] | **3.12** For outcome indicator three, use the guidance to assess progress [please tick]: |
| **On track** |  |
| **Getting there** |  |
| **Off track** |  |
| Disaggregate (if relevant) Add rows for any other form of disaggregation  |
| Milestones | Actual |
| Male  |  | Male  |  |
| Female |  | Female |  |
| People with disability  |  | People with disability  |  |
| *3.10*  | Explain the results including any variance against milestones.  |
|   |
| 3.11 | Explain the evidence you have to verify this result and how you collected it.  |
|  |
| 3.12  | Next steps: Provide details of your plans to address under or over performance  |
|  |
| Add additional outcome indicators as required |

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| **3.13.** Use the guidance provided to assess your overall performance against outcomes in the past year  |
| **Assessment**  | **Tick one**  | Justify your assessment  |
| **On track**  |  |  |
| **Getting there**  |  |
| **Off track**  |  |

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| **4.0 Performance against outputs**  |
| Complete the cells below alongside the Output Scoring Table (in Excel). Ensure all sections are complete such as the overall output score, output indicators, data review, self-assessment, and justification and check alignment between this document and your logical framework submission.  |
| **Output one statement** |   |
| **Output Indicator 1.1** |  |
| Overall milestone  | Overall achieved  | Self-assessed score |
|  |  |  |
| Disaggregate (if relevant) Add rows for any other form of disaggregation  |
| Milestone | Achieved |
| Male  |  | Male  |  |
| Female  |  | Female  |  |
| People with disability |  | People with disability |  |
| Explain the results including any variance against milestones.  |
|  |
| Explain the evidence you have to verify this result and how you collected it.  |
|  |
| Next steps: Provide details of your plans to address under or over performance  |
|  |
| **Output Indicator 1.2** |  |
| Overall milestone  | Overall achieved  | Self-assessed score |
|  |  |  |
| Disaggregate (if relevant) Add columns for any other form of disaggregation  |
| Milestone | Achieved |
| *Male*  |  | *Male*  |  |
| *Female*  |  | *Female*  |  |
| *PWD* |  | *PWD* |  |
| Explain the results  |
|  |
| Explain the evidence you have to verify this result and how you collected it.  |
|  |
| Next steps: Provide details of your plans to address under or over performance  |
|  |
| **Output Indicator 1.3** |  |
| Overall milestone  | Overall achieved  | Self-assessed score |
|  |  |  |
| Disaggregate (if relevant) Add rows for any other form of disaggregation  |
| Milestone | Achieved |
| Male  |  | Male  |  |
| Female  |  | Female  |  |
| PWD |  | PWD |  |
| Explain the results including any variance against milestones.  |
|  |
| Explain the evidence you have to verify this result and how you collected it.  |
|  |
| Next steps: Provide details of your plans to address under or over performance  |
|  |
| **Output Indicator 1.4** |  |
| Overall milestone  | Overall achieved  | Self-assessed score |
|  |  |  |
| Disaggregate (if relevant) Add columns for any other form of disaggregation  |
| Milestone | Achieved |
| Male  |  | Male  |  |
| Female  |  | Female  |  |
| PWD |  | PWD |  |
| Explain the results including any variance against milestones.  |
|  |
| Explain the evidence you have to verify this result and how you collected it.  |
|  |
| Next steps: Provide details of your plans to address under or over performance  |
|  |
| **Assess your overall performance against output one** | **Overall self- assessed output score**  |
|  |  |

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| **Output two statement** |   |
| **Output Indicator 2.1** |  |
| Overall milestone  | Overall achieved  | Self-assessed score |
|  |  |  |
| Disaggregate (if relevant) Add rows for any other form of disaggregation  |
| Milestone | Achieved |
| Male  |  | Male  |  |
| Female  |  | Female  |  |
| PWD |  | PWD |  |
| Explain the results including any variance against milestones.  |
|  |
| Explain the evidence you have to verify this result and how you collected it.  |
|  |
| Next steps: Provide details of your plans to address under or over performance  |
|  |
| **Output Indicator 2.2** |  |
| Overall milestone  | Overall achieved  | Self-assessed score |
|  |  |  |
| Disaggregate (if relevant) Add columns for any other form of disaggregation  |
| Milestone | Achieved |
| Male  |  | Male  |  |
| Female  |  | Female  |  |
| PWD |  | PWD |  |
| Explain the results including any variance against milestones.  |
|  |
| Explain the evidence you have to verify this result and how you collected it.  |
|  |
| Next steps: Provide details of your plans to address under or over performance  |
|  |
| **Output Indicator 2.3** |  |
| Overall milestone  | Overall achieved  | Self-assessed score |
|  |  |  |
| Disaggregate (if relevant) Add rows for any other form of disaggregation  |
| Milestone | Achieved |
| Male  |  | Male  |  |
| Female  |  | Female  |  |
| PWD |  | PWD |  |
| Explain the results including any variance against milestones.  |
|  |
| Explain the evidence you have to verify this result and how you collected it.  |
|  |
| Next steps: Provide details of your plans to address under or over performance  |
|  |
| **Output Indicator 2.4** |  |
| Overall milestone  | Overall achieved  | Self-assessed score |
|  |  |  |
| Disaggregate (if relevant) Add columns for any other form of disaggregation  |
| Milestone | Achieved |
| Male  |  | Male  |  |
| Female  |  | Female  |  |
| PWD |  | PWD |  |
| Explain the results including any variance against milestones.  |
|  |
| Explain the evidence you have to verify this result and how you collected it.  |
|  |
| Next steps: Provide details of your plans to address under or over performance  |
|  |
| **Assess your overall performance against output two.**  | **Overall self- assessed output score**  |
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| **Output three statement** |   |
| **Output Indicator 3.1** |  |
| Overall milestone  | Overall achieved  | Self-assessed score |
|  |  |  |
| Disaggregate (if relevant) Add rows for any other form of disaggregation  |
| Milestone | Achieved |
| Male  |  | Male  |  |
| Female  |  | Female  |  |
| PWD |  | PWD |  |
| Explain the results including any variance against milestones.  |
|  |
| Explain the evidence you have to verify this result and how you collected it.  |
|  |
| Next steps: Provide details of your plans to address under or over performance  |
|  |
| **Output Indicator 3.2** |  |
| Overall milestone  | Overall achieved  | Self-assessed score |
|  |  |  |
| Disaggregate (if relevant) Add columns for any other form of disaggregation  |
| Milestone | Achieved |
| Male  |  | Male  |  |
| Female  |  | Female  |  |
| PWD |  | PWD |  |
| Explain the results including any variance against milestones.  |
|  |
| Explain the evidence you have to verify this result and how you collected it.  |
|  |
| Next steps: Provide details of your plans to address under or over performance  |
|  |
| **Output Indicator 3.3** |  |
| Overall milestone  | Overall achieved  | Self-assessed score |
|  |  |  |
| Disaggregate (if relevant) Add rows for any other form of disaggregation  |
| Milestone | Achieved |
| Male  |  | Male  |  |
| Female  |  | Female  |  |
| PWD |  | PWD |  |
| Explain the results including any variance against milestones.  |
|  |
| Explain the evidence you have to verify this result and how you collected it.  |
|  |
| Next steps: Provide details of your plans to address under or over performance  |
|  |
| **Output Indicator 3.4** |  |
| Overall milestone  | Overall achieved  | Self-assessed score |
|  |  |  |
| Disaggregate (if relevant) Add columns for any other form of disaggregation  |
| Milestone | Achieved |
| Male  |  | Male  |  |
| Female  |  | Female  |  |
| PWD |  | PWD |  |
| Explain the results including any variance against milestones.  |
|  |
| Explain the evidence you have to verify this result and how you collected it.  |
|  |
| Next steps: Provide details of your plans to address under or over performance  |
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| **Assess your overall performance against output three** | **Overall self- assessed output score**  |
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| **Output four statement** |   |
| **Output Indicator 4.1** |  |
| Overall milestone  | Overall achieved  | Self-assessed score |
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| Disaggregate (if relevant) Add rows for any other form of disaggregation  |
| Milestone | Achieved |
| Male  |  | Male  |  |
| Female  |  | Female  |  |
| PWD |  | PWD |  |
| Explain the results including any variance against milestones.  |
|  |
| Explain the evidence you have to verify this result and how you collected it.  |
|  |
| Next steps: Provide details of your plans to address under or over performance  |
|  |
| **Output Indicator 4.2** |  |
| Overall milestone  | Overall achieved  | Self-assessed score |
|  |  |  |
| Disaggregate (if relevant) Add columns for any other form of disaggregation  |
| Milestone | Achieved |
| Male  |  | Male  |  |
| Female  |  | Female  |  |
| PWD |  | PWD |  |
| Explain the results including any variance against milestones.  |
|  |
| Explain the evidence you have to verify this result and how you collected it.  |
|  |
| Next steps: Provide details of your plans to address under or over performance  |
|  |
| **Output Indicator 4.3** |  |
| Overall milestone  | Overall achieved  | Self-assessed score |
|  |  |  |
| Disaggregate (if relevant) Add rows for any other form of disaggregation  |
| Milestone | Achieved |
| Male  |  | Male  |  |
| Female  |  | Female  |  |
| PWD |  | PWD |  |
| Explain the results including any variance against milestones.  |
|  |
| Explain the evidence you have to verify this result and how you collected it.  |
|  |
| Next steps: Provide details of your plans to address under or over performance  |
|  |
| **Output Indicator 4.4** |  |
| Overall milestone  | Overall achieved  | Self-assessed score |
|  |  |  |
| Disaggregate (if relevant) Add columns for any other form of disaggregation  |
| Milestone | Achieved |
| Male  |  | Male  |  |
| Female  |  | Female  |  |
| PWD |  | PWD |  |
| Explain the results including any variance against milestones.  |
|  |
| Explain the evidence you have to verify this result and how you collected it.  |
|  |
| Next steps: Provide details of your plans to address under or over performance  |
|  |
| Assess your overall performance against output four. | Overall self- assessed output score  |
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| **Now complete the Output Scoring Table to generate your overall performance against outputs in the past year.** **Submit the completed output scoring table with your annual review.**  |

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| **5.0 Approach**  |
| **Plan**  |
| 5.1  | Complete and submit your achieved work plan from the past year. Estimate a completion percentage and using the guidance to assess where you are (on track, off track, getting there)  |
| Completion (%)  |   |
| On track  |  | Getting there  |  | Off track  |  |
| Theory of Change |
| 5.2 | Reflect here on whether your theory of change is still sound and appropriate? Have assumptions held true during the reporting year? Describe and explain any proposed adjustments to the theory of change? Submit an updated version if you have made changes.  |
|  |
| **Social Inclusion**  |
| **5.3**  | Summarise, with practical examples, what you have done to ensure the most marginalised and vulnerable people in the project areas benefit from the project. Use the disaggregated reach and results data included in section 2, 3 and 4 to reflect on how well this has worked. What changes will you make next year to strengthen your approach?  |
|  |
| **5.4** | Summarise, with practical examples, what you have done to ensure people with disabilities participate in and benefit from your project? Use the disaggregated reach and results data included in section 2, 3 and 4 to reflect on how well this has worked. What changes will you make next year to strengthen your approach?  |
|  |
| **5.5** | Summarise, with practical examples, what you have done to address gender inequality through your project. Use the disaggregated reach and results data included in section 2, 3 and 4 to reflect on how well this has worked. What changes will you make next year to strengthen your approach?  |
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| **6.0 Monitoring, Evaluation and Learning**  |
| **Logical Framework** |
| **6.1**  | Submit the updated project logframe alongside this annual report with the ‘**achieved’** sections completed against each output / outcome indicator. In the **change tab** of your logical framework, explain and justify any changes you would like to make to your logframe for the next year. All proposed changes will be discussed in the debrief meeting and must be approved by the Performance and Risk Manager.  |
| Learning from implementation  |
| **6.2** | Explain what strategies have worked well and what strategies have not worked well in the past year and why.  |
|  |
| Learning from research and evaluations |
| **6.3** | List any reviews or evaluations you completed in the past 12 months. Explain why they were carried out and what you did with the findings to improve the project |
|  |
| Learning from beneficiaries |
| 6.4 | Explain how youcaptured and used beneficiary feedback in the past year, including how you closed the feedback loop. Provide specific examples. |
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| Response to learning |
| **6.5** | How do you plan to respond to your learning to strengthen your project implementation and results in the next year? |
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| 7.0 Challenges  |
| 7.1 | Explain the main challenges you faced in the past year. How did you address them? Were you successful?  |
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| **8.0 Adaptive or Innovative Programming**  |
| 8.1  | What changes (if any) did you make during the past 12 months as a result of learning, contextual changes or the challenges you faced.  |
|  |
| 8.2  | Describe and explain any innovative approaches you have tried out during the year  |
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| 9.0 Sustainability |
| **9.1** | What evidence is there that your sustainability strategies are starting to work? What do you need to strengthen and why?  |
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| 10.0 Value for Money (VFM) |
| **10.1** | Conduct a value for money (VfM) analysis and provide evidence and examples of how the project demonstrates good VfM. Read the guidance carefully. Ask your PRM for assistance if needed.  |
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| 11.0 Other |
| **11.1** | Use this space to write anything else you would like us to know about the past year which has not been covered in the other sections. The guidance provides some suggestions of things you may want to include.  |
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| 12.0 Feedback  |
| **14.1** | Do you have any feedback, suggestions or requests?  |
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| 13.0 Fiduciary Management |
| **Asset inventory**  |
| Submit an up-to-date asset inventory which identifies and includes equipment and/or supplies purchased to date, in part or fully from Foreign, Commonwealth & Development Office (FCDO) funds (as project assets, with a useful life of more than one year) where: 1. The purchase price or development cost of the asset is more than £500 or equivalent in local currency; or
2. A group of lower value items where the combined value is more than £500 or equivalent in local currency;
3. Or could be considered an attractive item regardless of cost (for example, mobile phones, cameras, laptops, tablets, satellite phones, and vehicles).
 |
| **Special conditions** |
| Refer to the project dashboard on SMILE and ensure all special conditions are updated as per the detailed timelines.  |

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| 14.0 Annexes  |
| **14.1**  | Ensure that you have annexed the following **obligatory** annexes |
| Completed Output Scoring Table |  |
| Completed Beneficiary Data Summary |  |
| Reporting logical framework with achievements and change tab completed |  |
| Completed annual work plan (year under review) |  |
| Indicative next year work plan |  |
| Updated asset register |  |
| **14.2**  | Indicate with a tick which documents you have also annexed  |
| Theory of Change (if it has been updated) |  |
| Research and evaluations (if applicable) |  |
| Safeguarding policy (if updated during the reporting period) |  |
| Communications products e.g. case studies |  |
| Other (please specify) |  |