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# *Annual Report Instructions*

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## **Introduction**

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The Annual Report is a document written by the implementing partner. It serves at least 3 purposes:

1. It is a measuring milestone that can be used for internal and external monitoring and evaluation.
2. It can be used for PR purposes to inform partners and potential donors about the project.
3. It can be used as the basis for Wycliffe Norway's report to its partner Digni.

The annual report document is designed so that it only shows the titles of the report numbers. These instructions will explain what kind of information is expected for each number.

Do not fill in numbers that don't apply to your project.

## **General Instructions**

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### Subtitle:

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Fill in the correct year

### 1. General

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Fill in as much as you can.

### 2. Introduction

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This should be filled in by the director or the project manager. You are free to fill in information that is important for your partners to know, for example:

- Brief intro about project, how many people you serve, when you started, your team
- Summary of the main accomplishments
- Summary of the main challenges
- Any important information that is not covered in the rest of the report

### 3. Thematic Outcomes

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This follows the logic of the RBM-Logframe.

- For each theme you have to fill in the summary of the outcomes as described in the RBM logframe (copy and paste):
  - Under 3.1 the summary of Indigenous People
  - Under 3.2 the summary of Education
  - Under 3.3 the summary of Human Rights

## Major focus areas

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Under each of these themes you have major focus areas. Please note:

- The focus areas don't necessarily follow the order and logic of activities and outputs of the RBM logframe.
- Explain any changes, progress, or setbacks in the focus area from the beginning to the end of the project report year that resulted from project activities. If possible, add numbers and percentages where appropriate.
- The maximum number of words per focus area is 100, except for the case studies, here the maximum is 500 words). This includes all of section 3.

## Planned impact

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- Larger goal/Impact: You can copy and paste this per theme from the RBM-Logframe + make some additional comments (per theme) for a maximum of 100 words. This could contain the following information:
  - Assessment how the project has contributed to the desired impact
  - Use some concrete examples (these could be inspired by the indicators of the outcomes)
  - How the you will evaluate the impact in future
- Unforeseen/unplanned impact: If there has been an unexpected positive or negative impact, mention it here. Max: 100 words
  - When relevant you can explain how you handled the unplanned impact

## Case study

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One story per theme. Adding pictures is a good idea. Max word limit per case study: 500 words

## Pictures and report design

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Project pictures, diagrams, and font choice can all be used to personalize the annual report. Focus on style will help make your annual report good PR material.

## More detailed instructions

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This is limited to sections that may be unclear or more important.

## Indigenous people

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### **3.1.1.1 Empowerment**

In this section you can talk about rights training, vocational training, governing systems, public actions and advocacy.

### **3.1.1.2 Land ownership**

Land is recovered, natural resources saved. Indigenous people owning their own land.

### **3.1.1.3 Gender**

Decision making, saving schemes, other ways gender issues are included in the project.

### **3.1.1.4 Cultural inheritance**

How are local culture and traditions strengthened and preserved?

### **3.1.1.5 Health and Hygiene**

Midwife training, basic healthcare, veterinary skills, water and sanitation, etc.

**3.1.1.6 Other issues** related to indigenous people theme, but are not mentioned above can be included here.

## **Education**

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### **3.2.1.1 Primary and secondary education**

Mention what is appropriate. Try to provide general numbers that indicate how many/what age/how long

### **3.2.1.2 Rights based adult education**

Explain your adult education program. Try provide general numbers

### **3.2.1.3 Follow up and support**

Explain what will happen once the children have finished primary or secondary education. How will the program support them with continuing their studies or finding a job?

### **3.2.1.4 Sustainability**

Explain local ownership, how teachers will be well educated, how communities or government will be able to guarantee long term continuation of the program. Self-help schools

### **3.2.1.5 Values**

Explain how values such as children's rights, environmental concerns, ethics and gender are incorporated in the program.

### **3.2.1.6 Equal access to education**

Increased enrolment of girls, decreased drop-outs, increased access to adult education for both women and men. Persons with disabilities have access to qualitative education.

### **3.2.1.7 Other issues**

Any other issues related to the education theme, but not mentioned above, can be included here.

## **Human Rights**

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### **3.3.1.1 Awareness raising of rights holders**

*Right holders are communities, individuals and organisations who are entitled to claim their rights.*

Explain how the program has increased awareness of human rights for communities, organisations and partners.

### **3.3.1.2 Engaging duty bearers**

*The state is the primary duty bearer, other powerful persons, organisations are secondary duty bearers.*

How were right holders able to define their rights claims and how did they approach the duty bearers? What were the results?

### **3.3.1.3. Other issues**

Any other issues related to the human rights theme and your project should be included here.

## **4. Sustainability**

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Maximum 100 words per focus area

### **4.1 Long term strategy**

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Explain what your future plans are in relation to sustainability: short (one year), medium term (5 years), long (10 years) This is entirely voluntary and you do not have to fill this out.

### **4.2 Cooperation with government and civil society**

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Both have direct connections to sustainability. In the last year, how did your organisation work with government and civil society to promote sustainability?

### **4.3 Organisational development and capacity building**

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What did you do during the past year in the area of building your organisation: personnel training, courses, policies and procedures, etc.?

### **4.4 Environment**

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In what way did the project contribute to the protection of the environment? In what way did the environment and climate (drought, flooding, other) have an effect on the sustainability?

## **5. Experiences from the project**

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Maximum 100 words per focus area

### **5.1 Project Evaluations**

Were there any evaluations during the past year? If so give a summary of the most important conclusions and recommendations.

### **5.2 Positive and negative consequences**

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Make this very brief. When already mentioned in your introduction, ignore this question.

### **5.3 Cooperation Partners**

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Clarify how the beneficiaries, project partners and other stakeholders have participated in the planning, implementation, financing and/or monitoring of the project.

### **5.4 Problems and Revision needs**

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What problems have occurred that require adjustment to the original plans? What approaches should be revised in order to ensure the achievement of objectives and results and their sustainability? How should they be revised?

## **Sign**

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Please don't forget to fill in your name, your job-title and signature

## **Appendix**

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The report above will mention the main numbers. The detailed numbers and other information are filled in in the RBM-Logframe. Where possible fill in the baseline information and the figures at the end of the year. The figure at the end of the year should be the total amount of schools, communities, beneficiaries. This may not be so straight forward. When in doubt, ask.