## **Window 2: Interim Narrative Report Template**



|  |  |  |  |
| --- | --- | --- | --- |
| **Section One: General Information** | | | |
| Country: |  | Project Title: |  |
| Grant Number: |  | Grantee’s Name: |  |
| Name & Email of Project Contact: |  | Name & Email of M&E Contact: |  |
| Reporting Period: |  | Please Note:  *(If this is your first report, the date of countersignature is the start of the reporting period).* | |

|  |  |  |
| --- | --- | --- |
| **Section Two: Contact List for Submission** *Submit the entire report by email to your respective grants team. Please use the following email subject line: SUN [Name of Country] [Name of organization] [Grant Number] Update [Month/Year]. Example: SUN Bangladesh, Concern Worldwide, SUN\_GRANTS\_2018\_001\_31, September 2019.* | | |
| **Region** | **Contracts** | **Monitoring & Evaluation** |
| Asia | Tin Me Me Aung [tinmemea@unops.org](mailto:tinmemea@unops.org) | Asma Haque [afrinha@unops.org](mailto:afrinha@unops.org) |
| Anglophone Africa | Tin Me Me Aung [tinmemea@unops.org](mailto:tinmemea@unops.org) | Medhanit Mekonnen [MedhanitGM@unops.org](mailto:MedhanitGM@unops.org) |
| Francophone Africa | Edita Ajeti editaa@unops.org | Eve Gossiaux [eveg@unops.org](mailto:eveg@unops.org) |
| Latin America | Edita Ajeti editaa@unops.org | Eve Gossiaux [eveg@unops.org](mailto:eveg@unops.org) |

|  |  |  |
| --- | --- | --- |
| **Section Three: Required Attachments** | | Checklist |
| **Financial** | | |
|  | Financial Report (Tabs 1 & 2 as an MS Excel attachment. UN agencies may use their own form.) |  |
| Source documentation of ALL expenses (receipts, checks, contracts, participant lists, etc.) for individual items with a value of USD 1000 or more. This includes your personnel. (Not required for government & UN agencies.) |  |
| Pr**ogrammatic** | | |
|  | Narrative Report |  |
| Project Logframe (Your latest revision) |  |
| ME Toolkit (You may paste your logframe as a tab to form 1 large Excel workbook if desired). |  |
| Optional: Human Interest Story (UNOPS requires at least 1x during the project) |  |
| Optional: Photographs of the project with a legend telling us what they are (format JPEG).  Optional: Publications, summaries or minutes of workshops/meetings, etc. |  |
| **Important Notes** | | |
|  | The ME Toolkit includes the Risk Log and the Results Summary in 2 separate tabs. The Results Summary has a few core indicators for public reporting purposes. Please copy the related data from your Project Logframe and paste them in this tab. | |

**Section Four: Window 2- Key Results**

1. *What has changed (big-picture results / achievements) at national/sub-national level during this reporting period in relation to your country’s stated nutrition priorities?*
2. *How did the Pooled Fund contribute to the national/sub-national level change(s) on themes and outcome(s)? (Provide information in the table below to the outcome that apply to your project; delete those outcomes that are not in your project.)*
3. *Include specific evidence to show how have your interventions contributed to ensure that we leave no one behind and reach the most vulnerable*

|  |
| --- |
| **Theme 1: Improvement to Maternal and Child Health and Nutrition through multi-sectoral nutrition interventions**   1. Extent to which partnerships with diverse stakeholders to support nutrition objectives (a) in general and (b) for pregnant and lactating women and children under five were strengthened through the MSP in line with nutrition guidelines 2. Extent to which improvements were made on Maternal and Child Health Nutrition status through multi-sectoral nutrition interventions. What was the specific role and value-added of the MSP in this?   Any other notable progress or highlights related to Theme 1?  **Theme 2: Promote Ownership and Capacity Strengthening of Multi-Sector/Stakeholder Platform at decentralized level**   1. How has the MSP catalyzed new multi-sectoral partnerships / collaborations? How has the project contributed to strengthening nutrition coordination bodies at sub-national levels so as to contribute to increased commitments, actions (institutional, financial & political) such as joint advocacy, planning, communication and implementation, information sharing, common reportng, joint resource mobilization etc and effective multi-sectoral coordination. What are some of the successes? 2. Which innovations were identified, tested, adopted or scaled up to address root causes of malnutrition and influence behaviour change. How were the innovations used to build domestic capabilities? How were lessons learnt shared to increase the quality and uptake of the innovations ? 3. To what extent has the project enhanced the capacity of government and non-governmental institutions, multi-sectoral teams, and their individual members on actions that support scaling up nutrition? 4. How has the project catalyzed funding and spending on nutrition through national budget, local fundraising or donor funding to ensure that the initiatives, achievements and financing will be sustainable beyond the funding phase. (if there is a sustainability plan please expound on this).   Any other notable progress related to Theme 2?  **Theme 3: Strengthening of Sharing & Learning (Optional)**   1. Number of nutrition actors (government, private sector and/ or civil society) whose policies, action and other interventions or programmes have used (or are influenced by) the knowledge (best practice, lessons learnt, documented evidence etc) shared by the project. 2. How has the project undertaken experience sharing and learning across nutrition multi-stakeholders, how are the lessons learnt shared and used to inform the work of the MSP?   Any other notable progress related to Theme 3? |

**Section Five: Operating Environment**

|  |  |
| --- | --- |
| *Help us understand your country context as it pertains to your project.* | |
| **Theme** | **Commentary** |
| External factors | *Any external stakeholders/ factors/ developments/ disaster recovery that pose a challenge to the implementation of your work plan?* |
| Internal factors | *Any change within your team/ organization/ practice/ personnel that is affecting the implementation?* |

**Section Six: Gender Equity, Equality, & Non-Discrimation**

|  |
| --- |
| Directions:  During this reporting period, how did your project ensure equity, equality and non-discrimination for all, with women and girls at the center of efforts? How did your project identify and address the needs of women and girls?  Examples: If you ensured women and girls are participating in a specific activity or that their opinions are reflected in your outputs – what effect did that have? How has the behavior or perception of others changed because you involved e.g. youth, people with disabilities or minorities? |
|  |

**Section Seven: Lessons Learned and Recommendations**

|  |
| --- |
| Directions:  Lessons learned are positive and negative experiences distilled from your project that can serve as guidance in the future. What challenges, lessons, or best practices have you encountered during this reporting period? What actions are you taking to address them? They could be related to project management, country context, etc. Phrase your description so that the reader understands the situation and cause and the consequence/s. What recommendation would you like to make? |
|  |

**Section Eight: Sustainability and Way-Forward :**

|  |
| --- |
| Directions: How will you ensure that the benefits and results achieved outlive the project and are further advanced? Answer the questions for the outcomes you selected in your project. If you :  Theme 1: Multi-sectoral nutrition interventions  *Please summarize your sustainability plans to ensure that the MSP will continue to have a significant role in influencing key stakeholders including government, private sector,communities and academia to strengthen implementation of nutrition policies, plans and programmes at national and sub-national level beyond the grant period.*  Theme 2: Ownership and Capacity Strengthening of Multi-Sector/Stakeholder Platform at decentralized level  *Please summarize your sustainability plans that show how the MSP will continue with resource mobilization to support the nutrition priorities and the work of the MSP and CSOs within the network beyond the grant period.*  Theme 3: Strengthening of Sharing & Learning (Optional)  *Please provide your sustainability plans to show how the MSP will continue to share lessons and best practice with multi-stakeholders and ensure lessons learnt are used to inform future programmes with partners and/or beneficiaries beyond the grant period.* |
|  |

**Narrative Reporting Guidance & Instructions:**

General guidance:

1. Interim report should highlight key results achieved by the project rather than mere process and activities.
2. The interim narrative report and the interim financial report should refer to the same time period.
3. Reported progress data and narratives should be credible and verifiable.
4. Progress reported on the interim report should correspond with the submitted Monthly Updates.
5. Reported progress data should be disaggregated by age group, sex and geographic scope, where applicable.
6. Interim report should be maximum 10 pages following formatting guidance provided below.
7. Any questions on the narrative reporting issues or templates should be sent to your UNOPS grants team.

Section specific guidance:

Section Three:

1. Not all grantees selected each of the three themes of the Window 2 SUN Movement Pooled Fund Call for Proposals. Report only on those themes that you selected for your project.
2. Please write complete and concise result stories that reflect upon the big picture results that are clear contributions of your project.

|  |
| --- |
| **Report formatting guidance:**   1. The report should be maximum 10 pages. 2. Format the entire document using the following font: 11point \_ Arial 3. Spell out acronyms at least once if they are used in the report. 4. You may reference annexes if necessary. 5. Do not change format and structure on the provided template. |