**Child-Centered Community Development**

**(CCCD)**

Bi-Annual Project Report [Year and Country]

[TITLE PROJECT]

[Insert logo partner organisation]



Submitted: [Date, Year]

**Project overview**

|  |  |
| --- | --- |
|  | **Project overview** |
| **Project title** | [Project title] |
| **Total project period** | [full length of Multi-Annual Project Plan: 20.. – 20..] |
| **Year of this report** | [current reporting year 20..] |
| **Name of lead organization** | [Name of the lead organization] |
| **Name other implementing organization(s)**  | [Name of other organizations also implementing parts of this project (if applicable)] |
| **Multi-Annual Budget** | [Total multi-annual budget for the project, €…] |
| **Total annual budget** | [Total annual budget proposed, €…] |
| **Division budget** | [Division of budget per partner in consortium for this reporting year (if applicable)] |
| **Intervention area** | [name of the locations where you are implementing the project] |
| **Targeted number of households** | Within the geographical area described above, how many households do you TARGET. [How many of the households in the intervention area have you reached this year] |
| **Targeted number of children & youth** | Within the geographical area described above, how many targeted children and youth have you reached: (Please differentiate between boys & girls)* [how many young children (0-7)\* in the intervention area have you reached this year]
* [how many children (8-12)\* in the intervention area have you reached this year]
* [how many adolescents (13-18)\* in the intervention area have you reached this year]
* [how many youth (19-25)\* in the intervention area have you reached this year]

\*Age brackets can be contextualised  |
| **Number of children/ families linked to a sponsor** | [xxx number of registered children/ family ambassadors linked with a sponsor] |
| **Long-term outcome** | [long-term outcome of the project as defined by ToC] |
| **Pathways of change** | [list the outcome description per pathway of change in your ToC, often these are thematic outcomes]* …
* …
* …
* …

… |

**Contact information Partner Organisation**

|  |  |
| --- | --- |
|  | **Partner organisation** |
| **Partner organisation**  |  |
| **Country** |  |
| **CEO** | [name CEO] |
| **Project manager** | [name project manager] |
| **PMEL officer** | [name PMEL officer] |
| **Sponsorship officer** | [name sponsorship officer] |
| **Other staff involved** |  |
| **Email address and Phone number contact person** | [name, email and phone number person assigned as contact person for Help a Child responsible for submission] |

**Contact information other implementing organisations (if applicable)**

|  |  |
| --- | --- |
|  | **Partner organisation** |
| **Partner organisation**  |  |
| **Country** |  |
| **CEO** | [name CEO] |
| **Project manager** | [name project manager] |
| **PMEL officer** | [name PMEL officer] |
| **Sponsorship officer** | [name sponsorship officer] |
| **Other staff involved** |  |
| **Email address and Phone number contact person** | [name, email and phone number person assigned as contact person for Help a Child responsible for submission] |

**Contact Information Help a Child Country Office**

|  |  |
| --- | --- |
|  | **Contact data Help a Child** |
| **Organization name** | Help a Child [Country] |
| **Postal address**  |  |
| **Visiting address** |  |
| **Telephone number**  |  |
| **E-mail** |  |

**Contact Information Help a Child Netherlands**

|  |  |
| --- | --- |
|  | **Contact data Help a Child** |
| **Organization name** | Help a Child |
| **Postal address**  | Postbus 40169 | 8004 DD Zwolle | The Netherlands  |
| **Visiting address** | G. Stephensonstraat 11 8013 NL Zwolle, The Netherlands |
| **Telephone number**  |  +31(0)38 460 46 48  |
| **E-mail** | projects@redeenkind.nl |

**Introduction of the template**

The bi-annual report contains four sections and three annexes:

Sections:

1. Progress on Multi-Annual Project Plan (MAPP)
2. Progress on Annual Plan
3. Cross-cutting Issues
4. Financial Report

Annexes:

Annex 1| Financial and Activity Workplan/Report

Annex 2| Database complaints and feedback

Each section contains a short description of what is expected in this particular section. Please delete these explanations and replace them by your reporting. Some sections give instructions about the maximum page length your responses should not exceed.

**1 Progress on Multi-Annual Project Plan (MAPP)**

**1.1 | Part of the MAPP implemented (not applicable for phase-in projects)**

Since your MAPP is a multi-annual strategic plan, please shortly explain in what phase of the multi-annual plan you are (start-up, implementation, end-phase) and what elements of the MAPP have been implemented this year (Max ½ A4).

**1.2 | Changes in context (not applicable for phase-in projects)**

Explain, if applicable, changes in the context (environment, social or political) compared to the MAPP and/or annual plan. Give clarifications on how these changes came about and explain how you have adjusted your programming in light of these changes and any concrete changes you made to your annual plan. (Max ½ A4)

**1.3 | Changes in beneficiaries (not applicable for phase-in projects)**

Explain, if applicable, changes in target groups and beneficiaries due to external factors compared to the MAPP and/or annual plan. (For example, if there is high migration, or new challenges that you have seen certain groups in the community encounter.) Also explain how you have adjusted your programming considering these changes. (Max ½ A4)

**1.4 | Major deviations in comparison to MAPP (not applicable for phase-in projects)**

Report on progress against the MAPP and provide justification for any changes or adjustments, if applicable, in strategy, approach, pathways of change etc. compared to the MAPP. Explain which *type* of activities have been implemented according to the plan and which *type* are behind schedule or not done? (*NOTE: Don’t list specific activities but rather generalize considering the different thematic areas of your project.*) What were the reasons for this? And what are the implications of these changes going forward? (Max ½ A4)

**1.5** **| COVID-19 Impact**

How did the COVID-19 situation impact your project? (Max ½ A4)

Did you adapt your budget with the flexibility offered by Help a Child, and if yes how have these activities impacted the community? (Max ½ A4)

**2 Progress on Annual Plan**

**2.1 | Reflection on outputs achieved**

Report in ‘**Annex 1: Report of implemented activities**’ on the planned and actual implemented activities in detail, organized per pathway of change.

This section 2.1 supplements that report and provides space to reflect and share more insights on what achieved, what wasn’t, and what this year’s implementation means for the future, per pathway of change. You can refer to annex 1 if needed but do not repeat a list of activities with their targets.

Pathway 1: *[Pathway of change/ outcome statement]*

|  |  |
| --- | --- |
| Key successes achieved | *List in bullet points the achievements that you are most proud of (as noted – do NOT simply list the activities conducted as they are in annex 1)* |
| Deviations from what was planned | *Describe adjustments you made along the way due to changing circumstances or new learnings and the reasons for the changes – this can include cancelled or replaced activities or changes to the scale/target with more or less achieved* |
| Challenges encountered  | *Describe realities which hindered your progress and the actions you took to mitigate them* |
| Key learnings |  *Describe things that you now understand from this years’ experience – whether from a positive result or negative result – that you will take in mind when planning for the future and feel others can benefit from knowing* |
| Proposed changes | *Describe what (if anything) you want to do differently next year, considering what you learned from this years’ experience – this can include scaling up a successful initiative or changing implementation approach, etc.*  |

Pathway 2: *[Pathway of change/ outcome statement]*

|  |  |
| --- | --- |
| Key successes achieved |  |
| Deviations from what was planned |   |
| Challenges encountered  |  |
| Key learnings |   |
| Proposed changes |  |

Pathway 3: *[Pathway of change/ outcome statement]*

|  |  |
| --- | --- |
| Key successes achieved |  |
| Deviations from what was planned |   |
| Challenges encountered  |  |
| Key learnings |   |
| Proposed changes |  |

Pathway 4: *[Pathway of change/ outcome statement]*

|  |  |
| --- | --- |
| Key successes achieved |  |
| Deviations from what was planned |   |
| Challenges encountered  |  |
| Key learnings |   |
| Proposed changes |  |

**2.2| Special Reporting for External Donors**

CCCD projects are funded mainly by private Dutch sponsors via the CAM model. Possibly, other external donors like foundations or companies contributed to this project too. Please add specific additional narrative explanation as requested in the below table for those specific back donors (if applicable):

|  |  |
| --- | --- |
| **Donor** | **Activities sponsored** |
|  |  |
| **Narrative Report** |
|  |
| **Story & Photos *(following the instructions in the manual, see below, photos to be attached separately)*** |
|  |  |

**2.3 | Life Stories and Success Stories**

Our sponsors and donors are more motivated when they can read about the impact of our work on children. Stories from the beneficiaries play a very important role in this. Two or more Life Stories are required per report, and you should present five written Success Stories per report.

**Please make sure that you read the** [**Manual for writing Life Stories & Success Stories**](https://howto.helpachild.org/our-standards/manual-life-stories-success-stories) **which can be found at our knowledge portal.**

Please note:

* When describing sensitive issues (for example concerning sexual related issues, or domestic violence) never use real names and pictures.
* In general: only use the first name, never use the family name for privacy/ child protection.
* Only mention the individual’s residence in general geographic terms, not a specific location where the person might be identified easily.
* Ensure that people mentioned in the stories have given their consent for publication.

Basic information that must be included in the story:

* First name and age of the person (NO last name or village names).
* Regular daily activity (type of work, class at school, family situation, etc.)
* How has his/her life changed and because of what? (paint a ‘before’ and ‘after’ picture)
* The person’s dream for the future (describe ‘what’s next?’)
* One or more ‘Quotes’ from the person in his/her own words (note that the rest of the story should be written in third person, not in letter format)

Attach at least three high quality photos (minimum 2 MB) to each story, which you can submit as a separate file. Preferably at least a close-up and a photo of the person in his/her surroundings.

**2.4 Community Ambassador Model (CAM)**

Please fill in the table below with Ambassador related issues (Max ½ A4)

|  |  |
| --- | --- |
|   | **Community ambassador monitoring sheet**  |
|   | **Number**  | **Remarks/ Comments/ Reasons**  |
| **Total nr. of family ambassadors (FAM) registered**[**[1]**](https://euc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=nl-nl&rs=nl-nl&wopisrc=https%3A%2F%2Fredeenkind.sharepoint.com%2Fsites%2FAnnualplanformat%2F_vti_bin%2Fwopi.ashx%2Ffiles%2F639c8f45c11341f797593c30c9254583&wdenableroaming=1&mscc=1&hid=b453d8f3-b46c-e727-a8c2-d64dda154740-21342&uiembed=1&uih=teams&hhdr=1&dchat=1&sc=%7B%22pmo%22%3A%22https%3A%2F%2Fteams.microsoft.com%22%2C%22pmshare%22%3Atrue%2C%22surl%22%3A%22%22%2C%22curl%22%3A%22%22%2C%22vurl%22%3A%22%22%2C%22eurl%22%3A%22https%3A%2F%2Fteams.microsoft.com%2Ffiles%2Fapps%2Fcom.microsoft.teams.files%2Ffiles%2F2114348033%2Fopen%3Fagent%3Dpostmessage%26objectUrl%3Dhttps%253A%252F%252Fredeenkind.sharepoint.com%252Fsites%252FAnnualplanformat%252FGedeelde%2520documenten%252FGeneral%252F20201207%2520-%2520Annual%2520Report%2520Template%2520Project_2020-version.docx%26fileId%3D639c8f45-c113-41f7-9759-3c30c9254583%26fileType%3Ddocx%26ctx%3Dfiles%26scenarioId%3D21342%26locale%3Dnl-nl%26theme%3Ddefault%26version%3D20201007007%26setting%3Dring.id%3Ageneral%26setting%3DcreatedTime%3A1607439006249%22%7D&wdorigin=TEAMS-ELECTRON.teams.files&wdhostclicktime=1607439005501&jsapi=1&jsapiver=v1&newsession=1&corrid=189eaf46-67be-4106-b3e7-d5f2a8029e74&usid=189eaf46-67be-4106-b3e7-d5f2a8029e74&sftc=1&sams=1&accloop=1&sdr=6&scnd=1&hbcv=1&htv=1&hodflp=1&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush&rct=Medium&ctp=LeastProtected#_ftn1)**for the project**  |   |   |
| **Total nr. of child ambassadors (CAM) registered for the project**  |   |   |
| **Total nr. of child ambassadors plus (CAM+) registered for the project**  |   |   |
| **Change in number of ambassadors registered**  | At the start of the year   |   |   |
| Leavings during the year  |   |   |
| Newly registered  (replace leavings)  |   |   |
| At the end of the year  |   |   |
| **Details of reasons for leaving**     | 1-Failure to participate in program activities   |   |   |
| 2-Migration   |   |   |
| 3-Got sponsorship from another organisation  |   |   |
| 4-School drop out  |   |   |
| 5-Completed school  |   |   |
| 6-Turned 18   |   |   |
| 7-Married  |   |   |
| 8-Death  |   |   |
| 9-Other reasons  |   |   |
| Numbers of leaving forms sent   |   |   |
|   |   |   |
| **Current status of ambassadors**  | # Present and active  |   |   |
| # Present, NON-active  |   |   |
| # Temporarily Absent   |   |   |
| **Challenges met in sponsorship management**  |           |

[[1]](https://euc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=nl-nl&rs=nl-nl&wopisrc=https%3A%2F%2Fredeenkind.sharepoint.com%2Fsites%2FAnnualplanformat%2F_vti_bin%2Fwopi.ashx%2Ffiles%2F639c8f45c11341f797593c30c9254583&wdenableroaming=1&mscc=1&hid=b453d8f3-b46c-e727-a8c2-d64dda154740-21342&uiembed=1&uih=teams&hhdr=1&dchat=1&sc=%7B%22pmo%22%3A%22https%3A%2F%2Fteams.microsoft.com%22%2C%22pmshare%22%3Atrue%2C%22surl%22%3A%22%22%2C%22curl%22%3A%22%22%2C%22vurl%22%3A%22%22%2C%22eurl%22%3A%22https%3A%2F%2Fteams.microsoft.com%2Ffiles%2Fapps%2Fcom.microsoft.teams.files%2Ffiles%2F2114348033%2Fopen%3Fagent%3Dpostmessage%26objectUrl%3Dhttps%253A%252F%252Fredeenkind.sharepoint.com%252Fsites%252FAnnualplanformat%252FGedeelde%2520documenten%252FGeneral%252F20201207%2520-%2520Annual%2520Report%2520Template%2520Project_2020-version.docx%26fileId%3D639c8f45-c113-41f7-9759-3c30c9254583%26fileType%3Ddocx%26ctx%3Dfiles%26scenarioId%3D21342%26locale%3Dnl-nl%26theme%3Ddefault%26version%3D20201007007%26setting%3Dring.id%3Ageneral%26setting%3DcreatedTime%3A1607439006249%22%7D&wdorigin=TEAMS-ELECTRON.teams.files&wdhostclicktime=1607439005501&jsapi=1&jsapiver=v1&newsession=1&corrid=189eaf46-67be-4106-b3e7-d5f2a8029e74&usid=189eaf46-67be-4106-b3e7-d5f2a8029e74&sftc=1&sams=1&accloop=1&sdr=6&scnd=1&hbcv=1&htv=1&hodflp=1&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush&rct=Medium&ctp=LeastProtected#_ftnref1) The total number of ambassadors registered up to date as agreed with sponsorship team of Help a Child Netherlands

**3 Crosscutting Issues**

**3.1 | Do No Harm**

When planning projects, it is often difficult to foresee all the effects our work might have in a community. Along the way, it might happen that we discover some unintended negative consequences of our work. *(For example, paying school fees for a child can make the family more dependent on support and less likely to provide for the child once they don’t receive that support.)*

During the implementation of the project this half year, were there any unintended negative consequences of your activities that you became aware of? If so, how did you come across this information and how did you deal with it?

(Max ½ A4)

**3.2 | Community Based Complaints & Feedback Mechanisms (CBCFM)**

Please report whether you have a mechanism for Community Based Complaints & Feedback in place. If so, clarify how it was established and how this is functioning. (Max ½ A4)

If you have a Community Based Complaints & Feedback Mechanism in place, please complete **Annex 2:** **Complaints and Feedback Database**.Then use the space below to supplement that data and provide a summary of the type of feedback and complaints you have received from community members in the last year. Please also provide commentary on how you have responded to the issues raised by the community members. You can refer to Annex 3 but do not provide a list of complaint, repeating what is in the database. You can use the data analysis tool in tab two of the database, where this and other information is automatically calculated. (Max ½ A4)

**3.3 Incident Reporting Summary - Integrity**

In the table below please indicate if any Integrity incident/violation took place in this year (see our [**Integrity Policy**](https://www.helpachild.org/documents) for more information). In the table below please don’t mention any names or specific details for privacy reasons

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of incident/violation: | Date of the incident: | Date reported and to [person/org] | Descriptionof what happened: (very briefly) | Action taken:  |
| Breach of Code of Conduct |  |  |  |  |
| Child Safeguarding |  |  |  |  |
| Sexual Exploitation and Abuse |  |  |  |  |
| Anti-fraud and Corruption |  |  |  |  |
| General Safety and Security |  |  |  |  |

**3.4| Additional Comments**

Details or any additional comments you want to share with us regarding this year’s implementation. (Max ½ A4)

**4. Financial Report**

**4.1 Enter all expenditures in Project Connect**

1. Go to: projects.redeenkind.nl and enter all expenses in your ongoing projects and include variance explanations for each activity that is more than 105% spent or less than 90% spent. (You may use Annex 1 to support this step).
2. When you enter your expenses in local currency it will automatically translate them into euro using the average annual rate. You will have an opportunity to explain further in the report exactly how much local currency was received during the year so that the balance can be settled correctly.
3. After you ensure your total project connect expense report ties to your Excel report and/or administration, attach any related files and **click submit.**
4. For any assistance with Project Connect, please email projects@redeenkind.nl

**4.2 Total Expenditures**

Provide a short overview of the total over or underspending so far this year by filling the table below.

|  |  |  |
| --- | --- | --- |
| Financial overview | *Amount in local currency* | *Amount in euro* |
| Total budget this first half year |  |  |
| Total expenditures this first half year |  |  |
| Difference (over or under spending) |  |  |

Please explain the deviations to the budget. In ProjectConnect the details are given per budget line, but here you can give the general overview.

**4.3 Financial and Administrative Control**

Provide a list of the management letter issues of external audits and issues from internal audits and how you have followed up on these. If issues have not been followed-up please justify the challenges/ obstacles (Max ½ A4)

**Annex 1| Financial and Activity Report**

See attachment (ADD hyperlink)

**Annex 2| Database complaints and feedback**

See attachment (ADD hyperlink)