

Assessment Template Annual Report of CCCD Projects

**This assessment covers the following report:**

|  |  |
| --- | --- |
| Name lead organization |  |
| Name other implementing organization(s) (if applicable) |  |
| Title of project |  |
| Year |  |
| Assessment by (names + roles) |  |
| Date |  |

# Introduction

***How to use this assessment form?***

* Each section in the report template is assessed by either the country office or in case there is own implementation, or no country office at all by a number of Red een Kind experts.
* The assessors give scores for each key theme for assessment and explains the score in the column ‘Assessment’. Subsequently, the assessor gives an overall assessment per chapter, again using a score and an explanation; in this assessment the various elements of the chapters can be weighed and the elements that are deemed most important for the assessment mentioned
* Finally each assessor lists the 3 major points of improvement (from their own perspective) in the final assessment on the last page.
* Scores to be used for the assessment of the key themes and the overall assessment per chapter:

4 **Good** all relevant aspects of the key theme all well addressed – no major comments

3 **Sufficient** most relevant aspects of the key theme are well addressed, but some relevant aspects are missing or can be improved. The plan can be approved with specified conditions.

2 **Insufficient** only some aspects of the key theme are addressed with major relevant aspects missing or not treated adequately. The plan cannot be approved

1 **Poor** the key theme is hardly addressed. The plan cannot be approved

* Finally, in a subsequent group assessment a conclusion is reached about the quality of the report template as a whole. Only the three major points of improvement per field of expertise are discussed in the group. One person compiles the assessment form and sends it to the partner.

***Who is involved in the assessment and in what role?***

This depends on the type of project:

* If there is a country office for this project: The assessment will be done by the country office
* If there is a country office, but it’s a project implemented by the country office itself: The assessment will be done by a group of Red een Kind experts (from the Netherlands)
* If there is no country office, the assessment will be done by a group of Red een Kind experts (from the Netherlands)

# Assessment

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| **Annual Plan template** | **Assessment** | **Score** **1-4** | **Requested in the template** |
| 1. **Report on your activities**
 |
| 1.1 | Part of the Multi-Annual Project Plan implemented |  |  | Since your Multi-Annual Project Plan (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 half year (Max ½ A4). |
| 1.2 | Changes in context |  |  | Explain, if applicable, changes in the context (environment, social or political) compared to the MAPP and/or annual plan. Also explain how you gathered this information. Did you have consultations with other stakeholders / the community, a new donor or project, etc? Also explain how you have adjusted your programming in light of these changes and your concrete changes in your annual plan. (Max ½ A4) |
| 1.3 |Changes in beneficiaries |  |  | Explain, if applicable, changes in target groups and beneficiaries due to external factors compared to the MAPP and/or annual plan. Possibly, there is high migration, or new challenges that you have seen of certain groups in the community. Also explain how you have adjusted your programming considering these changes. (Max ½ A4) |
| 1.4 | Major deviations in comparison to MAPP |  |  | Explain and justify, if applicable, changes in strategy, approach, theory of change etc. compared to the MAPP.  Report on progress against the MAPP and provide justification for any changes or adjustments. Explain what type of activities were on track and what activities were behind or not done? What were the reasons for this? And what actions did you take to solve. |
| 1.5 | Sustainability and Phase out |  |  | Shortly describe what strategies you deployed for this year to ensure that sustainability of results can be achieved, how do you make sure that after the phase-out developments keep running within the community? You need to revert to your MAPP where this is also described and explain what part is implemented this year. Mention the challenges you had the last years with sustainability (or that you foresee) and how you mitigated or are actively managing these. Furthermore, highlight the signs you are seeing of community preparedness for phase-out. (Max ½ A4) |
| 1.6 | Financial Sustainability |  |  | Explain if you were able to attract contributions of the community or organise income generating activities this year. If applicable mention the challenges you had the last years with financial sustainability and how you mitigated these (Max ½ A4) |
| 1.7 | Linking & Learning |  |  | Explain how you have linked with and learnt from government authorities this year. This can include Lobby & Advocacy initiatives. Explain with which government authorities you have involved and explain your objectives of lobbying with them and how successful your efforts have been. (Max ½ A4)Explain how you have linked with and learned from other relevant actors like NGOs, private sector, churches, local market players, knowledge centres and service providers this year. This can include Lobby & Advocacy initiatives. What value have these collaborations added to your project? (Max ½ A4) |
| 1.8 COVID impact |  |  | Describe the possible changes in your activities due to COVID. |
| **Score for the quality of this section (1-4):****Explanation of the score:** |

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| 1. **Progress on Annual Plan**
 |
| 2.1 |Reflection on outputs achieved |  |  | In Annex 1: Report of implemented activities, you must report on the planned and actual implemented activities in detail. You can present in the annex per pathway of change. This section just provides a reflection on the outputs achieved per pathway of change. You can refer to annex 1 if needed. |
| 2.2| Reflection on Outcomes Achieved |  |  | In Annex 2: Report of results of your PMEL system you must report the findings from the outcome-level PMEL tools that you used this year, include the minimum requirements and others of your own initiative. This section just provides a narrative summary on your interpretation of the results and how you will use the findings to adjust your programming based on the evidence gathered. Have the final results been entered and submitted in Project Connect? Please ensure before final approval of Annual Report! |
| 2.3| Special Reporting for External Donors |  |  | Please add specific additional narrative explanation as requested in the below table for those specific back donors (if applicable): |
| 2.4 | 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.**Please make sure that you read the manual life stories & success stories which can be found at our knowledge portal, please click** [**here**](https://howto.helpachild.org/our-standards/manual-life-stories-success-stories)**for guidelines and some good examples.** 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.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, school, etc.)How has his/her life changed and because of what?Dream for the future?Use of one or more ‘Quotes’ |
| 2.5 | Risk Mitigation |  |  | In the annual plan you have provided an overview of important risks in the context of the project with its implications for implementation in this year. Report what risks have jeopardized the realization of (some) activities and describe how they have been dealt with. (Max ½ A4) |
| 2.6 | Community Ambassador Model (CAM) |  |  | Please fill the table with CAM related issues (Max ½ A4) |
| **Score for the quality of this section (1-4):****Explanation of the score:** |

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| **Annual Plan template** | **Assessment** | **Score** **1-4** | **Requested in the template** |
| 1. **Crosscutting Issues**
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| 3.1 | Christian identity: Hope and Dignity |  |  | As a Christian non-profit organization Help a Child wants every child – regardless of their social, political, religious, ethnic or economic background – to have a life in dignity, with love and with a promising future. Our Christian norms and values are very important to us.  Please reflect in what way your Christian identity is expressed in the project (if possible, in the context of the project). For example, through: - Involvement of local churches - Using Bible/Bible stories and verses - Christian identity and culture of implementers and field staff  Highlight new or different strategies you put in place to strengthen this aspect in the past year. |
| 3.2 | Working in Groups |  |  | Please summarize the type of groups you have in your project (for example SHGs, CLAs, CBOs, federations, VHCs, cooperatives, etc.) and how these groups are maturing. What evidence do you have that this spirit of working in groups is influencing mind-set change? Are your groups so far focused on taking actions for internal benefits of group members, or have they started looking beyond to help address community issues? Highlight milestones in group maturity achieved this year and any risks observed which threaten sustainability of these groups. (Max ½ A4)  |
| 3.3 | Child Rights and Child Participation |  |  | Please summarize the ways in which child-focus has been emphasized in your program this past year. Describe the efforts you have made to increase child participation and respect for child rights in your project. (Max ½ A4) |
| 3.4 | Inclusion |  |  | Please explain the achievements and obstacles of including particularly marginalized groups in the project activities (for example people with disabilities, orphans, ethnic minorities, etc.). Revert back to your MAPP in which you explained your strategies how to include the various marginalised people in the community and explain how effective your efforts have been to date and what remains to be achieved. (Max ½ A4) |
| 3.5 | Do No Harm |  |  | In our work we sometimes cannot oversee the effects of it whilst in the planning phase. 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 year, were there any unintended negative consequences of your activities? How did you come across this information and how did you deal with it? Furthermore, are you foreseeing any potential negative consequences, and how are you planning to mitigate these? (Max ½ A4) |
| 3.6 | 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)   What feedback and complaints have been provided by the community in the last year, and how did you respond to the issues raised by the community members? Please provide a summary here. You can refer to the Complaints and Feedback Database (Annex 3) (Max ½ A4)  |
| 3.7 | Incident Reporting Summary - Integrity |  |  | In the table please indicate if any Integrity incident took place in this year (see Click on the hyperlink for our [Integrity Policy](https://www.helpachild.org/documents)). In the table please don’t mention any names or specific details for privacy reasons). |
| 3.8 | Additional Comments |  |  |  |
| **Score for the quality of this section (1-4):****Explanation of the score:** |

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| **Annual Plan template** | **Assessment** | **Score** **1-4** | **Requested in the template** |
| 1. **Organisational Development**
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| 4.1 |  | Organisational Activities |  | Related to the MAPP, what kind of organizational development activities have taken place in this year? You can think of staff training, performing organisational scans, implementation of child protection staff policy, etc. (Max ½ A4 |
| 4.2 | | External support |  | Other than providing funds, was there any type of support you received from Help a Child and/or other external support in this year in order to implement your MAPP successfully? Think of training, support visits, coaching, etc. (Max ½ A4). Do you have any feedback on this support?  |

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| **Annual Plan template** | **Assessment** | **Score** **1-4** | **Requested in the template** |
| **5.Financial Report** |
| 5.1 | Enter all expenditures in Project Connect |  |  | Notes for assessor:* Have all expenses been entered in Project Connect and submitted?
* Do they reconcile with 4.1 summary, Annex 1 and the bank reconciliation?
* Are all parties in agreement of the actual exchange rate?
* Please finalize balance at this point and discuss whether it will be settled or carried forward (only if there are special circumstances/unfinished activites)
* Go into Project Connect and approve expense report when finalized
 |
| 5.2 | Total Expenditures |  |  | Notes for assessor:* Review how direct expenses have been broken out from Support & Admin, use for design in future budgets
* Do major driving factors of spending variances align with the activity reports?
* Address overall underspending/overspending and what organization can do to improve
* If there are carry forward requests, address
 |
| 5.3 | Exchange Gains/Losses |  |  | A. Fill in the below table which will provide a clear picture of exchange gains or losses this yearB. If you had gains, did you develop a proposal through the year to use them for the benefit of the project and its beneficiaries? If so, did it receive approval by HaC?  C. If you had exchange losses, how did you react to control project costs in order to still stay within the approved budget? |
| 5.4 | Community Contributions |  |  | A. Were the planned community contributions successfully received? Please describe any difficulties or successes encountered in the retrieval of the community contributions  B. Please specify which contributions were cash, labour or materials, and how much received in each category. C. What could improve community contributions in the future?  |
| 5.5 | Financial and Administrative Control |  |  | Provide the date and firm/individual who conducted an external or internal audit. For each audit, list in bullet point form the findings, recommendations and any follow up actions that have been taken. If no action has been taken, please explain. |
| 5.6 | Project Bank Account |  |  | Submit the project account’s bank statement Reconcile the ending balance to any unspent balance in your expense report. This can be included in a sheet in Annex 1. |
| 5.7 Asset Register |  |  | Submit an updated asset register as of the end of the year. This can be included in a sheet in Annex 1.   If this is your final year of implementation, please ensure that you have already discussed a proposal for asset transfer after the project has closed which is in line with Help a Child’s policies. |
| **Score for the quality of this section (1-4):****Explanation of the score:** |

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| **Annexes** |
| Annex 1| Financial and Activity Report |  |  |  |
| Annex 2| Multi-annual PMEL framework |  |  | Please embed the full multi-annual PMEL databases created as part of your multi-annual PMEL plan to this report, the database does not need to be fully updated with all outcome data (planning and realisation) of this year since that is only requested annually but outputs must be updated. |
| Annex 3| Database of Complaints and Feedback |  |  |  |
| **Score for the quality of this section (1-4):****Explanation of the score:** |

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| **OVERALL ASSESSMENT** |
| **To what extent is this bi-annual report acceptable within the strategic framework of the MAPP and the ToC of Help a Child?*** Fully acceptable, no changes needed
* Acceptable with some changes

 * Not acceptable in this form, major changes needed

**Three major changes needed to reach full acceptance are explained here:**1. …
2. …
3. …
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