Consortium



TEMPLATES FOR ANNUAL REPORTING FOR THE YEARS 2014 AND 2015 FROM THE CONSORTIUM TO THE FUND COUNCIL CONCERNING THE CRPS

CGIAR Consortium

February 2013, updated November 2014

I. CRP PERFORMANCE MONITORING REPORT FOR CALENDAR YEARS 2014 AND 2015

1.1. PREAMBLE

CRPs produce two main categories of reports¹:

- (i) Detailed documentation on progress at research theme/location/component and subcomponent level to CRP leadership. This information is the foundation that establishes the credibility of the reports in category (ii). It is prepared by CRP staff and submitted to the CRP leadership and is an important reference for (ii).
- (ii) Annual performance monitoring report at CRP level, from CRP Director and Lead Center to Consortium Office.

The template provided in this document refers to the report in category (ii) whilst its supporting data refers to the information in category (i). Report (ii) is submitted by the CRP Director to the CSO by March 10, 2015 and covers progress during calendar year 2014. Its maximum expected length is 10 pages (plus annexes).

The CRP report provides a strategic overview of where the program stands in terms of progress towards its targets. It focuses on outputs and outcomes and if relevant explains changes in future directions. It covers results achieved, regardless of sources of funds used to produce the results (i.e. windows 1, 2, 3 where relevant and bilateral). Different measures of progress have to be monitored over the life cycle of a CRP through different instruments. A given CRP is therefore expected to report every year on those items mentioned below that are relevant to its position in its own life cycle.

Verification of the reliability of the information provided will occur through:

- the external evaluation of the CRPs, commissioned by the Independent Evaluation Arrangement and the leadership of the CRPs;
- the external evaluation of the performance monitoring and reporting system commissioned by the CO at regular intervals (2-3 years)
- the peer review of the individual CRP reports will continue to take place, including by the CO
- all supporting documents and data bases (report (i) mentioned above) will be available through web links.

¹ A CRP can also produce an annual report of activities to communicate to a large audience and donors. This is entirely voluntary and up to each CRP. Such annual reports are therefore not part of these templates.

1.2. TEMPLATE FOR REPORTING

This template has nine sections and three annexes.

A. KEY MESSAGES (1 ½ page)

This section provides:

- Synthesis of progress and challenges in implementing the CRP, including their significance for the IDOs that characterize the CRP and a brief description of any noteworthy reorientation in the CRP.
- Synthesis of the two most significant achievements/success stories in the year (gender disaggregated where pertinent), with references to associated evidence and website links for more details.
- Overall financial summary: actual total spending (from all sources, including bilateral and Window 3) and percentage expended on gender research, compared to expected budget.

B. IMPACT PATHWAY AND INTERMEDIATE DEVELOPMENT OUTCOMES (IDOS) (1/4 page)

Provide a web link to the overall CRP Impact Pathway and theory of change (including gender dimension) and list the CRPs' IDOs and their associated targets and indicators.. Provide a web link to the baseline data of the CRP.

C. PROGRESS ALONG THE IMPACT PATHWAY

The CRP should complete Table 1, in Annex 1 and provide a narrative (C.1 to C.3), referring to those indicators from the table in Annex 1 that are relevant to the CRP.

C.1 Progress towards outputs (2 pages)

Summarize major successes in producing outputs; provide links to additional descriptions of these achievements. Refer to indicators from Table 1, as relevant.

C.2 Progress towards the achievement of research outcomes and IDOs (2 pages)

Summarise major successes in the progress towards research outcomes and IDOs. Refer to relevant indicators from Table 1, where relevant and to the indicators of progress towards the CRP's IDOs.

C.3 Progress towards Impact (1/4 page)

If/when relevant major contributions towards understanding impact and impact per se should be summarized, with a web link to more detailed documents.

D. GENDER RESEARCH ACHIEVEMENTS (1 page)

Explain the significance of the main gender research achievements of the CRP with reference to the CRP's outputs and outcomes to which they contributed.

Describe main successes and challenges encountered in mainstreaming gender research and mitigation actions taken by the CRP. Use the process indicators specified in the CRP Gender Strategy to assess the effectiveness of gender research mainstreaming in 2013.

E. PARTNERSHIPS BUILDING ACHIEVEMENTS (1 page)

Describe partnership building achievements (if any new ones since last year) and associated strategic partnership issues, including public- private partnerships where relevant. Include a brief description of mechanisms designed to align CRP with priorities in national, regional bodies etc... Include a brief analysis of new strategic interactions with other CRPs and their effectiveness. Include a brief commentary on how different key partners are using the CRP's outputs and outcomes.

F. CAPACITY BUILDING (1/2 page)

Provide a summary and highlights of training and its outputs and outcomes. Use indicators from Table 1, as appropriate.

G. RISK MANAGEMENT (less than 1/2 page)

List the three major risks that may hinder the expected delivery of results by the CRP and describe the mitigation actions taken to manage these risks.

H. LESSONS LEARNED (1 page)

Analysis of variance from what was planned:

- i. Estimate the overall level of confidence/uncertainty of the indicators provided in Table 1.
- ii. Description, if relevant, of research avenues that did not produce expected results, and description of actions taken by the CRP, such as new research directions pursued and their expected outputs and outcomes.
- iii. Lessons learned by the CRP from its monitoring of the indicators and from its qualitative analyses of progress.

I. CRP FINANCIAL REPORT

There are 9 financial reports:

- 1. Report L101 Annual CRP Financial Summary by CG Participant
- 2. Report L102 Cumulative CRP Financial Summary CG Participant
- 3. Report L111 CRP Annual Finance Plan Summary (by Center, Windows 1 and 2)
- 4. Report L121 CRP Expenditure by natural classification- by CG Center
- 5. Report L131 CRP Expenditure by Theme/Flagship Project and by Cluster of activities²
- 6. Report XXX- CRP expenditure on gender research by Theme/Flagship Project and by Cluster of activities³
- 7. Report L201 CRP Bilateral Grants Summary by CG Center
- 8. Report L211 CRP Partnerships Report- by CG Center

² An explanatory note for this item is forthcoming

³ An explanatory note for this item is being prepared

9. Report L401 - CRP Funding Statement – Windows 1 and 2

The templates for CRP financial reporting by CRP Directors and Lead Centers are attached as Appendix 3.

Note that there is also a requirement for interim financial reports – the first four reports are also submitted to the Consortium at the half-year stage, and Report L401 is required quarterly.

Explanatory notes on the financial reports:

1 – Report L101 – Annual CRP Budget Summary – by CG Participant and Theme

Annual report of income & expenditure compared to the approved Finplan, from all the various funding sources. The information is obtained by the Lead Center from the CG Participants, and the Lead Center consolidates the reports from the participating centers, so that the summary report is available at either Center-level or Theme-level.

1 - Report L102 - Cumulative CRP Budget Summary - by CG Participant and Theme

Report of income & expenditure to date on a cumulative base, from all the various funding sources, and compares that to the CRP total budget (also called "Whole of Life" budget) as per the PIA. The information is obtained by the Lead Center from the CG Participants, and the Lead Center consolidates the reports from the participating centers, so that the summary report is available at either Center-level or Theme-level.

2 - Report L121 - CRP Expenditure by natural classification- by CG Center

Provides a comparison of annual actual expenditure against the approved Finplan budget of the CRP, by natural classification, by CGIAR center. It ensures there is a realistic balance between the various components, and in particular provides information on funds flowing to partners outside the CGIAR. The report has data from each CG Center, and the information is for all the various funding sources. The information in this report is also reported in the annual financial statements of each center.

3 - Report L201 - CRP Bilateral Grants Summary - by CG Center

Information on Bilateral Grants/Donors is needed so that their contributions to individual CRP's can be monitored. This will help with forecasting cash flow requirements. The report has data from each CG Center, and sets out expenditure to date on a cumulative base, from each individual donor. Amounts should be in accordance with L101 figures, for each center.

4 - Report L211 - CRP Partnerships Report- by CG Center

This report provides an indicator on the extent of partner participation in the CRPs. It provides the name of the institute and country alongside the amount of expenditure.

5 – Report L401 -CRP Funding Statement – Windows 1 and 2

This report provides a summary of CRP cashflows, from the CO to Lead Centers and onto partners, during a financial year. This also reports intercenter receivables/payables at period end, and these balances need to be confirmed with relevant participating centers. This report is required to assist cash forecasting, and hence is requested quarterly.

Cross-cutting areas (for Report L101 only)

In addition to the "themes", there are two "cross-cutting areas" which should be reported separately:

Area 1 – CRP Strategy, Management and Coordination

Area 2 – Implementation of Gender Strategy

Note that more cross-cutting areas may be recognized in the future, but for 2012 lead centers are requested to provide financial data only on two.

Responsibilities

The CRP Lead Centers are responsible for consolidation of each CRP financial report, and submission to the CO.

The Participating Centers are responsible for submission of their CRP financial information to the Lead Centers, and ensuring that all inter-center amounts receivable/payable are in agreement with counterpart centers.

Annex 1: CRP indicators of progress, with glossary and targets

CRPs concerned by this indicator	Indicator	Glossary/guidelines for defining and measuring the indicator, and description of what the CRP includes in the indicator measured, based upon the glossary	Deviation narrative (if actual is more than 10% away from target)	2013		2014		2015
				Target	Actual	Target	Actual	Target
	E, TOOLS, DATA							
All	1. Number of flagship "products" produced by CRP	Glossary: These are frameworks and concepts that are significant and complete enough to have been highlighted on web pages, publicized through blog stories, press releases and/or policy briefs. They are significant in that they should be likely to change the way stakeholders along the impact pathway allocate resources and/or implement activities. They should be products that change the way these stakeholders think and act. Tools, decision-support tools, guidelines and/or training manuals are not included in this indicator. Specify what type of products, from above glossary, you have included in the number indicated under 2013; if relevant specify geographic locations						
All	2. % of flagship products produced that have explicit target of women farmers/NRM managers	Glossary: The web pages, blog stories, press releases and policy briefs supporting indicator #1 must have an explicit focus on women farmers/NRM managers to be counted Provide concrete examples of what you include in this indicator						
All	3. % of flagship products produced that have been assessed for likely gender- disaggregated impact	Glossary; Reports/papers describing the products should include a focus on gender-disaggregated impacts if they are to be counted Provide concrete examples of what you include in this indicator						
All	4. Number of "tools" produced by CRP	Glossary: These are significant decision-support tools, guidelines, and/or training manuals that are significant and complete enough to have been highlighted on web pages, publicized through blog stories, press releases and/or policy briefs. They are significant in that they should be likely to change the way stakeholders along the impact pathway allocate resources and/or implement activities						

		Based on the glossary, describe the types of outputs you include in this indicator			
All	5. % of tools that have an	Glossary: The web pages, blog stories, press releases and policy			
	explicit target of women	briefs supporting indicator #4 must have an explicit focus on			
	farmers	women farmers/NRM managers to be counted			
All	6. % of tools assessed for	Glossary: Reports/papers describing the products should include a			
	likely gender-disaggregated	focus on gender-disaggregated impacts if they are to be counted			
	impact				
All	7. Number of open access	Indicate the type of data bases (e.g., socio-economic survey data;			
	databases maintained by	crop yields in field experiments) you are reporting on in the			
	CRP	following columns			
All	8. Total number of users of				
All	these open access databases9. Number of publications in				
AII	ISI journals produced by CRP				
1,2,3, 4, 6	10. Number of strategic	Clearly indicate the type of value chains you are reporting on in			
// / / /	value chains analyzed by CRP	the next columns			
1,5,6,7	11. Number of targeted	Specify the type of system, using its main products as descriptors			
	agro-ecosystems	(e.g., mixed crop, livestock system; monoculture of XX;			
	analysed/characterised by	agroforestry with maize, beans, etc; mixed cropping with upland			
	CRP	rice, cassava, etc)by geographical location and agroecological			
		zones (FAO typology)			
1,5,6,7	12. Estimated population of				
	above-mentioned agro-				
	ecosystems NHANCEMENT AND				
	IN PLATFORMS				
All	13. Number of trainees in	Glossary: The number of individuals to whom significant			
	short-term programs	knowledge or skills have been imparted through interactions that			
	facilitated by CRP (male)	are intentional, structured, and purposed for imparting knowledge			
		or skills should be counted. This includes farmers, ranchers, fishers,			
		and other primary sector producers who receive training in a			
		variety of best practices in productivity, post-harvest management,			
		linking to markets, etc. It also includes rural entrepreneurs,			
		processors, managers and traders receiving training in application			
		of new technologies, business management, linking to markets,			
		etc., and training to extension specialists, researchers,			
		policymakers and others who are engaged in the food, feed and			

All	14. Number of trainees in short-term programs	fiber system and natural resources and water management. Include training on climate risk analysis, adaptation, mitigation, and vulnerability assessments, as it relates to agriculture. Training should include food security, water resources management/IWRM, sustainable agriculture, and climate change resilience Indicate, from the above list, the general subject matters in which training was provided (see above, but for female)			
All	facilitated by CRP (female) 15. Number of trainees in long-term programs facilitated by CRP (male)	Glossary: The number of people who are currently enrolled in or graduated in the current fiscal year from a bachelor's, master's or Ph.D. program or are currently participating in or have completed in the current fiscal year a long term (degree-seeking) advanced training program such as a fellowship program or a post-doctoral studies program. A person completing one long term training program in the fiscal year and currently participating in another long term training program should be counted only once. Specify in this cell number of Master's and number of PhD's			
All	16.Number of trainees in long-term programs facilitated by CRP (female)	(see above, but for female)			
1,5,6,7	17. Number of multi- stakeholder R4D innovation platforms established for the targeted agro-ecosystems by the CRPs	Glossary: To be counted, a multi-stakeholder platform has to have a clear purpose, generally to manage some type of tradeoff/conflict among the different interests of different stakeholders in the targeted agro-ecosystems, and inclusive and clear governance mechanisms, leading to decisions to manage the variety of perspectives of stakeholders in a manner satisfactory to the whole platform. Indicate the focus of each platform in this cell, including geographical focus			
TECHNOLOGIES/PRACTICES IN VARIOUS STAGES OF DEVELOPMENT					
All	18. Number of technologies/NRM practices	Glossary: Technologies to be counted here are agriculture-related and NRM-related technologies and innovations including those			

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	under research in the CRP	that address climate change adaptation and mitigation. Relevant			
	(Phase I)	technologies include but are not limited to:			
		 Mechanical and physical: New land preparation, harvesting, 			
		processing and product handling technologies, including			
		biodegradable packaging			
		• Biological: New germplasm (varieties, breeds, etc.) that could be			
		higher-yielding or higher in nutritional content and/or more			
		resilient to climate impacts; affordable food-based nutritional			
		supplementation such as vitamin A-rich sweet potatoes or rice, or			
		high-protein maize, or improved livestock breeds; soil			
		management practices that increase biotic activity and soil organic			
		matter levels; and livestock health services and products such as			
		vaccines;			
		• Chemical: Fertilizers, insecticides, and pesticides sustainably and			
		environmentally applied, and soil amendments that increase			
		fertilizer-use efficiencies;			
		 Management and cultural practices: sustainable water 			
		management; practices; sustainable land management practices;			
		sustainable fishing practices; Information technology,			
		improved/sustainable agricultural production and marketing			
		practices, increased use of climate information for planning			
		disaster risk strategies in place, climate change mitigation and			
		energy efficiency, and natural resource management practices that			
		increase productivity and/or resiliency to climate change. IPM,			
		ISFM, and PHH as related to agriculture should all be included as			
		improved technologies or management practices.			
		New technologies or management practices under research			
		counted should be only those under research in the current			
		reporting year. Any new technology or management practice			
		under research in a previous year but not under research in the			
		reporting year should not be included.			
		Clearly indicate, from the list above, the type of technology and			
		geographical location that you are reporting on in next columns			
All	19. % of technologies under	The papers, web pages, blog stories, press releases and policy			
	research that have an explicit	briefs supporting indicator #x must have an explicit focus on			
	target of women farmers	women farmers/NRM managers to be counted			

All	20. % of technologies under	Reports/papers describing the products should include a focus on			
	research that have been	gender-disaggregated impacts if they are to be counted			
	assessed for likely gender-				
	disaggregated impact				
1,5,6,7	21 Number of agro-	Use the same classification of agro-ecosystem as for indicator 11			
	ecosystems for which CRP	above, including geographical location and agro-ecological zone			
	has identified feasible				
	approaches for improving				
	ecosystem services and for				
	establishing positive				
	incentives for farmers to				
	improve ecosystem functions				
	as per the CRP's				
	recommendations				
1,5,6,7	22. Number of people who	Indicate the potential number of both women and men			
	will potentially benefit from				
	plans, once finalised, for the				
	scaling up of strategies				
All, except	23. Number of technologies	Glossary; Under "field testing" means that research has moved from			
2	/NRM practices field tested	focused development to broader testing (pilot project phase) and			
	(phase II)	this testing is underway under conditions intended to duplicate			
		those encountered by potential users of the new technology. This			
		might be in the actual facilities (fields) of potential users, or it might			
		be in a facility set up to duplicate those conditions.			
		Clearly identify in this cell the type of technology and the			
		geographical locations of the field testing/pilot projects reported in			
1,5,6,7	24. Number of agro-	next columns			
1,3,0,7	ecosystems for which	Clearly identify in this cell the type of technology and the			
	innovations (technologies,	geographical location of the field testing/pilot projects, and use the			
	policies, practices,	same classification of agroecosystem as for indicator 11, specifying			
	integrative approaches) and	the type of agroecosystems in which field testing is taking place			
	options for improvement at				
	system level have been				
	developed and are being				
	field tested (Phase II)				
1,5,6,7	25. % of above				
1,0,0,7	innovations/approaches/opti				
	initiations, approaches, opti				

	ons that are targeted at				
	decreasing inequality				
	between men and women				
1,5,6,7	26. Number of published research outputs from CRP utilised in targeted agro- ecosystems				
All, except 2	27.Number of technologies/NRM practices released by public and private sector partners globally (phase III)	Glossary: In the case of crop research that developed a new variety, e.g., the variety must have passed through any required approval process, and seed of the new variety should be available for multiplication. The technology should have proven benefits and be as ready for use as it can be as it emerges from the research and testing process. Technologies made available for transfer should be only those made available in the current reporting year. Any technology made available in a previous year should not be included. Clearly identify in this cell the technologies/practices thus released (scale up phase), the geographical areas concerned			
POLICIES	S IN VARIOUS STAGES OF				
All	28. Numbers of Policies/ Regulations/ Administrative Procedures Analyzed (Stage 1)	Number of agricultural enabling environment policies / regulations / administrative procedures in the areas of agricultural resource, food, market standards & regulation, public investment, natural resource or water management and climate change adaptation/mitigation as it relates to agriculture that underwent the first stage of the policy reform process i.e. analysis (review of existing policy / regulation / administrative procedure and/or proposal of new policy / regulations / administrative procedure).Please count the highest stage completed during the reporting year – don't double count for the same policy. Clearly identify in this cell the type of policy, regulations, etc. from the above list			
All	29. Number of policies / regulations / administrative procedures drafted and presented for	that underwent the second stage of the policy reform process. The second stage includes public debate and/or consultation with stakeholders on the proposed new or revised policy / regulation / administrative procedure.			

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30. Number of policies /	: underwent the third stage of the policy reform process (policies						
regulations / administrative	were presented for legislation/decree to improve the policy						
procedures presented for	environment for smallholder-based agriculture.)						
legislation(Stage 3)	Clearly identify in this cell the type of policy and the country/region						
	concerned						
31. Number of policies /	:underwent the fourth stage of the policy reform process (official						
regulations / administrative	approval (legislation/decree) of new or revised policy / regulation /						
procedures prepared	administrative procedure by relevant authority).						
	Clearly identify in this cell the type of policy and the country/region						
	concerned						
32. Number of policies /	:completed the policy reform process (implementation of new or						
regulations / administrative	revised policy / regulation / administrative procedure by relevant						
procedures passed for which	authority)						
	Clearly identify in this cell the type of policy and the country/region						
	concerned						
ON THE GROUND							
33. Number of hectares	Clearly identify in this cell the geographic locations where this is						
under improved technologies	occurring and whether the application of technologies is on a new						
or management practices as	or continuing area						
a result of CRP research							
34. Number of farmers and	Clearly identify in this cell the geographic location of these farmers						
others who have applied	and whether the application of technologies is on a new or						
_	-						
	procedures presented for legislation(Stage 3) 31. Number of policies / regulations / administrative procedures prepared passed/approved (Stage 4) 32. Number of policies / regulations / administrative procedures passed for which implementation has begun (Stage 5) ON THE GROUND 33. Number of hectares under improved technologies or management practices as a result of CRP research 34. Number of farmers and	consultation (Stage 2)and the geographical location of the consultations30. Number of policies / regulations / administrative procedures presented for legislation(Stage 3): underwent the third stage of the policy reform process (policies were presented for legislation/decree to improve the policy environment for smallholder-based agriculture.) Clearly identify in this cell the type of policy and the country/region concerned31. 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Annex 2: Performance indicators for gender mainstreaming with targets defined

Performance Indicator	CRP performance approaches requirements	CRP performance meets requirements	CRP performance exceeds requirements
1. Gender inequality targets defined	Sex-disaggregated social data is being collected and used to diagnose important gender-related constraints in at least one of the CRP's main target populations	Sex-disaggregated social data collected and used to diagnose important gender-related constraints in at least one of the CRP's main target populations And The CRP has defined and collected baseline data on the main dimensions of gender inequality in the CRP's main target populations relevant to its expected outcomes (IDOs)	Sex-disaggregated social data collected and used to diagnose important gender-related constraints in at least one of the CRP's main target populations And The CRP has defined and collected baseline data on the main dimensions of gender inequality in the CRP's main target populations relevant to its expected outcomes (IDOs) And CRP targets changes in levels of gender inequality to which the CRP is or plans to contribute, with related numbers of men and women beneficiaries in main target populations
2. Institutional architecture for integration of gender is in place	 CRP scientists and managers with responsibility for gender in the CRP's outputs are appointed, have written TORS. Procedures defined to report use of available diagnostic or baseline knowledge on gender routinely for assessment of the gender equality implications of the CRP's flagship research products as per the Gender Strategy CRP M&E system has protocol for tracking progress on integration of gender in research 	 CRP scientists and managers with responsibility for gender in the CRP's outputs are appointed, have written TORS and funds allocated to support their interaction. Procedures defined to report use of available diagnostic or baseline knowledge on gender routinely for assessment of the gender equality implications of the CRP's flagship research products as per the Gender Strategy CRP M&E system has protocol for tracking progress on integration of gender in research And A CRP plan approved for capacity development in gender analysis 	CRP scientists and managers with responsibility for gender in the CRP's outputs are appointed, have written TORS and funds allocated to support their interaction. - Procedures defined to report use of available diagnostic or baseline knowledge on gender routinely for assessment of the gender equality implications of the CRP's flagship research products as per the Gender Strategy -CRP M&E system has protocol for tracking progress on integration of gender in research And A CRP plan approved for capacity development in gender analysis And The CRP uses feedback provided by its M&E system to improve its integration of gender into research