

PROJECT REPORTS

ENGAGING THE DONOR:

Highlighting important learning moments and accomplishments

Why is this important?

1. Results and lessons learned are clearly communicated to the client
2. Well-organized reports reflect well on the project
3. Can facilitate a better dialogue between client and implementing partner
4. Can create a better dialogue moving forward

*REPORTS ARE RECEIVING MORE
SCRUTINY THAN EVER!*



Know your audience

Spend time at the beginning of the project talking to your donor and check in periodically to elicit feedback

1. What do they want to see in your project reports?
2. What information can you include in your report to make their jobs easier?
3. How can you make it easier for them to pull out the key data that they need?

*GET FEEDBACK FROM YOUR
DONOR AND ASK QUESTIONS!*



Do your research

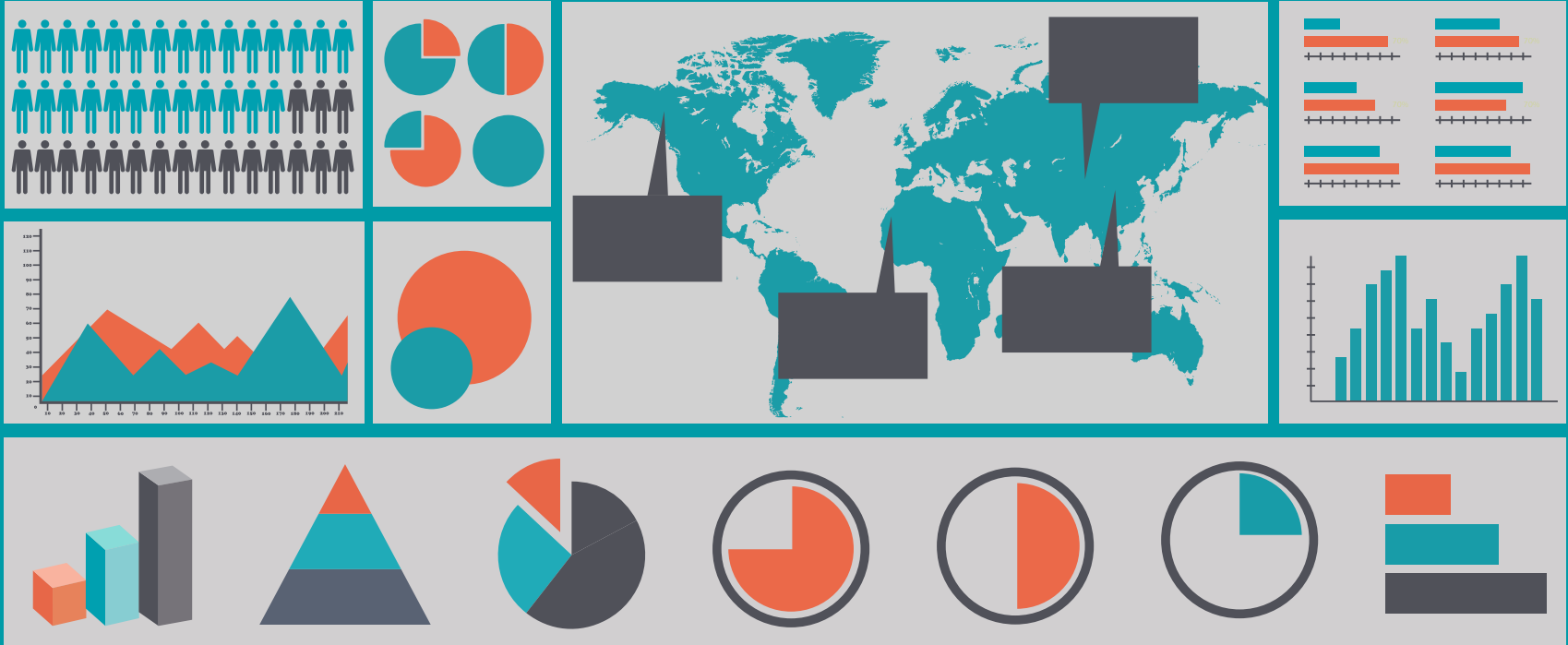
1. What are other projects in country doing?
2. Look for some examples of reports/visuals that fit what your donor is looking for

*A QUICK ONLINE SEARCH MAY
HELP YOU FIND SOME EXAMPLE*



Best practice checklist

- More visuals
 - Easy to understand charts/graphs
 - Highlight top indicators and learning moments
 - Use templates to ensure consistency among reports
 - Use executive summaries to highlight achievements
 - Keep file size down
 - Consider bringing on a graphic designer
-



VISUALS


Visual don'ts

1. Don't squeeze the visual into a small space, make sure any text is large enough to read
2. Don't use hard to read typefaces for charts/graph (sans serifs like Calibri, Arial, Verdana work best)
3. Don't include too much information in one visual
4. Don't use effects like drop shadow or borders that are distracting




ICDF Quarterly Report
January - March 2016, at/ICDF/CA

- On March 26, the first technical committee (TC) of the 2016 calendar year was convened by the VCDI. The newly appointed VCDI contact person to the ICDF, Jauna I. Ecola, and Lambert Soko, the new head of the VCDI's Projects Coordination Unit, participated along with representatives from both USAID and the ICDF. During this meeting, ten projects were discussed and approved, nine of which correspond to community development and one of which falls under economic development.
- Of the 24 community development sub-projects completed this quarter, particularly noteworthy projects include teacher housing in the communities of the Central Boulvar (Boulvar 11, Boulvar 11 and Boulvar 17) in the municipality of La Auzata. In each community, the completed building consists of between one and three bedrooms and kitchens and one office to accommodate the teacher or teachers assigned to the adjacent school. Additionally, the Chicomora water storage tank was handed over, and will now directly benefit the 1,241 residents of this community in the municipality of Ingauna.



The completed teacher housing construction in Boulvar 11, La Auzata.

- Within the economic development component, 17 projects were completed. Highlighted activities include completion of 12 pig and chicken farms in different municipalities throughout the Yungas of La Paz.
- The ICDF initiated three new community development infrastructure projects: "Design and Construction of a Sewage System in the community of Parituro" in the municipality of Ingauna, "Design and Construction of Public Water System for the community of Mitlaguaya" in the municipality of Copacata and the Coraco Landfill.



The mayor of the La Paz territory speaks to several members from law classes.

- As one of the first activities within the Coraco Landfill subaward project, on March 6th community members from San Jaquelin, the future site of the landfill, and other communities in Coraco visited two landfills in the city of La Paz. The purpose of the visit was to offer community members a first-hand understanding of the operations of and service provided by a landfill. Twenty-five people participated, including the mayor of Coraco and local community leaders. Additionally, the ICDF began to work in the municipality on the elaboration of a solid waste management plan.
- The ICDF began working on the subaward project known as "Improving Family Quality of Life through the Kitchen." This project will provide improved, ecological stoves to more than 10 households throughout the municipality of La Auzata. At present, those in

TOO SMALL PHOTOS
DONT DO MUCH TO
HELP BREAK UP TEXT

received training on the bank's new mobile banking product, called "CHAP CHAP."⁷

Saving Mobilization: The team continued supporting active ASCAs groups and helping beneficiaries identify investment avenues for their savings. However, the project also supported the 65 ASCAs groups that had stopped saving. Three of those ASCAs were MCGC saving groups (Nakareto in Lafachat and Nachua in Nadingnet) that stopped due to their domestic commitments, such as securing food for the household and other basic needs. The team also helped ASCAs with loan recovery process from defaulting members and helped improve their loan records.

Monitoring and support operations: To ensure best practices the savings and credit officers, field coordinators and health promoters carried out regular field visits, providing on-site supervision. This quarter, 305 ASCAs (17 UCAs, 86 UCAs and 142 UCAs) were reached in Nakapipirit, Amalud and Mazon. Field visits were also performed with 126 UCAs in different sub-counties by FEW who also collected data from the groups who continued saving. During the monitoring, group secretaries were mentored on record keeping using the loan ledger.

Planned Activities for SD 1.R.1.4 for the Next Quarter

Planned Activities	Targets
Conduct SACCO performance assessment in South Karamoja Region.	50 groups
Monitor ASCAs groups according to SACCO assessment results to form SACCOs in sub-counties where they are not present.	50 groups
Hold round table meetings with the District Commercial Officers on the sustainability of ASCAs/VSLAs in the region.	8 meetings
Facilitate the legalization of ASCA groups which the sub-county and district authorities.	20 groups
Conduct trainings of Community Saving Facilitators (CSF) on introduction to saving, group dynamics, saving and credit operations, loan management in groups, record keeping and constitution development in groups.	53 CSFs
Train ASCA group members in business skills, how to start a business, record keeping in business and management.	15 groups
Monitor refresher training for ASCA leaders on loan management, record keeping and constitution making for ASCA groups.	100 leaders

⁷ ICDF staff will be providing training on the mobile banking product to groups, which groups can open accounts with those and keep their savings there. The product is a journal of groups in three people while the group is able to withdraw money of their own to spend.

A LOT OF TEXT - CHART
COULD USE SOME
COLOR

NAFAKSA Staple Value Chain Activity - End of Project Report
November 2016

Figure 17. Average Total Rainfall in Tanzania from 2011 to 2016

Year	Rainfall (mm)
2011	232.76
2012	388.24
2013	142.39
2014	236.84
2015	204.01
2016	147.53

Figure 16. Progression of Yields

Year	Yield (kg/ha)
2011	1449
2012	2131
2013	1233
2014	2014
2015	154

The price graph below is the opposite of the above graphs, illustrating low prices during high production years. Good rain and cool temperatures of 2014 and 2016 are also the lowest period years for maize. Although many NAFKSA farmers benefited from the trade programs, a significant commodity storage (grain reserve warehouse) program would have some benefit combined with more consistent cross-border trade policies.

Figure 18. Maize Average Price (USD/MT) Vs. Average Cost (USD/HA)R.3. investment in Agriculture

DEVELOP STRATEGIC PARTNERSHIPS
NAFAKSA was committed to working with private sector firms to build partnerships, leverage investment, and create lasting outcomes. These steps in build local capacity and strengthen agriculture sector or food chain level.

WITH LEAD PRIVATE SECTOR PARTNERSHIPS
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private sector partnership was with Kibishara Plantation a limited program that provided private sector involvement in the processing within the rice value chain. KPE entrepreneurs experienced substantial increase in yields using the traditional rice production and hand-picking employment practices. In addition, KINNAPA, an NGO in Kirom District, continued to focus on technology, organizing farmer groups into associations, aggregation,

DATA IS SMALL AND
DIFFICULT TO FOLLOW
DROP SHADOW ISN'T
WORKING

ANNEX X: COSTS AND TIME OF IMPORTATION AND SPS MEASURES: DJIBO MARKET (BURKINA FASO) TO PORT BOUET (CÔTE D'IVOIRE)

Burkina Faso and Côte d'Ivoire are neighboring countries in West Africa. For Côte d'Ivoire, the 2015-16 export prices have sharply reduced in import from Burkina Faso in favor of Côte d'Ivoire.

Djibo is a collection market that attracts a lot of domestic animal health certificate stockholders that allow to buy small quantities to another destination. For instance Ouhangbougou, the trade commission from the biggest and health certificate holders. He obtained health certificate from the national animal health certificate authority of Côte d'Ivoire. He has been successful in exporting the animal health certificate to Côte d'Ivoire. He has been successful in exporting the animal health certificate to Côte d'Ivoire. He has been successful in exporting the animal health certificate to Côte d'Ivoire.

Figure 1. Burkina Faso exports by destination country (2005-2016)

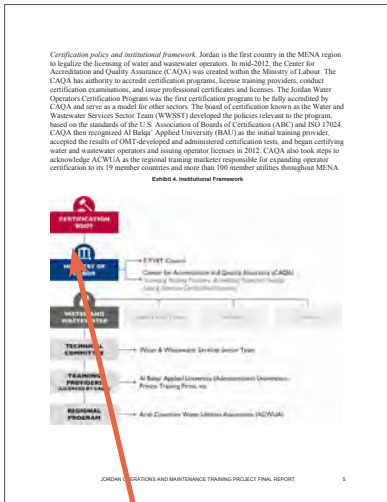
Figure 2. Burkina Faso exports by destination country (2005-2016)

EVALUATION OF TRADE POLICY CONSTRAINTS WEST AFRICA 16

HEADLINE TAKES UP
TOO MUCH SPACE
WHICH IS NEEDED
FOR VISUALS

Visual do's

1. Simplify visuals with easy to understand information
 2. Pull out key data and information by using color, shapes, icons and larger text
 3. Keep the layout clean and uncluttered
 4. Allow enough space between the visuals and text so that it doesn't look crowded
 5. Create hierarchy of headings with consistent styles
 6. Use less text when a visual can say it better
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USE OF ICONS + CLEAN DESIGN

EXECUTIVE SUMMARY

December 26, 2004, was a dark day in the history of Southeast Asia. A powerful earthquake struck in the Indian Ocean just off the west coast of the Indonesian island of Sumatra causing a massive tsunami whose effects were felt as far away as Africa. Indonesia's Aceh province, an area slightly smaller than the state of West Virginia, was the hardest hit. Entire communities were wiped off the map, and nearly 130,000 people lost their lives. Just three months later, another earthquake struck the west coast of Sumatra near the island of Nias, leaving behind countless physical destruction and killing nearly 900 people.

USAID, like other governmental aid agencies around the world, stepped in to help rebuild the disaster-affected region. The Aceh Technical Assistance Recovery Project (A-TARP) became a vital component of this support. Operating from May 2005 to May 2009, this \$77-million project was designed to provide technical assistance to help rebuild the communities of Aceh and Nias.

The project's scope included much more than the reconstruction program in Aceh and Nias. Responding to the needs of the Government of Indonesia, the project provided assistance to strengthen democratic and support the peace process in Aceh and worked to reduce economic growth and counter corruption in Jakarta-based government institutions.

SUPPORTING REHABILITATION AND RECONSTRUCTION IN ACEH AND NIAS

Just months after the tsunami, the Indonesian government formulated a plan for the rehabilitation and reconstruction of Aceh

EXECUTIVE SUMMARY 1

NICE WHITE SPACE + USES AN EXECUTIVE SUMMARY

realize their dreams, these youth have been catalysts for change, both positive and negative." For Somalia and other developing countries, the trajectory of having an increasingly educated youth population with pervasive high unemployment, social inequality and political governance, may increase the risk of political violence.

As the Government of Somalia moves towards actualizing its strategy on CVE, there is a need to understand the effectiveness of specific interventions and approaches in reducing support and participation in violence. Understanding the effects of education on stability is particularly important given the Somali government's significant emphasis on education within its CVE policy. This study aims to contribute to the refinement and effective implementation of the policy. It does so by presenting evidence on the impact of increasing access to secondary education, and civic engagement opportunities on reducing propensity towards violence among youth. By evaluating an ongoing youth-focused stability program, this research helps shed light on what types of CVE approaches and interventions are empirically proven to work and thereby worth further investment.

The Al-Shabaab Threat

Formerly known as "Hizb al-Shabaab al-Mujahidin", which translates to the "Young Shabab Movement", Al-Shabaab ("the youth") is a terrorist organization operating within parts of Somalia, with cells in some areas of Northeastern Kenya. The origins of the group can be traced back to the civil war and political vacuum that Somalia fell into after the collapse of the Siad Barre military regime in 1991. Many of the founding members of Al-Shabaab were part of an earlier Salafist group known as Al-Itehad Al-Islamiyya (AAI). In the early 2000s, a headline factor of AAI joined with an alliance of Shari'ah courts known as the Islamic Courts Union (ICU) and gained control of many parts of the country that had been ruled by warlords. Al-Shabaab effectively emerged as the youth militia under the ICU in 2005 neighboring Ethiopia, with support from the U.S. Government, encouraged Somalia to join the ICU and to establish a transitional government. The Ethiopian invasion was a significant turning point for Al-Shabaab. Experts believe this is when the group became more radical and established itself as a full-fledged guerrilla movement. During the years following the Ethiopian invasion, Al-Shabaab's membership grew from a few hundred to a few thousand and the group gained control of much of southern and central Somalia.

Youth, who account for over 75% of the population in Somalia, are a significant force in the country's trajectory. They are overwhelmingly seen as the hope for a brighter future and a possible source of instability.

SUPPORTING REHABILITATION AND RECONSTRUCTION IN ACEH AND NIAS

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USAID Critical Choices 4

GREAT WAY TO INCORPORATE A PHOTO AND PULL OUT INFORMATION

WHAT WE ACHIEVED IN 2015

Our programs improved nutrition security for 335,938 people.

NUTRITION AND HEALTH

24,553

1. Trained local partners to treat acute undernutrition
2. Involved communities to understand local causes of hunger

FOOD SECURITY AND LIVELIHOODS

47,731

1. Met urgent needs of families facing hunger
2. Helped vulnerable displaced families plant new crops for income and food

WATER, SANITATION AND HYGIENE

263,654

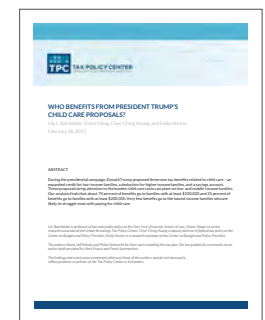
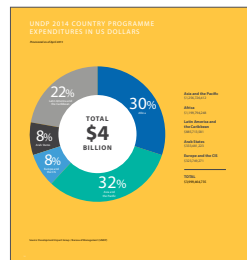
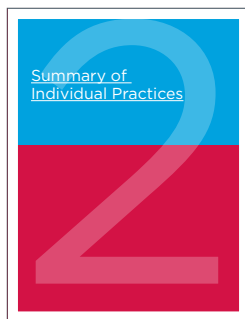
1. Prevented cholera through education and improved sanitation
2. Brought accessible sources of clean water to communities

11

EMPHASIZE THE NUMBERS

Use color

1. Use color purposefully to highlight most important data
2. Use color sparingly and avoid color overload
3. Use color to highlight your data, text, titles or pull quotes
4. Use your organization's brand colors



Use photography

1. Use a strong photo on your cover
2. Add interest with photos that support your information
3. Do not use blurry, dark photos
4. Do not distort photos, resize proportionately
5. Use photos to break up large amounts of text
6. Keep photos and text balanced



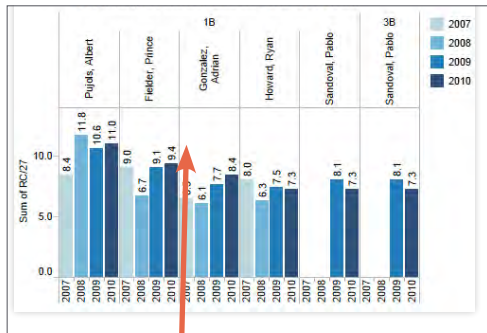
Presenting data

1. A visualization should clarify and summarize the data
2. When you want to show a location or geographical data, use a map!
3. Limit the number of colors and shapes in a single view
4. Clearly explain the data in its title or surrounding text
5. Label your visualization in the right places

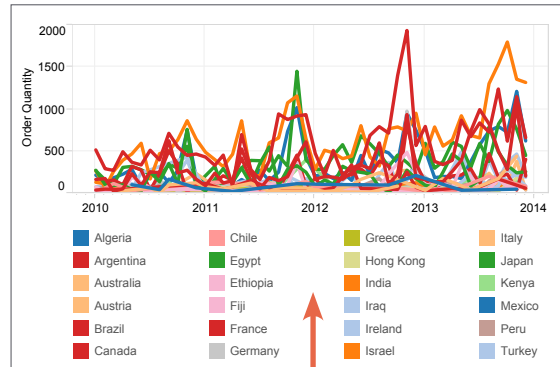
CAN YOU UNDERSTAND THE VISUALIZATION IN 30 SECONDS OR LESS, WITHOUT ADDITIONAL INFORMATION?



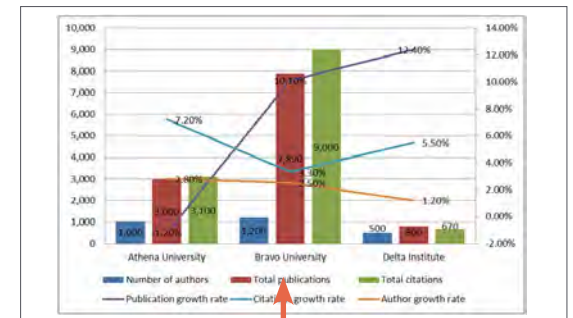
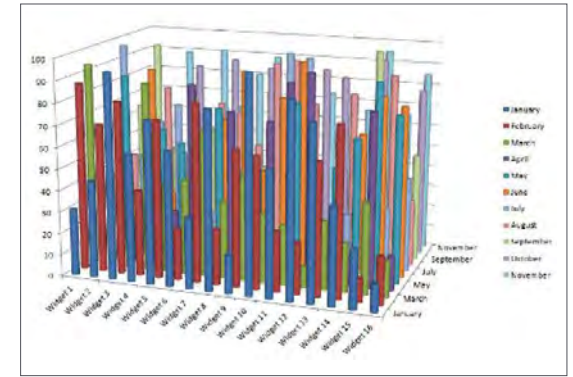
Data don'ts



DONT USE VERTICAL TEXT, IT'S HARD TO READ



TOO MANY COLORS AND VALUES



TOO MANY VARIABLES IN THESE VISUALIZATIONS



WRITING

Writing

1. Avoid repetition: your reader will lose interest
2. Try to write simple, clear sentences. Avoid long, run-on sentences that force the reader to do extra work
3. Include highlights in a well-organized executive summary so the reader can easily find more details in the report
4. Misspelled words or grammatical errors weaken the presentation
5. Use style guides for consistency

*ENGAGE YOUR READER,
FOCUS ON ACCOMPLISHMENTS*





SHARE

Share internally

1. Make sure all staff are on the same page so that the report comes together as desired
2. Have your M&E and Communications staff agree on how to pinpoint the most important data/ learning moments and how to portray it
3. Survey staff to improve the process

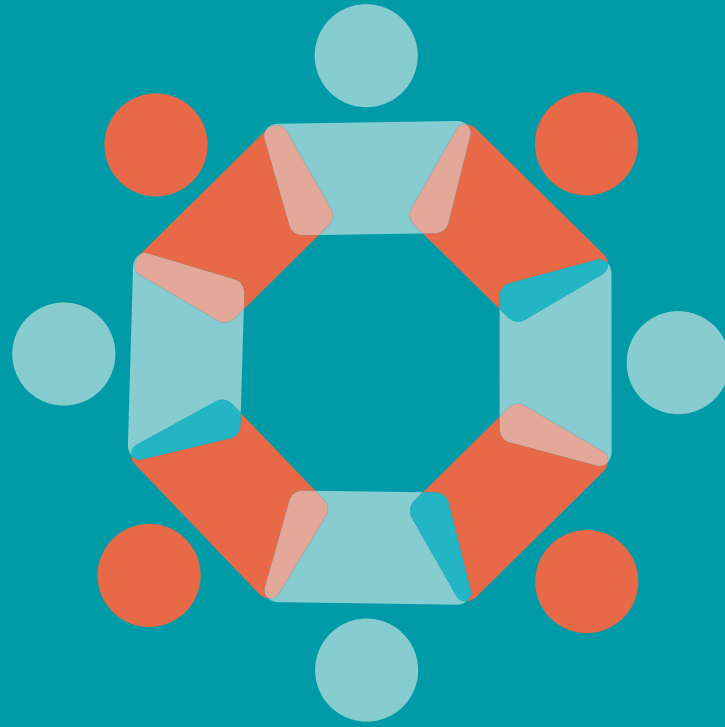


Share externally

1. Take advantage of donor, organization and local communication channels
 - Write a blog
 - Share on social media
 - Create news item for organization's website or email
2. Create a shorter printed piece that can summarize high level information

*MAKE SURE DATA ISN'T PROPRIETARY
BEFORE YOU SHARE!*





ACTIVITY

What is the process you use when putting together a report?

1. What works?
2. What's not working?

