

UN-REDD PROGRAMME



Food and Agriculture
Organization of the
United Nations



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SNA REPORTING GUIDELINES Results-based reporting

Support to National REDD+ Action: Global Programme Framework 2011-2015 (SNA)

2015 ANNUAL REPORT of the UN-REDD
PROGRAMME

**Guidelines for Reporting against the SNA Monitoring Framework
2015 Annual Report of the UN-REDD Programme**

Background

This guidance refers to the Seventh Consolidated Annual Progress Report of the UN-REDD Programme, or the 2015 Annual Report in short, which will be presented at the second Executive Board Meeting in 2016. The guidelines include overall points on reporting on results, on gender considerations and describe the inputs required under the SNA. The National Programme reports are addressed separately.

The key milestones for agency and country inputs are listed below with the details seen in the roadmap enclosed. Like earlier reporting rounds the Secretariat needs to have all three agencies' information at hand at these critical dates.

Date	SNA	NP
6 January	Agencies receive the template for SNA narrative and financial inputs and the NP templates are sent to countries.	
19 February	Agencies send the SNA narrative inputs to the Secretariat.	
23 February	Agencies provide their tentative SNA financial figures (financial table) to the Secretariat.	Deadline for countries to send the draft NP Annual Reports to the Secretariat.
4 March		Deadline for countries to send the final and signed NP Annual Reports to the Secretariat.
8 March	Agencies receive the first draft report with SNA Annex, based on tentative figures, for review.	
30 April	Latest date for agencies to insert final financial information in systems/Gateway.	
13 May	Agencies receive the draft report for review and clearance.	

Report outline - contents and display

The outline will resemble the Annual Report 2014 with further emphasis on results and include bridging elements to the new Strategy 2016-20 and transition period, as well as latest UNFCCC developments. It is important to continue the efforts to report on results and outcomes rather than on activities and process related details. The design will follow the Semi-annual Update 2015 and Annual Report 2014, with a few new/updated infographics. As always, photos highlighting achievements during the year are very welcome.

The inputs required under the SNA are listed below. For each of them, you will find the relevant document in the compressed folder enclosed.

1. Narrative inputs under each SNA outcome/work area. (Form, Attachment 1).
2. Financial inputs (Financial table, Attachment 2)
3. Targeted support, inputs for each country.
 - 3.1 Narrative inputs (Form, Attachment 3)
 - 3.2 Expenditure (Excel sheet, Attachment 4)
4. Backstopping expenditure per country (Excel sheet, attachment 4)

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Please note that the end result will not appear as seen in the above-mentioned documents. They are only used for collection of inputs.

In the enclosed folder, you also find the roadmap, planned structure of the Annual Report and reporting guidelines. The SNA Monitoring Framework 2011-2015 and SNA Annex from the Annual Report 2014 are included for ease of reference.

As earlier mentioned, **16 February** is the deadline for SNA narrative inputs and **23 February** for the SNA tentative financial Figures.

Please share these guidelines with relevant agency colleagues.

We look forward to working with you on the report!

We also would like to thank agency teams for all the inputs and close collaboration on the Semi-annual Update 2105.

Best regards,
UN-REDD Secretariat

Contacts:

The contact persons for the report are Helena for overall coordination and SNA, Mirey for NP and Onye for financial information.

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1. Results-based reporting

It is imperative that the UN-REDD Programme continues strengthening its results-based reporting. The [UNDG Results Based Management Handbook](#) provides useful instructions and definition of terminologies on this, which are extracted below. These instructions need to be adhered to in the UN-REDD Programme reports.

UNDG RMB Handbook instructions	UN-REDD notes
<p>A result is a describable or measurable change that is derived from a cause-and-effect relationship. There are three types of such changes – outputs, outcomes and impact – which can be set in motion by a development intervention. (p.10, UNDG RBM Handbook)</p>	<p>The example below aims to convey the ‘cause and effect’ relationship between outputs-outcomes-impact of the SNA and its link to the overall Programme. (This example reflects the Programme Strategy 2011-2015).</p> <p>Reporting against SNA Outcomes and Outputs must not be done in isolation. Each outcome and output of the SNA should feed into the overall objective of the SNA and that of the UN-REDD Programme.</p>
<p>Results-based reporting seeks to shift attention away from activities to communicating important results that the programme has achieved at output and outcome levels.</p> <p>An effective results-based report communicates and demonstrates the effectiveness of the intervention. It makes the case to stakeholders and donors for continued support and resources. (p.40)</p>	<p>This is in line with the Policy Board view that the Programme must move away from activity-based reporting. Information should be evidence-based. Process related information should be limited.</p> <p>It is tempting to report “things done” which are actually Activities. Examples of “things done” include:</p> <ul style="list-style-type: none"> • a symposium was held on XX subject • workshops with XX participants were undertaken • XX missions were conducted <p>Reporting should instead focus on the effects of Activities (= Outputs). Examples include:</p> <ul style="list-style-type: none"> • training increased capacity of XX technical staff who are now capable of producing XX • a set of indicators/ strategy/ capacity building plan is now agreed upon with technical staff from XX • interagency groups have been established and is now working on XX
<p>An important aid in results-based reporting is the results matrix, which clearly articulates the results at output and outcome level and the indicators, baselines and targets. These items, along the review of indicators, assumptions and risks, should serve as guides for reporting on results.</p>	<p>The SNA as a delivery modality has a results matrix with all these parameters. Please refer to the SNA Monitoring Framework 2011-2015 (first log into the UN-REDD Workspace- http://www.unredd.net), which includes outcomes, outputs, baselines, indicators, targets, means of verification, risks and assumptions.</p>

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<ul style="list-style-type: none"> • Outcomes describe the intended changes in development conditions resulting from UNCT cooperation. Outcomes relate to changes in institutional performance or behaviour among individuals or groups as viewed through a human rights-based approach lens. • Outputs are changes in skills or abilities, or the availability of new products and services that are achieved with the resources provided within the time period specified. Outputs are the level of result in which the clear comparative advantages of individual agencies emerge and accountability is clearest. Outputs are linked to those accountable from them giving the results chain a much stronger internal logic. • Indicators help measure outcomes and outputs, adding greater precision. Indicators ensure that decision-making is informed by relevant data. (p.40) • Impact is change of condition (MDG/SDG, environment, social, economy, political, cultural, civil society etc) and is a long term change. 	<p>Inputs/considerations at impact level will be reported in the 2015 Annual Report.</p>
<p>Changes in baselines or in the achievement of targets should be documented in the results-based report. (p.40)</p> <p>An effective report can also be one that highlights challenges and areas of inefficiency and poor results.</p>	<p>The risks and challenges, and contingency and corrective measures taken or planned will be reported at outcome and output levels.</p>

Outcome - reporting requirements

Information under the following fields is requested:

- **Cumulative achievements against target** (*maximum 250 words*)
Start with the overall chapeau text responding to the indicator and thereafter list the cumulative achievements (Nov 2011- Dec 2015) with bullets. If target was not reached by Dec 2015, please provide background, including any continues support in 2016 under the SNA extension, if appropriate.
- **Lessons learned** (*about 200 words, but no strict limitation*)
Consider key lessons learned from the implementation under the outcome that can provide useful inputs for future planning and continuous improvements. Experiences could be of any nature - technical, management, operational, country expectations, resource management, good procedure, unsuccessful process) and be at national, regional or global scale. As appropriate, please include a recommendation on the way forward or highlighting where potential improvements or modifications could be applied.
- **Impact¹ - related to the outcome/work area:** (*about 200 words, but no strict limitation*)
Consider achievements at impact level that have been reached through the contribution of the UN-REDD support under the work area / Outcome. Recall that **Impact** is a change of condition

¹ While impact is an upper level, the information is requested under the specific work area (SNA outcome) of the matrix/collection tool.

(MDG/SDG, environment, social, economy, political, cultural, civil society etc) and is a long term change. Include the evidence as far as possible.

- **Strategic issues and opportunities ahead** (*about 200 words, but no strict limitation*)
Strategic issues ahead refer, for example, to strategic approaches by the Programme in view of the global agenda, regional priorities, partnerships, joint initiatives and opportunities in short term, medium or until 2020, implications of the new UNFCCC agreement, etc. Indicate linkages to the new Strategy Framework (2016-2020) and the 3 outcomes of the Results Framework (draft) as appropriate.
- **Examples of achievements against the Warsaw Framework** (*maximum 150 words*)
Provide 2-3 examples of achievements under the outcome that underline progress against the relevant Warsaw Framework pillar. (The examples can be a further elaboration of any of the results given under the outcome and output achievements. Max 150 words.
- **'In focus'** (*maximum 100 words*)
Provide a highlight in 2015 under the outcome, showcasing experiences from a country perspective, preferably. It could be a lesson learned from a workshop, a quote from a National REDD+ focal point, a participant's comments on an event etc, Please also provide a photo to the Secretariat with a caption – Photographer's name and date of photo. Quality: Minimum 300 DPI or 2300x2400 pixels).

Output - reporting requirements

Information under the following fields is requested:

- **Achievements against output target** (*maximum 400 words per output*)
Start with the overall chapeau text responding to the indicator and thereafter list the cumulative achievements with bullets. Specify also the key achievements **In 2015 alone** (period January 2015 - December 2015)
- **Knowledge management and capacity building products made available in January-December 2015**
List any products made publically available during the year. A knowledge and capacity building products can be defined as explicit knowledge (knowledge that can be articulated, codified and stored) designed to assist in the transfer of knowledge to the end user. For example, publications, videos or web pages could be considered knowledge products. Only products fully funded or co-funded by the Programme and those that have been publically available should be listed.
- **Risks and challenges, and corrective actions planned or taken** (*maximum 150 words*)
Please describe any challenges faced specifically to the output indicator and target or in general. Provide a brief description of contingency measures taken (or that will be taken) to address the challenges. Also, if the challenge (implementation delay etc.) has resulted in a lower financial delivery than expected, please indicate. This part is important, so please do not forget to consider the challenges and how these were resolved or, alternatively, how it is suggested to deal with the challenges if possible. It is important that all agencies fill the column so as to have a spread across the Programme on various issues.
- **Gender sensitive measures taken and results achieved** (*maximum 150 words*)
For guidance on gender sensitive reporting, please refer to the Reporting Guidelines below. If availability of data is low or absent, please note that below by providing concrete reasons.

Language and UN-REDD house style

- Please follow the Programme's Style Guidelines, available [here](#).
- Reporting is for the period completed, so the past tense and "passive voice" should be used, leading with the recipient or achievement as subject and the passive voice verb describing the action; e.g. "capacity was built within the XX agency".
- Write as concisely as possible, avoiding extensive narrative. Reference should be made to progress towards Indicator targets.
- Respect the word limit for each section.

Reporting as "One UN"

- Report as the UN-REDD Programme, not as an individual participating UN Agency.

Partners

- Recognize the involvement of others (partners, stakeholders etc) and assign a degree of attribution, if possible.
- If there is no data to be reported on within the reporting period, please mark n/a and provide a reason for this.

Gender reporting

Please include gender considerations in reporting. Attention should be placed on measuring and reporting on achievements in terms of who was involved and benefited. Data should be disaggregated by sex and achievements should be gender responsive in nature, in that they include distinct information for both women and men, and how/if their roles, priorities, knowledge, skills, and constraints were taken into account. Although reference to various groups and comments on "stakeholder participation", "community involvement" and "indigenous peoples" need to be made, it is also critical to then make distinctions between these different types of stakeholders within a group, wherein such information should go further to include gender disaggregated data as well. Additionally, as noted above in the "Reporting" section, reporting on gender should focus on the effects and impacts of activities rather than only the activities themselves (Example: "The inclusion of 20% women in the training on stakeholder engagement was an increase over previous years and although their representation was small, 60% of women participants raised comments, concerns and/or questions, which were then addressed and incorporated into the revised National Strategy" rather than "a stakeholder engagement workshop with XX women and XX men participants was undertaken").

Some questions to ask when determining how and if achievements were gender responsive include:

- 1) If any tools, analyses, assessments, R-PPs, strategies, reports were conducted or prepared within a country or as part of the overall Programme's work, did they include any explicit gender sensitive considerations and/or make explicit acknowledgments of women and men in its analysis, findings, recommendations, etc.?
- 2) Did any countries include gender considerations into REDD+ financial/funding structures and benefit distribution systems, wherein women and other vulnerable groups (e.g. poor, indigenous people, youth) are explicitly accounted for, so that they benefit from such structures?
- 3) Did any countries allocate explicit budget within their key REDD+ documents to support gender and/or women's engagement/empowerment issues?
- 4) If any countries developed monitoring and reporting frameworks for corresponding UN-REDD related work (be it for a National Programme, R-PP, Readiness Roadmap, Targeted Support, etc.) were gender sensitive indicators and sex disaggregated data included within these frameworks? If so, which REDD+ activities are they associated with? Some examples of gender sensitive data

and indicators can include:

- a) Percent/number of women and men participating in a process, meeting, event, etc., and the quality of input received from their participation (i.e. were both women and men able to actively participate, and raise their voice to give comments and/or answer questions?).
 - b) Number/percentage of men and women, by social group, consulted about project plans and how often.
 - c) Number of women holding leadership roles in REDD+ decision-making bodies and involved in decision-making processes.
 - d) Percentage of women and men who say that they benefit from REDD+ value-chain improvement activities.
 - e) Inclusion and/or improvement of women's resource and tenure rights in laws or regulations.
- 5) If any country level REDD+ entities and management structures (national and provincial) were created, do any women represent and occupy those positions? If so, how many?
- 6) Were training or capacity building activities developed and undertaken by taking gender sensitive aspects into account? (This applies to all UN-REDD thematic areas – i.e. stakeholder participation, safeguards, governance, FPIC, benefit sharing, fund management, MRV, NFMS, etc.) Pending on the type of training/ capacity building workshop, and its targeted participants and audience, such gender sensitive aspects could include:
- a) Involving both women and men in the design and scoping of workshops/meetings, etc.
 - b) The content of the meeting/training/workshop itself integrated gender equality and women's empowerment considerations into it.
 - c) Intentionally designing meetings (time, location, group arrangement, such as mixed groups, and/or women's and men's only meetings) to encourage women's and men's equitable and meaningful participation and involvement.
 - d) Inviting and including gender focal points from applicable ministries, representatives from women's or gender ministries, representatives from women's groups and unions, and women's or gender focused CSOs/NGOs, etc. e) Working with applicable ministries to encourage women's participation and identify women participants

If any of these or other similar steps were taken, this would be valuable information to highlight in the 2015 Annual Report with its annexes. Further guidance on gender sensitive REDD+ action is also provided within the UN-REDD "Guidance Note on Gender Sensitive REDD+" located here.