

SNA Reporting guidelines

Results-based reporting

It is imperative that the UN-REDD Programme strengthens 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 and updates.

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 current phase of the Programme and does not reflect the ongoing discussion on the post 2015 period).</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.</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, which includes outcomes, outputs, baselines, indicators, targets, means of verification, risks and assumptions.</p>

<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) 	
<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>In this reporting round, the challenges, and contingency and corrective measures taken or planned will be reported under the outcome/work areas as a whole with references as needed to the outputs.</p>

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.

Gender reporting

There is a section under each outcome/work area where gender considerations within the 6 month period can be highlighted. 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 Semi Annual Update. Further guidance on gender sensitive REDD+ action is also provided within the UN-REDD “Guidance Note on Gender Sensitive REDD+” located [here](#).