**Format for Annual Status Reports for Danish Arab Partnership Programme (DAPP) Strategic Partners**

*This format includes instructions under each heading for consideration in the preparation of the annual status report. These instructions outline what should be considered in the text and how.*

*The Annual Status Report should be short and concise (max 20 pages without annexes), and only contain key information about the development engagement for each country of priority. If the information is the same for several countries of the development engagement, there is no need to provide country-specific information.*

*The purpose of the Report is to enable the Danish MFA/MENA/DAPP team to: i) track progress and output/outcome level results; and ii) assess the relevance, effectiveness, efficiency, sustainability and impact of the development engagement in order to systematically analyse the coherence of the development engagement with DAPP’s overall Programme Document.*

*The format follows the Danida Programme Management Guidelines.*

TITLE OF DEVELOPMENT ENGAGEMENT

EXECUTIVE SUMMARY

LESSONS LEARNED

* Provide a brief description of results and lessons learned from the previous year, which are likely to influence and be reflected in the next annual work plan.

CONTEXT ANALYSIS

* Please indicate if there are changes/updates to the context as analysed and presented in the annual work plan of the previous year.
* Describe changes, if any, in the national/regional context that your organization have taken into account, particularly from a sensitivity perspective, in the implementation of activities.
* Describe changes, if any, in the challenges and opportunities for rights holders and duty bearers generally, and for the targeted rights holders and duty bearers specifically, in your chosen DAPP thematic focus area(s) and for each country of the development engagement.

OBJECTIVES AND THEORY OF CHANGE

* Describe changes, if any, in the theory of change of your development engagement for each country of priority and regionally. No specific format is required for this. Describe briefly how the activities of your development engagement will contribute to your objectives. You can refer to a log frame or similar, but should also provide descriptive passages.

MONITORING AND REPORTING

* Describe changes, if any, in your monitoring and reporting system for follow-up and management of results for the development engagement, including new methods for monitoring, if any.
* Select *key outcome indicators* from your own log frame to be included in a log frame according to the Development Engagement Document format (see below).

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| --- |
| Objective  |
|  |
| Key outcome indicator | [Indicates a change in behaviour, relationships, actions, activities, policies or practices for a rights holder, civil society or a duty bearer, to which the development engagement has contributed] |
| Baseline | Year | [Situation prior to the development engagement] |
| Target | Year | [Intended situation by the end the development engagement period] |
| Means of verification | [Where and how to find information about the indicator] |
| Country/region | [Mark which country the indicator relates to, or region when applicable] |
| Result | [Update year 1 of the development engagement] |
|  |
| Output indicator | [Short-term result in the form of goods and services which results from an engagement activity] |
| Baseline | Year | [Situation prior to the development engagement] |
| Target | Year | [Intended situation by the end of annual work plan] |
| Means of verification | [Where and how to find information about the indicator] |
| Country/region | [Mark which country the indicator relates to, or region when applicable] |
| Result | [Update year 1 of the development engagement] |
|  |

PARTNERS

* Present your local partners involved in implementing the development engagement and achieving the outputs and outcomes for each country of intervention according to agreed results framework.
* Annex a list of all your partners for each country of intervention.

CROSSCUTTING ISSUES

* Describe how *gender* perspectives has contributed to facilitating the achievement of the objectives of your development engagement for each country of intervention.
* Describe how inclusion of *youth* has contributed to facilitating the achievement of the objectives of your development engagement for each country of intervention.

COMMUNICATION

* Describe highlights from your communication activities conducted in Denmark and in the MENA region during the past year. Elaborate on their outreach, effect and impact.
* Annex your communication plan for the next 6 months (for DAPPKOM)

RISK MANAGEMENT

* Describe changes, if any, in your system for identifying, assessing and managing risks that are associated directly and indirectly with the development engagement, and your conflict sensitivity approach, for each country of intervention.
* Establish a risk matrix with risk analysis and mitigation measures. The risk matrix should be annexed to the annual work plan.
* Danida has a format for risk matrices that can be used in the annual work plan : <http://amg.um.dk/~/media/amg/Documents/Programmes%20and%20Projects/2018%20Jan%20Updated%20Guidelines%20for%20Programmes%20and%20Projects/TOOLS%20AND%20TEMPLATES/1%20Standard%20Annexes/5%20Annex%205%20%20Risk%20Management%20Matrix.docx?la=en>
* For further guidance on risk analysis and management, see Danida guidelines: <http://um.dk/da/danida/samarbejspartnere/civ-org/adm-ret/tilskudsforvaltning/enkeltprojekter/>

ORGANISATION AND MANAGEMENT

* Describe changes, if any, in overall programme management and division of responsibility among partners within the development engagement. A diagram detailing administrative responsibility could be part of this section.
* For strategic partners organised as consortia or with a subcontracting arrangement, assess the efficiency and effectiveness of the organisation and management.

ANNUAL EXPENDITURE OVERVIEW

* Present a detailed expenditure overview of the previous year according to established and agreed formats (in annex).
* To the extent possible, expenses are to be reported according to activities/outputs (in each country and regionally), so that expenses to achieve activities/outputs are directly visible. The breakdown by activity/output should be set up so that it makes sense and provides a fair but not overwhelming level of detail. In the event that an engagement involves a cluster of minor activities/outputs, they may be grouped into one item. Consequently, minor projects should be limited to three to five activities/outputs.

ANNEXES

1. One-page narrative description of results achieved in each country focus country and regionally
2. The organization’s own log frame (or similar) presenting objectives and indicators (or similar) are presented
3. The Development Engagement Document log frame with selected key outcome indicators
4. A list of partners
5. Communication plan for the next 6 months (see separate template)
6. Risk matrix
7. A detailed expenditure overview
8. A short description of how the organisation’s ethical behaviour (including responsible carbon footprints, anti-corruption, and anti-harassment) is considered in the engagement.