Updated: January 2024

# UK Aid Match II

# Annual Review: Narrative Report

Please refer to the detailed guidance on annual reports to complete this template accurately.

Ask your project Performance and Risk Manager if unsure about any processes / templates or what to include in the report. The report may be returned for revision if not completed properly.

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| **1.0** | **Grant information - organisation** | | | | | | | | |
|  | Grant holder’s organisation name | | | |  | | | | |
|  | Grant reference number | | | |  | | | | |
|  | Project delivery partners (if applicable) | | | |  | | | | |
|  | Previous annual review score/s (if applicable) | | | |  | | | | |
| **Project Information** | | | | | | | | | |
|  | Project title | | | |  | | | | |
|  | Start date | | | | dd/mm/yyyy | | | | |
|  | End date | | | | dd/mm/yyyy | | | | |
|  | Project budget total | £ | FCDO budget total | £ | Project budget this year | £ | | FCDO budget this year | £ |
|  | Country(s) of implementation | | | |  | | | | |
|  | Counties or districts in country(s) of implementation | | | |  | | | | |
|  | Reporting period | | | |  | | | | |
| 1.12 | **Acronyms**  Avoid the use of jargon and acronyms. Only use acronyms where necessary and avoid those that are sector or context specific. If acronyms are necessary, please list them here. | | | | | |  | | |
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| 2.0 | Beneficiary Reach |
| **2.1** | Complete the beneficiary data summary sheet with your annual data and submit the completed excel file with this annual report.  Ensure that this data is disaggregated by sex and disability (at a minimum) as well as any other relevant characteristics |
| Submitted |
| **2.2** | Provide an analysis of beneficiary reach through the reporting period, with reference to the project’s key beneficiary groups. Reflect on the reasons for over/under achievement of targets and plans to address this in the next reporting period. |
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| **3.0** | **Performance against outcomes** | | | | |
| **3.1** | **Outcome indicator One** | | **[write the indicator here]** | | |
| Self-score | | Choose an item. | | |
| Milestone (target) | |  | | |
| Achieved (actual) | |  | | |
| **3.2** | **Disaggregate results (where relevant)** | | | | |
| **Milestone (target)** | | | **Achieved (actual)** | |
| Male |  | | Male |  |
| Female |  | | Female |  |
| Other |  | | Other |  |
| Unknown |  | | Unknown |  |
| **Disability** | | | | |
| People living with a disability |  | | People living with a disability |  |
| **3.3** | **Evidence:** Explain how these results have been verified. Describe what data has been used, including how **reliable** and **representative** it is of the target beneficiary group (including detail on samples where relevant). | | | | |
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| **3.4** | **Progress:** Provide analysis of progress against targets / plans and reflect on this and any variances. | | | | |
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| **3.5** | **Adapting (learning and next steps):** Based on this analysis of evidence and progress, how will the project adapt in the following year? | | | | |
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| **3.0** | **Performance against outcomes** | | | | |
| **3.1** | **Outcome indicator two** | | **[write the indicator here]** | | |
| Self-score | | Choose an item. | | |
| Milestone (target) | |  | | |
| Achieved (actual) | |  | | |
| **3.2** | **Disaggregate results (where relevant)** | | | | |
| **Milestone (target)** | | | **Achieved (actual)** | |
| Male |  | | Male |  |
| Female |  | | Female |  |
| Other |  | | Other |  |
| Unknown |  | | Unknown |  |
| **Disability** | | | | |
| People living with a disability |  | | People living with a disability |  |
| **3.3** | **Evidence:** Explain how these results have been verified. Describe what data has been used, including how **reliable** and **representative** it is of the target beneficiary group (including detail on samples where relevant). | | | | |
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| **3.4** | **Progress:** Provide analysis of progress against targets / plans and reflect on this and any variances. | | | | |
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| **3.5** | **Adapting (learning and next steps):** Based on this analysis of evidence and progress, how will the project adapt in the following year? | | | | |
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| **3.0** | **Performance against outcomes** | | | | |
| **3.1** | **Outcome indicator three** | | **[write the indicator here]** | | |
| Self-score | | Choose an item. | | |
| Milestone (target) | |  | | |
| Achieved (actual) | |  | | |
| **3.2** | **Disaggregate results (where relevant)** | | | | |
| **Milestone (target)** | | | **Achieved (actual)** | |
| Male |  | | Male |  |
| Female |  | | Female |  |
| Other |  | | Other |  |
| Unknown |  | | Unknown |  |
| **Disability** | | | | |
| People living with a disability |  | | People living with a disability |  |
| **3.3** | **Evidence:** Explain how these results have been verified. Describe what data has been used, including how **reliable** and **representative** it is of the target beneficiary group (including detail on samples where relevant). | | | | |
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| **3.4** | **Progress:** Provide analysis of progress against targets / plans and reflect on this and any variances. | | | | |
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| **3.5** | **Adapting (learning and next steps):** Based on this analysis of evidence and progress, how will the project adapt in the following year? | | | | |
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**Note:** Add / delete outcome tables as relevant to your logframe to ensure all outcome indicators are assessed.

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| **3.6** | **Based on these indicator self-scores and analysis, provide an overall assessment of performance against outcomes in the reporting period.**  **Justify this assessment** | |
| Self-score | Choose an item. |
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| **4.0 Performance against outputs** |
| **Complete the cells below alongside the Output Scoring Table (in Excel).** Ensure all sections are complete such as the overall output score, output indicators, data review, self-assessment and justification, and check alignment between this document and your logical framework submission. |

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| **Output one statement** |  | | | |
| **Output Indicator 1.1** |  | | | |
| Milestone |  | | | |
| Achieved |  | | | |
| Self-assessed score | Choose an item. | | | |
| **Disaggregate results (where relevant)** | | | | |
| **Milestone (target)** |  | | **Milestone (achieved)** | |
| Male |  | |  | |
| Female |  | |  | |
| Other |  | |  | |
| Unknown |  | |  | |
| **Disability** | | | | |
| People living with a disability |  | People living with a disability | |  |
| **Evidence:** Explain how these results have been verified. Describe what data has been used, including how **reliable** and **representative** it is of the target beneficiary group (including detail on samples where relevant). | | | | |
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| **Progress:** Provide analysis of progress against targets / plans and reflect on this and any variances. | | | | |
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| **Adapting (learning and next steps):** Based on this analysis of evidence and progress, how will the project adapt in the following year? | | | | |
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| **Output Indicator 1.2** |  | | | |
| Milestone |  | | | |
| Achieved |  | | | |
| Self-assessed score | Choose an item. | | | |
| **Disaggregate results (where relevant)** | | | | |
| **Milestone (target)** |  | | **Milestone (achieved)** | |
| Male |  | |  | |
| Female |  | |  | |
| Other |  | |  | |
| Unknown |  | |  | |
| **Disability** | | | | |
| People living with a disability |  | People living with a disability | |  |
| **Evidence:** Explain how these results have been verified. Describe what data has been used, including how **reliable** and **representative** it is of the target beneficiary group (including detail on samples where relevant). | | | | |
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| **Progress:** Provide analysis of progress against targets / plans and reflect on this and any variances. | | | | |
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| **Adapting (learning and next steps):** Based on this analysis of evidence and progress, how will the project adapt in the following year? | | | | |
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| **Output Indicator 1.3** |  | | | |
| Milestone |  | | | |
| Achieved |  | | | |
| Self-assessed score | Choose an item. | | | |
| **Disaggregate results (where relevant)** | | | | |
| **Milestone (target)** |  | | **Milestone (achieved)** | |
| Male |  | |  | |
| Female |  | |  | |
| Other |  | |  | |
| Unknown |  | |  | |
| **Disability** | | | | |
| People living with a disability |  | People living with a disability | |  |
| **Evidence:** Explain how these results have been verified. Describe what data has been used, including how **reliable** and **representative** it is of the target beneficiary group (including detail on samples where relevant). | | | | |
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| **Progress:** Provide analysis of progress against targets / plans and reflect on this and any variances. | | | | |
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| **Adapting (learning and next steps):** Based on this analysis of evidence and progress, how will the project adapt in the following year? | | | | |
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**Note:** Add / delete output indicators as relevant to your logframe to ensure all output indicators are assessed.

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| **Assess your overall performance against output one** | **Overall self- assessed output score (as per Output Scoring Table)** |
|  | Choose an item. |

**Note:** Add / delete output indicators as relevant to your logframe to ensure all output indicators are assessed.

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| **Output two statement** |  | | | |
| **Output Indicator 2.1** |  | | | |
| Milestone |  | | | |
| Achieved |  | | | |
| Self-assessed score | Choose an item. | | | |
| **Disaggregate results (where relevant)** | | | | |
| **Milestone (target)** |  | | **Milestone (achieved)** | |
| Male |  | |  | |
| Female |  | |  | |
| Other |  | |  | |
| Unknown |  | |  | |
| **Disability** | | | | |
| People living with a disability |  | People living with a disability | |  |
| **Evidence:** Explain how these results have been verified. Describe what data has been used, including how **reliable** and **representative** it is of the target beneficiary group (including detail on samples where relevant). | | | | |
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| **Progress:** Provide analysis of progress against targets / plans and reflect on this and any variances. | | | | |
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| **Adapting (learning and next steps):** Based on this analysis of evidence and progress, how will the project adapt in the following year? | | | | |
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| **Output Indicator 2.2** |  | | | |
| Milestone |  | | | |
| Achieved |  | | | |
| Self-assessed score | Choose an item. | | | |
| **Disaggregate results (where relevant)** | | | | |
| **Milestone (target)** |  | | **Milestone (achieved)** | |
| Male |  | |  | |
| Female |  | |  | |
| Other |  | |  | |
| Unknown |  | |  | |
| **Disability** | | | | |
| People living with a disability |  | People living with a disability | |  |
| **Evidence:** Explain how these results have been verified. Describe what data has been used, including how **reliable** and **representative** it is of the target beneficiary group (including detail on samples where relevant). | | | | |
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| **Progress:** Provide analysis of progress against targets / plans and reflect on this and any variances. | | | | |
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| **Adapting (learning and next steps):** Based on this analysis of evidence and progress, how will the project adapt in the following year? | | | | |
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| **Output Indicator 2.3** |  | | | |
| Milestone |  | | | |
| Achieved |  | | | |
| Self-assessed score | Choose an item. | | | |
| **Disaggregate results (where relevant)** | | | | |
| **Milestone (target)** |  | | **Milestone (achieved)** | |
| Male |  | |  | |
| Female |  | |  | |
| Other |  | |  | |
| Unknown |  | |  | |
| **Disability** | | | | |
| People living with a disability |  | People living with a disability | |  |
| **Evidence:** Explain how these results have been verified. Describe what data has been used, including how **reliable** and **representative** it is of the target beneficiary group (including detail on samples where relevant). | | | | |
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| **Progress:** Provide analysis of progress against targets / plans and reflect on this and any variances. | | | | |
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| **Adapting (learning and next steps):** Based on this analysis of evidence and progress, how will the project adapt in the following year? | | | | |
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| **Assess your overall performance against output two** | **Overall self- assessed output score (as per Output Scoring Table)** |
|  | Choose an item. |

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| **Output three statement** |  | | | |
| **Output Indicator 3.1** |  | | | |
| Milestone |  | | | |
| Achieved |  | | | |
| Self-assessed score | Choose an item. | | | |
| **Disaggregate results (where relevant)** | | | | |
| **Milestone (target)** |  | | **Milestone (achieved)** | |
| Male |  | |  | |
| Female |  | |  | |
| Other |  | |  | |
| Unknown |  | |  | |
| **Disability** | | | | |
| People living with a disability |  | People living with a disability | |  |
| **Evidence:** Explain how these results have been verified. Describe what data has been used, including how **reliable** and **representative** it is of the target beneficiary group (including detail on samples where relevant). | | | | |
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| **Progress:** Provide analysis of progress against targets / plans and reflect on this and any variances. | | | | |
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| **Adapting (learning and next steps):** Based on this analysis of evidence and progress, how will the project adapt in the following year? | | | | |
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| **Output Indicator 3.2** |  | | | |
| Milestone |  | | | |
| Achieved |  | | | |
| Self-assessed score | Choose an item. | | | |
| **Disaggregate results (where relevant)** | | | | |
| **Milestone (target)** |  | | **Milestone (achieved)** | |
| Male |  | |  | |
| Female |  | |  | |
| Other |  | |  | |
| Unknown |  | |  | |
| **Disability** | | | | |
| People living with a disability |  | People living with a disability | |  |
| **Evidence:** Explain how these results have been verified. Describe what data has been used, including how **reliable** and **representative** it is of the target beneficiary group (including detail on samples where relevant). | | | | |
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| **Progress:** Provide analysis of progress against targets / plans and reflect on this and any variances. | | | | |
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| **Adapting (learning and next steps):** Based on this analysis of evidence and progress, how will the project adapt in the following year? | | | | |
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| **Output Indicator 3.3** |  | | | |
| Milestone |  | | | |
| Achieved |  | | | |
| Self-assessed score | Choose an item. | | | |
| **Disaggregate results (where relevant)** | | | | |
| **Milestone (target)** |  | | **Milestone (achieved)** | |
| Male |  | |  | |
| Female |  | |  | |
| Other |  | |  | |
| Unknown |  | |  | |
| **Disability** | | | | |
| People living with a disability |  | People living with a disability | |  |
| **Evidence:** Explain how these results have been verified. Describe what data has been used, including how **reliable** and **representative** it is of the target beneficiary group (including detail on samples where relevant). | | | | |
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| **Progress:** Provide analysis of progress against targets / plans and reflect on this and any variances. | | | | |
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| **Adapting (learning and next steps):** Based on this analysis of evidence and progress, how will the project adapt in the following year? | | | | |
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**Note:** Add / delete output indicators as relevant to your logframe to ensure all output indicators are assessed.

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| **Assess your overall performance against output three** | **Overall self- assessed output score (as per Output Scoring Table)** |
|  | Choose an item. |

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| **Now complete the Output Scoring Table to generate your overall performance against outputs in the past year.**  **Submit the completed output scoring table with your annual report.** | Choose an item. |

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| **5.0 Approach** | | |
| **Workplan** | | |
| **5.1** | Reflect on progress against the project’s annual forecast and workplan over the reporting period. Roughly what percentage of the annual workplan was achieved? Have there been significant changes, what is the impact and what will need to change for the year ahead? | |
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| **Theory of Change** | | |
| 5.2 | Reflect on the project theory of change and the extent to which it is still sound and appropriate. What evidence is there to show that assumptions have held true (or not)?    Explain any proposed adjustments to the theory of change and submit an updated version (if making changes). | |
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| **Social Inclusion** | | |
| **5.3** | | Overall targeting approach: Summarise, with practical examples, what you have done to ensure the most marginalised and vulnerable people participate in and benefit from the project, thinking about wider dimensions of vulnerability and intersectionality. How well have these approaches worked and what changes will you make next year to strengthen your approach? |
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| **5.4** | | Summarise, with practical examples, the progress the project has made towards its gender equality goals during the reporting period, making specific reference to the four dimensions in the UK Aid Match Gender Responsiveness Matrix. Use the disaggregated reach and results data included in sections 2, 3 and 4 to reflect on how well this has worked. What changes will you make next year to strengthen your approach? |
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| **5.5** | | Summarise, with practical examples, the progress the project has made towards its disability inclusion goals during the reporting period, making specific reference to the four dimensions in the UK Aid Match Disability Inclusion Matrix. Use the disaggregated reach and results data included in sections 2, 3 and 4 to reflect on how well this has worked. What changes will you make next year to strengthen your approach? |
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| **6.0 Monitoring, Evaluation and Learning** | | |
| **Logical Framework** | | |
| **6.1** | | Submit the updated project logframe alongside this annual report with the **‘achieved’** sections completed against each output/ outcome indicator, and with all relevant disaggregation. In the **change tab** of the logframe, detail and justify any proposed changes going forward. All proposed changes will be discussed in the debrief meeting and must be approved by the Performance and Risk Manager. |
| Submitted | | |
| **6.2** | **Achievements:** What are the main achievements from the past year? Explain what strategies have worked well and why? How will the project take learning from these achievements forward into the next year and beyond? | |
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| **6.3** | **Challenges:** Explain the main challenges the project faced in the past year. How did you address them and what strategies worked/ did not work well to address these? What changes (if any) did the project make during the past 12 months as a result in response to these challenges? How will the project take learning from challenges and adaptations forward into the next year and beyond? | |
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| **Learning** | | |
| **6.4** | **Collaborative Learning Plan (CLP)**  Please submit the latest version of your CLP | |
| Submitted | | |
| **6.5** | **Reflections on Collaborative Learning Plan (CLP)**  Please review your CLP and update where relevant to reflect current priorities. Reflect on extent to which these are still relevant. Have they changed through the year, and what key learnings are emerging based on results to date? What effect (if any) are these learnings having on TOC/logframe? | |
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| **6.6** | **Learning from research and evaluations (if applicable)**  List any reviews or evaluations completed in the past 12 months, with detail on why they were carried out, what was learned and what has been done with the findings to improve the project during the reporting period. How will the project take this learning forward into the next year and beyond? | |
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| **6.7** | **Learning from beneficiaries**  Explain how you captured and used beneficiary feedback in the past year, including how you closed the feedback loop, especially where disaggregated feedback has led to adaptations for specific groups. Provide specific examples. How will the project take learning from beneficiaries forward into the next year and beyond? | |
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| 7.0 Sustainability **This section focuses on how the project has considered sustainability strategies during the reporting period.** | | |
| 7.1 | Sustainability Plan: What is the project’s approach to sustainability (the sustainability plan) and how does this plan support an increase in local and institutional ownership (the exit strategy) across the different outputs/ components of the project? |
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| 7.2 | **Effectiveness: To what extent are these strategies working?**  Provide evidence and analysis to show how these sustainability strategies are working, and how benefits will be seen beyond the life of the project. What changes (if any) are required to your approach to support future sustainability of project outcomes? |
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| 7.3 | Risks to sustainability: What are the key risks to sustainability and how have these been managed through the reporting period? |
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| **8.0 Value for Money** | |
| 8.1 | Conduct a value for money (VfM) analysis and provide evidence and examples of how the project demonstrates good VfM. Read the guidance carefully. Ask your PRM for assistance if needed. |
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| 9.0 Other | |
| **9.1** | Use this space to reflect on anything else from the reporting period which has not been covered in the other sections. |
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| 10 Feedback to the Fund Manager | |
| **10.1** | Please provide any feedback, suggestions or requests for the Fund Manager here |
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| 11 Fiduciary Management |
| Asset Inventory: Submit an updated asset inventory alongside this annual report |
| Submitted |
| **Special conditions** |
| Refer to the project dashboard on Grantelope and ensure all special conditions are updated as per the detailed timelines. |

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| 12 Annexes | | |
| **12.1** | Ensure that you have submitted the following **mandatory** annexes alongside this Narrative Report | |
| Completed Output Scoring Table | |  |
| Completed Beneficiary Data Summary | |  |
| Logframe with achievements and change tab completed | |  |
| Collaborative Learning Plan | | ☐ |
| Updated asset register | |  |
| **12.2** | Indicate with a tick which documents you have also annexed | |
| Theory of Change (if it has been updated) | |  |
| Research and evaluations (if applicable) | |  |
| Safeguarding policy (if updated during the reporting period) | |  |
| Communications products e.g. case studies | |  |
| Other (please specify) | |  |