

Annex 1. Non-mandatory proposed format for ETE

Below a **non-mandatory** format for the ETE partnership reports is proposed. Partners have the liberty to adjust or use a different format.

Proposed ETE format

1. Executive summary (3-4 pages – English)
2. Introduction (1-3 pages)
 - Background of the partnership programme
 - Objectives of the ETE
3. Methodology (3-5 pages)
 - Methodology and approach
 - Bias and limitations including a discussion of the consequences of these biases and limitations on the research findings
4. Programmatic focus of the partnership programme (overall) (approx. 25 pages)
 - 4.1 Description of context (multiple countries/overall context with regards to civil society and relevant themes)
 - 4.2 Theory of Change
 - Including an assessment of the relevance of the ToC and the validity of assumptions underlying the different segments of the ToC
 - And if relevant the adjustment made to the ToC due to changing contexts
 - 4.3 Effectiveness
 - Including a description of the activities of the programme and a mapping of (allotted) funding/budget(s)
 - Including achievements to date on the output and outcome indicators that are linked to the Strengthening Civil Society and thematic Result Framework basket indicators (disaggregated as per the SCS IATI indicator guidelines.)
 - Including unintended/unexpected effects
 - (Preferably also) Including achievements to date on the overall results framework of the programme
 - Including an assessment of the contribution of the partnerships towards achieved outcomes
 - 4.4 Crosscutting themes (gender, youth, climate)
 - 4.5 Sustainability
5. Partnership collaboration (overall) (approx. 10 pages)
 - 5.1 Coherence (within the partnership, between partnerships and MFA and with other stakeholders)
 - 5.2 Localisation/leading from the south
6. Information per country/region/international component (approx. 10 pages per country/region etc.)
 - 6.1 Country X
 - Description of context (in relation to civil society/civic space)
 - Theory of Change
 - Including an assessment of the relevance of the TOC and the validity of assumptions
 - And if relevant the adjustment made to the TOC due to changing contexts
 - Effectiveness
 - Including a description of the activities of the programme and a mapping of funding
 - Including achievements to date on the output and outcome indicators that are linked to the Strengthening Civil Society and thematic Result Framework basket indicators (disaggregated as per the SCS IATI indicator guidelines.)
 - Including achievements to date on the overall result framework of the programme

- Including an assessment of the contribution of the partnerships towards achieved outcomes
 - Crosscutting themes (gender, youth, climate),
 - Sustainability
 - Coherence (within the partnership, between partnerships and MFA and with other stakeholders)
 - Localisation/leading from the south
- 6.2 Country Y
- 6.3 Country Z
- 6.4 Region A
- 6.5 Region B
- 6.6 International lobby & advocacy

In case the ETE uses a sample of countries/regions at least the following information should be provided per country/regional/international component:

Results achieved linked to the SCS and thematic MFA indicators

- *Table of indicators at country level - quantitative and qualitative - see below for suggested format*
- Discussion of the partnership's contribution towards the results

7. Conclusions and recommendations (3-8 pages)

Annexes

- TOR
- Information sources

Reporting on indicators at alliance level for multi-country programs:

Cumulative targets and actuals for the period 2021-2025 for all indicators

			Country X			Country Y			Region A			Alliance level (TOTAL) ⁵		
			Target 2025	Actual 2025	Explanation for variances & level of contribution to the outcomes	Target 2025	Actual 2025	Explanation for variances & level of contribution to the outcomes	Target 2025	Actual 2025	Explanation for variances & level of contribution to the outcomes	Target 2025	Actual 2025	Explanation for variances & level of contribution to the outcomes
Indicator title	IATI code	Disaggregation level 1												
	IATI code	Disaggregation level 2												
	IATI code	Disaggregation level 3												
	IATI code	Etc												
Indicator title	IATI code	Disaggregation level 1												
	IATI code	Disaggregation level 2												
	IATI code	Etc												

MFA highly appreciates an overview of all indicators of the programme's result framework.

Annual targets and actuals for indicators measured annually

			Country X			Country Y			Region A			Alliance level (cumulative across the countries and regions) ⁶		
			Target 2025	Actual 2025	Explanation for variances	Target 2025	Actual 2025	Explanation for variances	Target 2025	Actual 2025	Explanation for variances	Target 2025	Actual 2025	Explanation for variances
Indicator title	IATI code	Disaggregation level 1												
	IATI code	Disaggregation level 2												
	IATI code	Disaggregation level 3												
	IATI code	Etc												
Indicator title	IATI code	Disaggregation level 1												
	IATI code	Disaggregation level 2												
	IATI code	Etc												

MFA highly appreciates an overview of all indicators of the programme’s result framework.

Frequency of measuring indicators

For the Strengthening Civil Society Indicators, the reporting frequency is as follows:

- Baseline, MTR and end evaluation: SCS1 – SCS2 – SCS3 – SCS4 – SCS9
- Annually: SCS5 – SCS6 – SCS7- SCS8

For Women's Rights and Gender Equality (WRGE) indicators, the reporting frequency is as follows

- Baseline, MTR and end evaluation: all outcome indicators (i.e. WRGE 1.1-1.3, WRGE 2.1-2.3, WRGE 3.1-3.3, WRGE 4.1-4.3)
- Annually: all output indicators (i.e. WRGE 5.1.2 and WRGE 5.2.2)

For SRHR indicators, the reporting frequency is as follows

- Baseline, MTR and end evaluation: all outcome indicators (1 up to 4)
- Annually: all output indicators (A up to K)

Results on thematic indicators which are linked to SCS indicators can be reported under the thematic (WRGE/ SRHR) indicators, no need to double report

More information on indicators

More information on the measurement of indicators, including disaggregation and the importance of qualitative information can be found here:

- For the Strengthening Civil Society Indicators: [SCS-IATI-indicator-guidelines-PoV-with-the-exception-of-partnerships-focusing-on-WRGE.pdf](#)
- For Women's Rights and Gender Equality (WRGE) indicators: [SCS-IATI-indicator-guidelines-WRGE-PoV-PoW-WPS-LFS.pdf](#)
- For SRHR indicators: [SCS-IATI-indicator-guidelines-SRHR-updated.pdf](#)