

Guidance on integration of W3/Bilateral results into 2025 Technical Reporting

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1. Introduction

This document sets out the principles, criteria, roles, processes, and pragmatic quality assurance (QA) expectations for reporting Window 3 (W3) and bilateral results in 2025 Technical Reporting. It applies to W3/bilateral projects [mapped to and agreed by the Programs and Accelerators \(P/As\)](#)¹ for 2025.

The integration approach of W3/bilateral results into Technical Reporting is anchored in three key reference documents:

- The [2025–2030 Technical Reporting Arrangement \(TRA – Section 5 and Annex 3\)](#).
- The [Proposed management arrangement for CGIAR 2025-30 Portfolio \('the Book'\)](#).
- The initial [engagement with Centers' MELIA focal points](#) which captured practical needs, limitations, risks, and feasibility considerations for integrating W3/bilateral results into Technical Reporting.

The content presented here has been developed by CGIAR's Portfolio Performance Unit (PPU) in consultation with Centers. It has been shared with representatives from Programs and Accelerators and will continue to evolve, with 2025 serving as a learning year to enable stronger integration in 2026 and beyond.

2. Principles

The following principles set the foundation for how W3/bilateral results are integrated into CGIAR's 2025 Technical Reporting.

1. Whole-of-Portfolio integration and line of sight:

- a. W3 and bilateral results are part of CGIAR's unified offer and must be reported in a way that shows how all funding streams (W1/W2/W3/bilateral) contribute to impacts.
- b. Results should strengthen the narrative from funding stream → results → outcomes → impact, providing funders with a clear view of their contribution.
- c. All Centers are encouraged to share results relevant to the Portfolio, aligned with the Minimum Data Standards (MDS) (see Annex 1; also presented in [Annex 3 of the TRA](#)) and within the scope of the W3/bilateral projects (80% by Center \$ value) mapped to and agreed by the Science Programs and Accelerators, as reflected in the [mapping dashboard](#).

2. MDS & streamlined reporting:

- a. We will only collect essential data.
- b. We will use automation where possible (application programming interface [API] integration, artificial intelligence [AI]-assisted harvesting) but ensure human validation and ownership.

3. Iterative and learning-oriented:

- a. 2025 is a transition year: we will test tools, improve workflows, and refine criteria based on experience.

¹ This dashboard is based on the 80% of W3/bilateral projects (by Center \$ value) mapped to and agreed by the Science Programs and Accelerators. It is currently being updated to reflect the latest decisions on a few outstanding disagreements and will serve as the single source of truth until the next mapping exercise in 2026.

- b. The annual Learning & Optimization process will be used to improve and scale the process over 2026-2027.

4. Shared responsibility for quality:

- a. Centers ensure their data meets the minimum data standards and the quality assurance expectations; Programs validate alignment and prevent duplication.

5. Transparency and recognition:

- a. Capture data once, use many times (the Performance and Results Management System [PRMS], dashboards, Technical Reports, call-down analytics).
- b. Centers should see how their results were used and why any were excluded.
- c. Promote visibility of bilateral projects to support funder engagement and resource mobilization.

3. Criteria for integration

These criteria facilitate decision-making on which W3/bilateral results should be included in 2025 Technical Reporting. They focus on keeping what is most **relevant, feasible**, and useful for **showing the value** of CGIAR’s work. Results should link to the objectives, themes, geographies and partners of P/As, and/or provide a clear strategic benefit. The goal is to include as many **meaningful** results as possible, while keeping the reporting process simple and not adding extra work for Centers.

Dimension	HIGH (include)	MEDIUM (discuss & decide)	LOW (generally exclude)
Complementarity with Program/Accelerator (P/A) ToC	Result clearly contributes to the objectives and impact pathway in the P/A ToC.	Result partially contributes to objectives or only to selected outputs/outcomes.	No contribution to P/A objectives or ToC.
Thematic alignment	Strong thematic match with P/A scope and research agenda.	Partial relevance (e.g., side component of a larger project).	Outside of P/A thematic scope.
Geographic focus	Full overlap with P/A geographies or strategically expands P/A footprint into priority new regions.	Partial geographic overlap, or expansion with limited strategic benefit.	No geographic overlap or relevance.
Partnerships	High degree of overlap with P/A partnerships, or strategically expands CGIAR’s partnerships in a way that advances objectives.	Some overlap, limited strategic value.	No overlap or relevance to P/A partnership strategies.
Evidence & data readiness	Well-documented result (Center-centralized system, donor report, dataset, publication) meeting MDS.	Result with partial evidence/limited MDS available in Center centralized system, donor report, dataset, publication. Limited MDS match.	No/highly limited MDS match.
Reporting feasibility	Easily retrievable via API, AI-assisted harvesting, or direct MEL entry.	Requires additional manual follow-up but feasible in 2025 timeframe.	Reporting would require major effort not justified by value of result.

Confidentiality requirements will be respected - where a Center does not want certain information/results to be integrated into Portfolio level reporting, these will be excluded.

Where w3/bilateral information is shared for integration, Centers will have a role in reviewing and validating how their information is represented in aggregate Program/Accelerator and Portfolio reporting.

4. Roles and responsibilities

Center MEL Focal Points (FPs): For the mapped and agreed w3/bilateral projects, identify reportable results, harvest data, validate completeness, coordinate with Principal Investigators (PIs) and project teams at the Center level, ensure evidence is available. Clarify any inconsistencies and flag results reported under multiple P/A to the relevant [P/A staff](#).

P/A MELIA and/or Program Coordinators: Validate ToC alignment, geographic fit, and identify and remove duplication. Approve results for final submission in PRMS.

PRMS Tech Team: Support data pipeline (API/AI/manual), assist with uploads, solve technical issues (prmstechsupport@cgiar.org).

PPU: Provide process and operational support where needed (e.g., data submission, system testing), share relevant information with P/As and Centers (performanceandresults@cgiar.org).

5. Process for 2025 Technical Reporting

The process is designed to be collaborative and consultative, ensuring that both Centers and P/As are involved in shaping what is reported and how. Centers provide w3/bilateral data and evidence, P/As validate alignment, and both jointly agree on what goes forward integrated in Technical Reporting products (dashboard, Annual Type 1 report, Annual Portfolio Narrative, triennial impact report where relevant). Insights gathered through this first cycle will help refine the process for future years, moving to lighter, more automated workflow.

1. Center data collection and validation

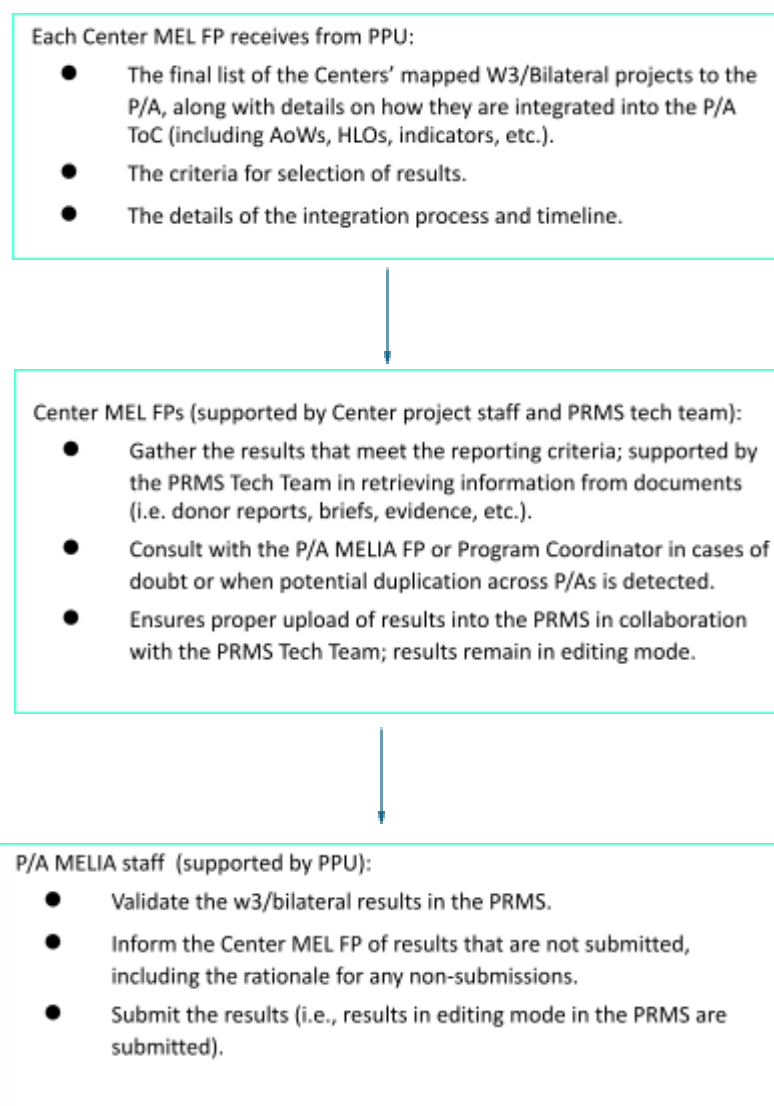
- a. PPU provides each Center MEL FP with the final list of W3/bilateral projects mapped and agreed with the P/A, details on their integration into the P/A ToC (Areas of Work, high level outputs, indicators etc.).
- b. Center MEL FPs, supported by project staff, gather results from project teams/PIs.
- c. Using the agreed criteria and the MDS, they identify eligible results.
- d. Potential duplication or shared attribution across P/As is flagged and consulted with the relevant P/A MELIA FP or Program Coordinator.
- e. Center MEL FPs transfer results to the PRMS either through API integration where available or by using AI-assisted extraction to populate key data fields. Manual entry remains available for Centers or projects with lower reporting volumes. Results remain in editing status in the PRMS at this stage.

2. Program/Accelerator validation

- a. P/A MELIA staff, supported by PPU, review results in the PRMS to check alignment with their ToCs, geographic focus, and to avoid duplication.
- b. Feedback is shared with Centers, and final approval decisions are made collaboratively.

- c. Centers are informed of which results will be included and the rationale for any non-submission.
3. **Finalization and submission**
 - a. Approved results are finalized in the PRMS by P/A MELIA staff (i.e., results in editing mode in the PRMS are submitted) and incorporated into the CGIAR Results Dashboard and Technical Reports.
 4. **Learning and optimization**
 - a. Joint feedback sessions with Centers and P/As will capture lessons learned. Insights from this review will feed into refining the process, criteria, and tools for the next reporting cycle.

Overview of the process for 2025 Technical Reporting



W3/bilateral results submitted in the PRMS will be incorporated into the P/A annual Technical Reports as well as the CGIAR Results Dashboard.

6. Quality assurance expectations

QA should be proportionate – enough to ensure credibility without overburdening teams. The focus for 2025 is minimum standards and consistency; more advanced assessments will be added from 2026 onward.

QA dimension	2025 expectations
Data completeness	Results meet Minimum Data Standards
Evidence	At least one piece of evidence attached
Internal review	Center MEL FP confirms data before PRMS entry
P/A validation	Results checked (relevant to TOC, no duplication, etc.) before being approved and submitted in the PRMS

To provide a full picture of CGIAR’s contributions in the Technical Reports, results will be presented together in the narrative and graphs, while clearly indicating the QA level applied.

In tables and graphs, W3/bilateral contributions will be shown using distinct colors or shading, with footnotes and legends explaining the difference.

2025 is recognized as a transition year. CGIAR will work with Centers and Programs/Accelerators over 2026-2030 to progressively align QA processes, improve data consistency, and expand automation, so that future reports present a fully harmonized and robust Portfolio view.

7. FAQ on reporting W3/bilateral results

1. What is the reporting deadline for W3/bilateral results for 2025 Technical Reporting?

W3/bilateral results can be submitted in PRMS **until late February 2026**. Unlike pooled (W1/W2) results, they do not go through CGIAR’s central QA process, so the reporting window remains open longer (the deadline for pooled W1/W2 results is the end of January 2026).

2. Can we report on results from bilateral projects that are not mapped to a P/A?

In 2025, reporting of W3/bilateral results should focus on projects mapped to and agreed by the Science Program/Accelerator.

3. If I want to report more information on a result (beyond the MDS), is this possible?

While this year all W3/bilateral results should meet the Minimum Data Standards (MDS), you are welcome to provide additional information beyond the required data fields.

4. If a bilateral project is mapped to more than one P/A, how should results be reported to avoid duplication?

Results should be reported under the P/A with which the project aligns most closely – that is, where it contributes to the objectives, impact pathway, or thematic scope of the P/A’s theory of change and research agenda. For any additional P/As to which the W3/bilateral project is mapped, these P/As can be recorded in the PRMS as internal collaborators on the result.

Annex 1: Minimum Data Standard (MDS) for outputs and outcomes

These are a subset of the Program/Accelerator reporting standards that will be required of W3 and bilateral projects.

- Generic
 - Result description
 - Link to Program/Accelerator Theory of Change
 - Internal collaboration (link to Center, Program, Accelerator, Project)
 - Partner collaboration
 - Geographic focus (global/region/country/sub-national)
 - Evidence

- Outcome
 - Policy Change
 - Type
 - Stage
 - Owner
 - Innovation Use
 - User type
 - Number of people using (disaggregated by gender/youth)
 - Other quantitative measure of use (e.g. # hectares)
 - Estimated USD spend

- Output
 - Capacity Development
 - # people trained (gender disaggregated)
 - Length of training
 - Delivery method
 - Knowledge Product
 - Product type including Peer Review Y/N
 - Publication date
 - Handle
 - ISI
 - Accessibility
 - License
 - AGROVOC
 - Innovation Development
 - Innovation type
 - Innovation readiness level
 - Innovation contact point (name/contact)

Annex 2: Example text for inclusion in Technical Reports

This report integrates both pooled (W1/W2) and mapped W3/bilateral project results.

Pooled results have undergone CGIAR's quality assurance (QA) process, while W3/bilateral results have been quality assessed at the Center level and reviewed by Programs/Accelerators for alignment and completeness, in line with CGIAR's Minimum Data Standards (MDS) for outputs and outcomes.

Center-level QA may use different standards, and data consistency may vary across Centers and indicators.