

Type 1 Technical Report template 2024

INITIATIVES

Annual Initiative-level report

Overview

This Type 1 Technical Report template has been developed in alignment with the SIMEC-endorsed [CGIAR Technical Reporting Arrangement](#) (TRA) which describes the content, timing, format, standards and scope of Technical Reporting.

As this is the final year for this Portfolio, the aim has been to **simplify Technical Reporting for 2024** as much as possible while still meeting the requirements of the TRA. As such, the two main updates for the 2024 Type 1 template are:

1. **The adaptive management section has been removed** as we do not anticipate that Initiatives/Impact Platforms will conduct a ‘reflect’ adaptive management process for the final year of this Portfolio.
2. Content **will include both 2024 results reporting, and summative results reporting for the period 2022-2024** (or the applicable timeframe for the Initiative/Impact Platform).
 - a. The TRA states that each reporting entity is required to submit a 3-year summative Type 1 report at the end of the business cycle, providing a comprehensive overview of the outcomes achieved. To reduce the overall workload, editorial efforts, while still fulfilling the Technical Reporting requirements, the 2024 Type 1 report and the 3-year summative report have been merged into one process and product.

Key updates to the 2024 template (compared to the 2023 template) are highlighted in **green** throughout. A [design mock-up](#) is available to view, which can help to visualize how the elements in the template will ultimately be displayed.

Photos for inclusion in the report can be submitted into the [designated Microsoft Teams folder](#) available for Initiative files. For photos, include captions and credits.

Submission deadline: Friday, 28 March 2025 to performanceandresults@cgiar.org. The Portfolio Performance Unit (PPU) will acknowledge receipt of your submission.

Reporting timeline information, a list of key reporting dates, and reporting guidance and support materials are available on the [Performance & Results \(P&R\) Hub](#). Please email performanceandresults@cgiar.org for further information.

TEMPLATE

Section 000: Cover page

This section will be generated by PPU.

Please provide a high-resolution photo (and the photo credit and caption) for the cover.

- *Photos can be submitted into the [designated Microsoft Teams folder](#) available for Initiative files.*

Section 00: Copyright information, citation details, disclaimers and acknowledgements

This section will be generated by PPU.

Table of contents

This section will be generated by PPU.

Section 0: CGIAR Technical Reporting 2024

This section will be generated by PPU. It will include standard text on 2024 CGIAR Technical Reporting and an updated tech reporting diagram.

Section 1: Fact sheet, executive summary and budget

Max. length: 2 pages (including Initiative budget)

Fields	Instructions
Initiative name	<p><i>This information will be sourced from the PRMS – there is no need for input.</i></p> <p><i>Only validation is required.</i></p>
Initiative Lead	
Initiative Co-lead	
Science Group	
Start date	
End date	
Geographic scope	
OECD DAC Climate marker adaptation score ¹	
OECD DAC Climate marker mitigation score ²	
OECD DAC Gender equity marker score ³	
Website link	Initiative webpage
<p>¹The Organisation for Economic Co-operation and Development (OECD) Development Assistance Committee (DAC) markers refer to the OECD DAC Rio Markers for Climate and the gender equality policy marker.</p> <p>²For climate adaptation and mitigation, scores are: 0 = Not targeted; 1 = Significant; and 2 = Principal.</p> <p>³The CGIAR GENDER Impact Platform has adapted the OECD gender marker, splitting the 1 score into 1A and 1B. For gender equality, scores are: 0 = Not targeted; 1A = Gender accommodative/aware; 1B = Gender responsive; and 2 = Principal.</p> <p>These scores are derived from Initiative proposals, and refer to the score given to the Initiative overall based on their proposal.</p>	
<p>Executive summary (max. 750 words)</p> <p><i>Use this section to provide a high-level overview of key achievements and messages for 2022-2024, and any 2024 highlights, for the Initiative. Restrict this section to the most important key messages that you would like to communicate. The aim is for readers to get an overall picture of the Initiative report by consulting the fact sheet.</i></p>	

Budget

US\$	2022	2023	2024
Proposal budget			
Approved budget			

*Use the Anaplan Dashboard for 2022, 2023 and 2024 budgets: [Financial Planning and Analysis \(FP&A\) Dashboard \(sharepoint.com\)](#).

* Standard text will be provided for this table, and a Finance representative will verify or add (if not already added by the Initiative) the budget numbers before the report is finalized.

Section 2: Progress towards End of Initiative outcomes

Max. length: 6 pages (Two-page Initiative theory of change diagram + 1,500-word narrative + two-page EOIO progress infographic that covers progress by End of Initiative outcome [includes approx. 200 words per EOIO]).

Suggested number of photos: 1-2

Header: Initiative-level theory of change diagram

Boilerplate text to be included above the diagram:

This is a simple, linear, and static representation of a complex, non-linear, and dynamic reality. Feedback loops and connections between this and other Initiatives' theories of change are excluded for clarity.

[INSERT THEORY OF CHANGE DIAGRAM] Each Initiative is expected to insert their Initiative-level TOC diagram here, using the latest version available in the TOC module, which can be accessed through the Type 1 Report Elements module in the PRMS.

Example formatted TOC diagram: [see mockup](#)

Header: Summary of progress against the theory of change

Provide narrative (max. 1,500 words) on Initiative-level progress against the Initiative-level theory of change **for the past 3 years.**

Instructions:

- Summarize overall Initiative-level progress on science and progress towards End of Initiative outcomes made over the past 3 years. It is encouraged to mention any specific 2024 highlights/notable aspects if relevant. Mention of MELIA work is also encouraged.
- As this is the final year for this business cycle, you are encouraged to revisit the challenge statement outlined in your Initiative proposal and present a concise, evidence-based reflection on how the Initiative has addressed the challenges outlined in the proposal (and highlighted in the TOC diagram - optional), including any measurable impacts achieved.
- Funders are particularly interested in two aspects:
 - o Progress on science
 - o Progress towards End of Initiative outcomes (EOIOs)

Header: Progress against End of Initiative outcomes

Boilerplate text to be included above the EOIO infographic (this will be done by the designer):

This infographic provides a concise summary of the Initiative's progress toward achieving its Theory of Change End-of-Initiative outcomes for the 2022-2024 period. By drawing on reported results, it offers a

comprehensive synthesis of progress made against the established outcome targets, highlighting the Initiative's overall impact and key achievements at the conclusion of this three-year cycle.

The EOIO infographic will be developed by the designers contracted by PPU. To populate the infographic, please state each EOIO, and add a max. 200-word description for each EOIO. Please refer to the two examples provided below, along with the report mockup, for guidance on how the information will be formatted for inclusion in the final version of the report.

We encourage you to utilize the data reported through the new **Outcome Indicators Module** in the PRMS when drafting the content for this section. The relevant data and information capturing progress against EOIO targets will be included in the downloadable Type 1 report elements for seamless integration into the report.

EOIO 1:

200-word statement:

EOIO 2:

200-word statement

EOIO 3:

200-word statement

Etc.

EXAMPLES

[Please refer to the "Progress Towards EOIOs" diagrams included on pages 10-11 of TAFSSA's 2023 Annual Technical Report.](#)

[Please refer to the "Progress towards EOIOs" diagram included on pages 8-9 of Diversification in East and Southern Africa's Annual Technical Report.](#)

Section 3: Work Package progress

Max. length: 1 page per Work Package (0.5-page Work Package theory of change diagram + 400-word narrative per Work Package) + 1 page for the Work Package progress rating. E.g. if the Initiative has 5 Work Packages, the section would be 6 pages.

Instructions:

- *Based on the Work Package theory of change, provide a narrative summarizing Work Package achievements and challenges over the past 3 years.*
- *As this is the final year for this business cycle, we encourage you to include how the WP research questions have been addressed over the 3-year period – ensure to reference and include information on the research questions included in the WP TOC diagram.*
- *It is encouraged to highlight any key aspects of 2024. This can include:*
 - o *Key results reported over the past year.*
 - o *Work Package theory of change assumptions (are they holding or not).*
 - o *Impact Area achievements.*

Header: Work Package 1: [Work Package name]

[INSERT THEORY OF CHANGE DIAGRAM]

Example WP diagram: [see mockup](#)

Header: Work Package 1 progress against the theory of change

Provide narrative on Work Package progress against the Work Package-level theory of change.

Header: Work Package 2: [Work Package name]

[INSERT THEORY OF CHANGE DIAGRAM]]

Header: Work Package 2 progress against the theory of change

Provide narrative on Work Package progress against the Work Package-level theory of change.

Etc.

Header: Work Package progress rating

- *Provide a Work Package progress rating which provides a summative progress evaluation for the 3-year period. Similar to the End of Initiative Outcomes in section 2, we encourage you to draw on the data/information reported through the new **Outcome Indicators Module** in the PRMS to inform the content of this section. Ensure that reported results are clearly linked to your WP outcome indicators, as this should guide the assignment of the progress rating (traffic light*

system: green/yellow/red). This data should also inform the development of the narrative describing progress for each Work Package over the three-year period (2022-2024). The relevant data and information on progress against WP outcome targets will be included in the downloadable Type 1 report elements for seamless integration into the report.

Traffic light	Progress rating	Criteria
Green	On track	<ul style="list-style-type: none"> - Progress largely aligned with the Plan of Results and Budget and Work Package theory of change. - Can include small deviations/issues/delays/risks that did not jeopardize the success of Work Package.
Yellow	Delayed	<ul style="list-style-type: none"> - Progress slightly fell behind the Plan of Results and Budget and Work Package theory of change in key areas. - Mention the deviations/issues/risks that delayed the success of the Work Package.
Red	Off track	<ul style="list-style-type: none"> - Progress clearly fell behind the Plan of Results and Budget and Work Package theory of change in most/all areas. - Mention the deviations/issues/delays/risks that affected the success of Work Package.

- Ensure that WP progress rating aligns with the narrative evidence of progress.

Select one rating and add rationale aligned with evidence.

Work Package	Traffic light	Progress rating	Rationale
1	Green; Yellow; Red	On track; Delayed; Off track	Add text
2	Green; Yellow; Red	On track; Delayed; Off track	Add text
3	Green; Yellow; Red	On track; Delayed; Off track	Add text
Etc.			

Section 4: Quantitative overview of key results

Max. 3 pages (of diagrams from the Type 1 report elements module, from the Results Dashboard, or self-created diagrams from PRMS data; approx. 6-8 diagrams).

This section should present results for the whole 3-year period to provide a cumulative story of results over the 3 completed years. Some diagrams may present cumulative results, others may break down results for each year.

The graphs and diagrams provided through the Type 1 report elements module will each include standard descriptions and legends.

The Initiative must also include a one- to two-sentence caption explaining each diagram or graph.

As the Results Dashboard is constantly updated, the date the diagrams were extracted from the PRMS must be stated.

If you would like to include self-created diagrams/graphs, please add the files for these to the **same folder** where you can save the photos to be used in your formatted report: The [designated Microsoft Teams folder](#) for photos and graphs.

- Please ensure that the files for diagrams/graphs are **high-resolution**.
- Please provide **specific instructions** on how these should be displayed (what is the explanatory text; preferred order; date extracted etc.).

Boilerplate text to be added at the beginning of the section: This section presents an overview of results reported and contributed to, by the CGIAR Research Initiative on [Initiative short name's] from **2022 to 2024**. These results align with the CGIAR Results Framework and [Initiative short name's] theory of change. Further information on these results is available through the [CGIAR Results Dashboard](#).

The data used to create the graphics in this section were sourced from the CGIAR Results Dashboard on [DATE]. These results are accurate as of this date and may differ from information in previous Technical Reports. Such differences may be due to data updates throughout the reporting year, revisions to previously reported results, or updates to the theory of change.

Examples extracted from various 2023 annual Technical Reports: [see mockup](#)

Section 5: Partnerships

Max. length: 1-2 pages (0.5-page partner diagram [if preferred] + max 750-word summary narrative)

Suggested number of photos: 1-2

Instructions:

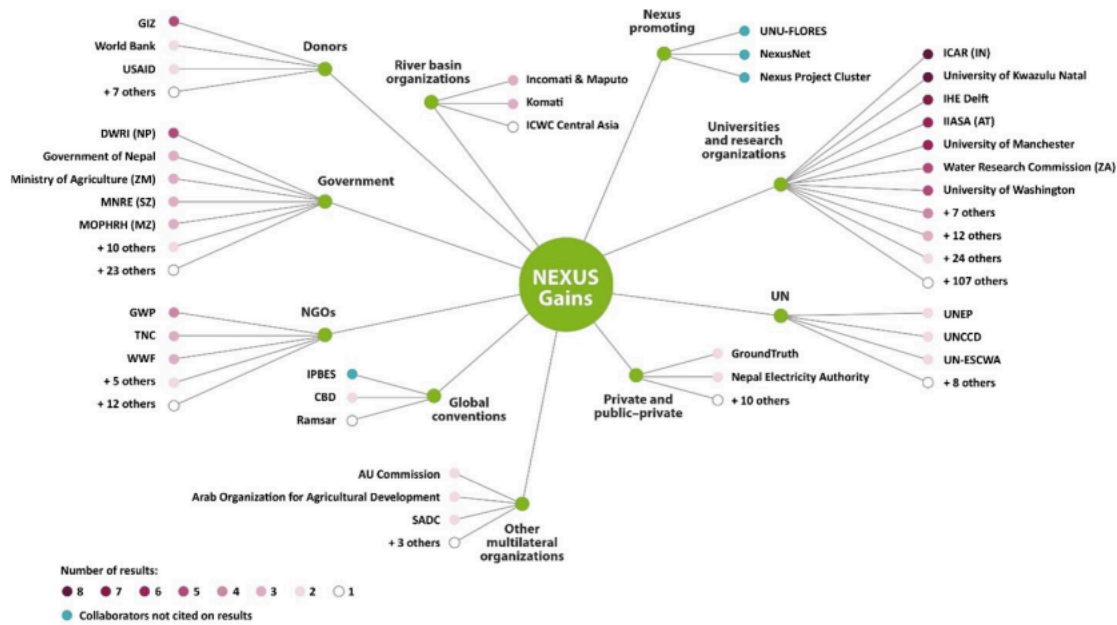
- *This section should provide cumulative information on partnerships for the period 2022-2024. It is encouraged to mention any specific 2024 highlights/notable aspects if relevant.*
- *Each result that you reported included a field asking which external (non-CGIAR) partners contributed to the reported result.*
- *That information has been aggregated for your Initiative and graphed.*
- *The external partners diagram (see examples below) can be included in this section of the report, as well as some summary stats (e.g. % partner organization by type), if preferred.*
 - o *It is acceptable to have no graphic for this section.*
 - o *It is also possible to include a self-created graphic for this section. Graphics supplied by the Initiative will not be redesigned by the graphic designer working on the Type 1 reports.*
- *Using the graph and summary stats as the basis, provide max. 750 words covering:*
 - o *The role partnerships are playing in contributing to the overall theory of change and progress towards End of Initiative outcomes.*
 - o *This section can also be used to present an important/strategic example of an external partnership – there is flexibility here; the focus may be on a single partnership, a group of partnerships, a result, a geographic location etc.*

Header: Partnerships and [Initiative name's] impact pathways

Increasingly we are asked how partners are selected and prioritized for delivery (output level – sphere of control) and why partners at outcome level are best placed to influence the actors that are expected to change practice. Provide a narrative describing the role partnerships played in contributing to overall theory of change progress and progress toward End of Initiative outcomes. Highlight NARES involvement where possible.

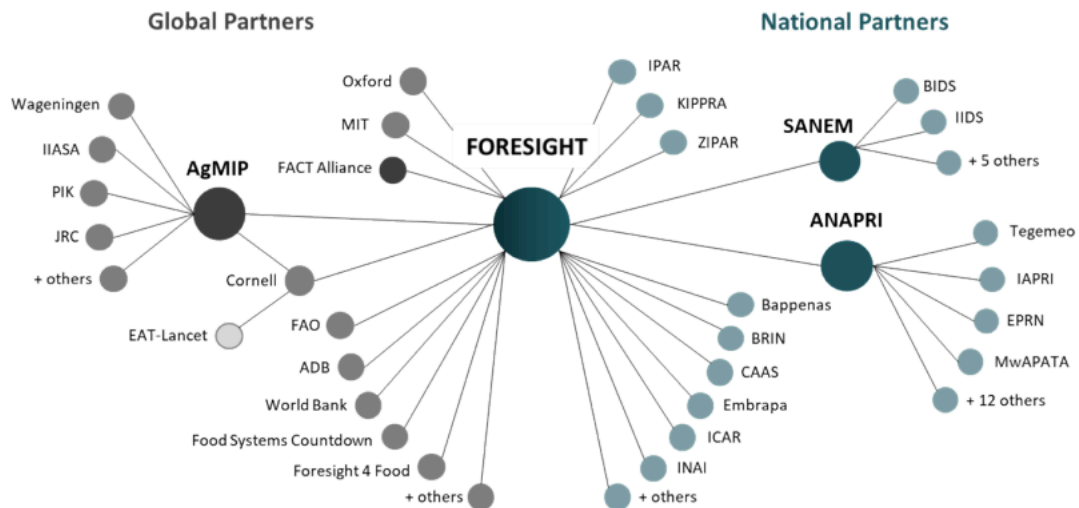
Example partnerships diagrams extracted from various 2023 annual Technical Reports:

NEXUS GAINS' EXTERNAL PARTNERS



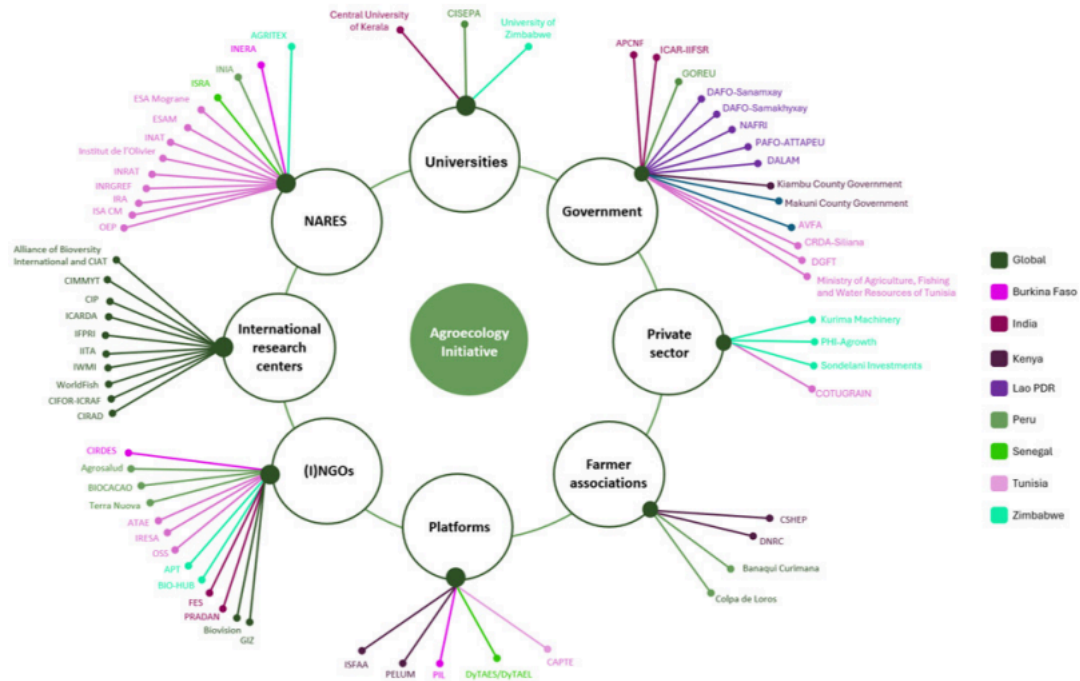
This diagram shows NEXUS Gains' external partners, categorized by type, that were collaborators on multiple results in 2023. NEXUS Gains collaborated with 271 partners on 2023 results, compared with 110 in 2022.

FORESIGHT'S PARTNERS



Source: Prepared by the Foresight Initiative

NETWORK OF PARTNERS BY PARTNER TYPE AND COUNTRY



Section 6: CGIAR Portfolio linkages

Max. length: 1-2 pages (0.5-page Portfolio linkage network graph [if preferred] + max. 750-word summary narrative).

Suggested number of photos: 1-2

Instructions:

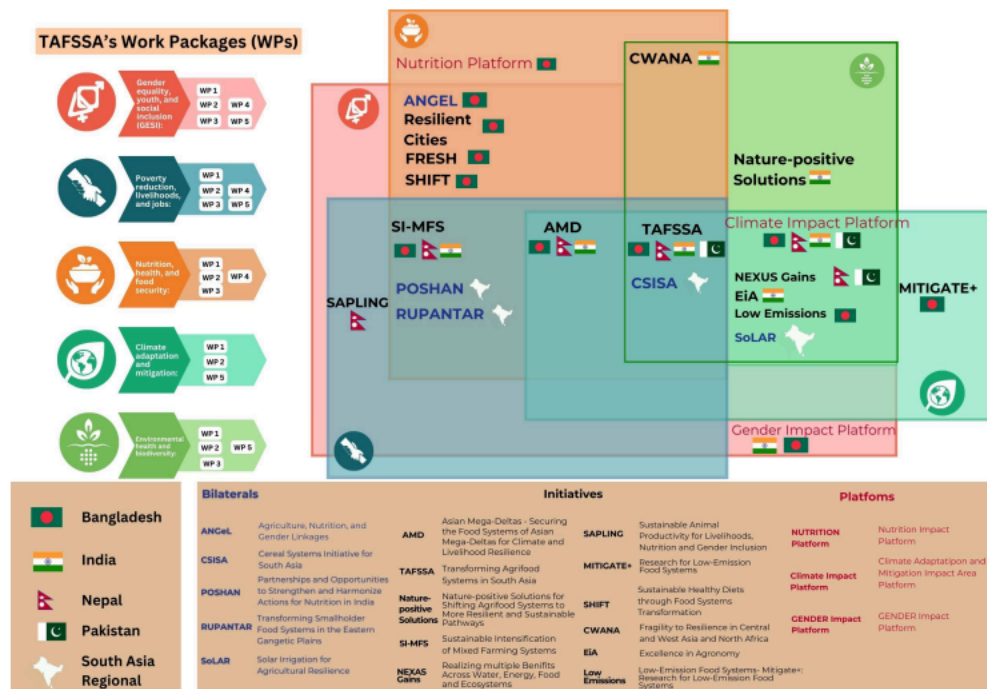
- This section should provide cumulative information on Portfolio linkages for the period 2022-2024. It is encouraged to mention any specific 2024 highlights/notable aspects if relevant.
- Each result that you reported included a field asking you which other Initiatives and non-pooled CGIAR projects contributed to the reported result.
- That information has been aggregated for your Initiative and graphed.
- The Portfolio linkages graph (see examples below) can be included in this section of the report, as well as some summary stats, if preferred.
 - o It is acceptable to have no graphic for this section.
 - o It is also possible to include a self-created graphic for this section. Graphics supplied by the Initiative will **not** be redesigned by the graphic designer working on the Type 1 reports.
- Using the graph and summary stats as the basis, provide max 750 words covering:
 - o The role internal CGIAR Portfolio linkages are playing in contributing to overall theory of change and progress towards End of Initiative outcomes.
 - o This section can also be used as a highlight section to present an important/strategic example of a Portfolio linkage – there is flexibility here; the focus may be on a single linkage, a group of linkages, a result, a geographic location etc.
 - o Provide details on the type of linkages, and in particular whether there is any dependency on, or influence over, any other Initiative.
 - o Where relevant, also provide detail on whether these are linkages with other W1 or W3/bilateral projects.

Header: Portfolio linkages and [Initiative's name] impact pathways

Provide a narrative describing the role internal CGIAR Portfolio linkages played in contributing to overall theory of change progress and progress towards End of Initiative outcomes. Include:

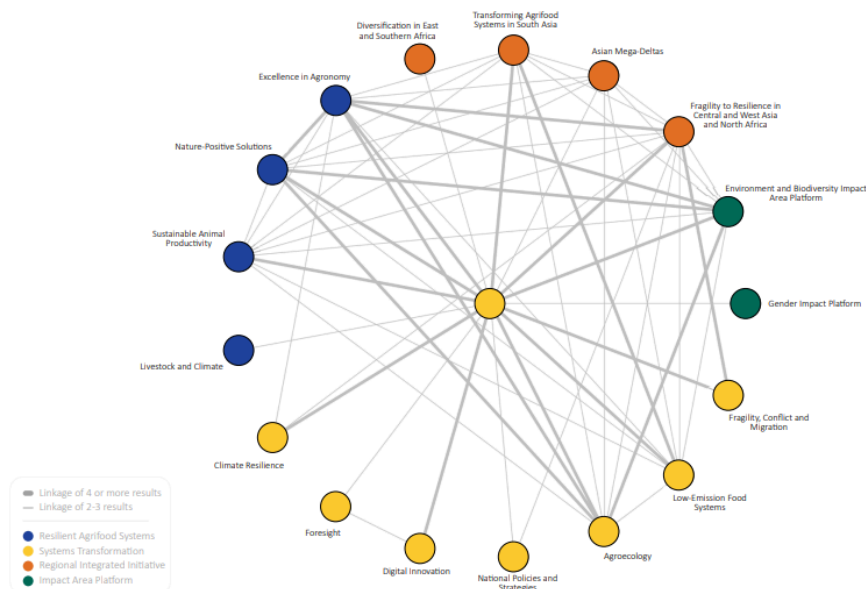
- We want to demonstrate coherence and cohesiveness between the different parts of our Portfolio.
- What is the comparative advantage of the set of Initiatives and non-pooled projects you are working with.

Example Portfolio linkages diagrams extracted from various 2023 annual Technical Reports:



Left: Relationship between CGIAR's action areas with TAFSSA Work Packages. **Right:** Relationships between CGIAR action areas and initiatives with boxes showing action area overlaps with the different Initiatives TAFSSA is currently collaborating with. The flags indicate the countries where these initiatives or projects work. Note that box size does not necessarily indicate size, scope, or intensity of work; rather, boxes show overlapping areas of collaboration considering CGIAR Impact Areas and Countries. Font color black indicates initiatives, blue indicates bilateral projects and red indicates CGIAR platforms. Abbreviations for projects and initiatives are given in the bottom.

NEXUS GAINS' INTERNAL PORTFOLIO NETWORK



The diagram shows the CGIAR Research Initiatives and Platforms with which NEXUS Gains reported at least two joint results in 2023. The highest number of linkages are with the Initiatives on Fragility to Resilience in Central and West Asia and North Africa (F2R-CWANA) and Agroecology, and the Environment and Biodiversity Impact Platform.

Section 7: Key result story

Max length: 2 pages

The key result story can focus on a 2024 result, or can be a summative story that includes results from previous years and a 2024 highlight.

Note: Information for two sections will be generated through the PRMS for inclusion: 1) geographic scope, and 2) contributors. Links to Impact Areas are no longer generated by the PRMS and must be entered manually in this template in the appropriate section below.

Guidance:

Key result stories are inspiring success stories with visuals that will help us to communicate the outcomes and impacts of CGIAR Research Initiatives/Impact Platforms/Science Group Projects to our Funders, partners and others. With these stories we want to convey information that our stakeholders care about and understand.

Some general guidelines:

- **Language:** Refer to the [CGIAR Quick style guide](#) (Feb 2024).
- **Style:** Aimed at an intelligent reader, without presuming specialist knowledge (so any acronyms need to be spelt out the first time they are used).
- **Content:** Engaging and flows towards a clear conclusion. Short sentences using the active voice where possible. A good lead-in to the article is very important (try to get a summary of the story into the first couple of sentences). Stick to the facts and provide evidence/data to frame the challenge and/or end results.
- **Length:** Each key result story should be no longer than two pages (800 words max.).

What constitutes a key result story?

- The result must have been achieved in 2024 and reported in the PRMS Reporting Tool.
- The result must have been generated by an Initiative (together with other Initiatives/SGPs/Impact Platforms if relevant), but can build off of pre-Initiative work (for instance, CRP or Platform work).
- The result should be an outcome or an impact.

What **CAN** be reported as a key result story

Outcome

A **change in knowledge, skills, attitudes and/or relationships**, manifest as a **change in behavior**, to which research outputs and related activities **have contributed**.

Impact

A **long-term effect**, a change induced by a development action to which research outputs and activities have contributed.

Impacts can be of various types (economic, social, environmental, political, etc.) and are measured by indicators.

Impacts are **what persist even after the project has ended**.

What **CANNOT** be reported as a key result story

Individual/family/small sample story (e.g., success story, blog)

People attending a training program (e.g., training 1,500 people on a technology)

Uptake of results to design further research work

Widespread media uptake and downloads of articles (e.g., views, downloads, coverage)

Section: **Title** (6-8 words max.)

The title should be informative, simple, short, jargon-free, and have impact.

Section: **Standfirst** (summary) (20 words max.)

The standfirst should summarize the outcome or impact at the center of the story, and include action verbs that bring the story to life by referring to:

- What research or innovation has led to the outcome/impact
- The nature of the outcome/impact
- Who has benefitted from it (with beneficiary groups/scale and quantitative measure)
- The geographic scope (if it is at the sub-national level, the country should be specified)

Examples of good standfirsts...	... which clearly indicate the following:	
Rice field fisheries are netting nutrition gains for over 124,876 people in Cambodia	Research/Innovation	Rice field fisheries
	Outcome/Impact	Nutrition gains
	Beneficiaries	124,876 people
	Geographic scope	Cambodia
Sixty-two percent of potato farmers adopt improved potato varieties in Peru, contributing to better nutrition for 500,000 people	Research/Innovation	Improved potato varieties
	Outcome/Impact	High adoption rate (outcome) contributes to better nutrition (impact)
	Beneficiaries	500,000 people
	Geographic scope	Peru

Section: **Main photo**

Please provide the link to the best high-quality photo that can be used to illustrate the story.

URL:

Photo credit:

Caption:

Section: **Short outcome/impact statement** (80 words max.)

The “short outcome/impact statement” needs to be a succinct, clear, and accurate statement of 2–3 sentences, to make the outcome or impact clear to readers. It should contain the same elements as the title, with the addition of some context on why the outcome/impact is important, and information on the partners involved.

Examples of good short outcome/impact statements	These are good statements as they clearly indicate the following:	
<p>Caprine pleuro-pneumonia is a contagious transboundary disease threatening the health of sheep and goats in Africa and Asia. The CGIAR Research Programs on Livestock, and Fish developed a rapid, inexpensive field diagnostic tool, which is a prerequisite to controlling the disease and improving the livelihoods of thousands of livestock farmers. The tool includes a simple read-out device, is powered by a car battery and produces a diagnosis in less than 45 minutes. The next step is commercial development.</p>	Context	A contagious transboundary disease threatening the health of sheep and goats
	Partners	CGIAR Research Programs on Livestock, and Fish
	Research/innovation	A rapid, inexpensive field diagnostic tool
	Outcome/impact	A prerequisite for controlling the disease
	Beneficiaries	Thousands of livestock farmers
	Geographic scope	Africa and Asia
<p>New Delhi’s 19 million inhabitants suffer from a noxious haze generated in part by the yearly burning of more than 30 million tons of rice straw from harvests in neighboring states. Farmers deploying zero tillage, a sustainable agricultural technique to sow wheat in rice-wheat rotations, are helping to reduce the smog. Zero tillage is now practiced on 1.8 million hectares in India. This successful technology builds on decades of work led by CIMMYT and national partners in South Asia.</p>	Context	Urban residents suffer from smoke from rice straw burning
	Partners	CIMMYT, national partners in South Asia
	Research/innovation	Zero tillage technique
	Outcome/impact	Reduced smog for urban residents following use across 1.8 million hectares
	Beneficiaries	19 million people
	Geographic scope	New Delhi

Section: **Key result story main text** (600 words max.)

This text should be an elaboration of your outcome or impact statement, and include:

- 1) Short description of the **challenge** that we are trying to address (current situation)
- 2) **Objective** of CGIAR’s intervention (future destination, intended outcome/impact)

Type 1 Technical Report Template 2024 – INITIATIVES

Version 2: November 2024

- 3) **Solutions** CGIAR co-developed (**innovations, findings or other results**) with stakeholders to fill the gap between current situation and future destination, which resulted in the outcome or impact.
- 4) Description of the **users/beneficiaries** of the CGIAR research/innovation and how the research/innovation was used or produced its benefits. If possible, differentiate between the use/benefits for types of users/beneficiaries, for example by gender, youth, wealth, ethnic group, etc. Also share any quantitative counts or estimates of people, hectares or other appropriate unit, if available.
- 5) Spell out any **important activities** that were conducted to link the innovation to the outcome (e.g., “a major dissemination campaign was conducted, in which ...”; “a science-policy workshop was conducted, attended by ...”).

Section: **Quote** (50 words max.)

Please provide a quote from a speaker of your choice of 50 words that can be used to illustrate the importance of the key result. Affiliations should be fully spelled out; acronyms can be used for CGIAR entities.

Quote:

Speaker (name, title and affiliation):

Section: **Links to Impact Areas**

Primary Impact Area:

Other relevant Impact Area(s):

Section: **Geographic scope** (generated from the PRMS)

Region(s)*:

Country/ies*:

**Generated from the PRMS. If the KRS is based on more than one result, compile the full list of regions and countries (removing duplicates) for all results involved.*

Section: **Key contributors** (generated from the PRMS)

Contributing Initiative(s)*:

Contributing Center(s)*:

Contributing external partner(s) (full names)*:

**Generated from the PRMS. If the KRS is based on more than one result, compile the full list of contributors of each type (removing duplicates) for all results involved.*

Section: *Previous key result stories*

Add links to 2022 and 2023 key results stories:

KRS title with hyperlink

KRS title with hyperlink

Etc.

Note: The following information is not displayed in the final formatted version of the Type 1 report.

Section: Learn more – for web version

Please provide links to any other relevant illustrative materials, such as videos, infographics, blogs, press releases, as available.

Type:

URL:

Title:

Section: Result title as entered in PRMS – for internal use

Title of the result used for the key result story, as entered in the PRMS.

Result title:

Section: Existing communications materials – for internal use

If this key results story has already been written up and is publicly available (in a blog or news release, on a website, etc.), please provide links to this existing material. This is for internal use only.

URL:

URL:

URL:

Section: Contact persons – for internal use

Indicate name, position, Initiative, Center, and email of:

- 1. The person to whom any technical questions can be addressed. This should be a lead researcher or someone able to discuss the technical aspects of the innovation, outcome, and evidence.*
- 2. The person to whom any communications questions can be addressed. This should be the Initiative Liaison/Coordinator, the Communications and Outreach Initiative Communications Officer, or someone else able to provide additional communications material and answer related questions.*

Technical contact point

Name:

Role:

Center:

Email:

Communications contact point

Name:

Role:

Center:

Email: