# Annual Report Instructions
# For Spotlight Initiative Programmes with Multiple Donors and Non-Commingled Funds

*(this text / and all the annotations / prompts including across each section of the report should be deleted before submission; please only keep the headings / titles / subtitles)*

## Warm greetings colleagues!

Thank you for taking the time to complete your Spotlight Initiative annual report!

To support your collective efforts, kindly find a detailed reporting template below.

Please kindly use **Arial 12 point, bold and underline font** for all headings and **Arial 11 point for all paragraph text**. Please try to ensure that your report does not exceed 50 pages (excluding annexes).

**A guidance pack**, which includes important **reporting instructions**, as well as **tips and guidance** for strengthened results based reporting, is also available. Please take a bit of time to read through the guidance. We hope it's helpful!

**Please remember that your narrative report should clearly delineate the contributions of your various donors.** Please see the box just below for more information on this.

**As a Spotlight programme with multiple donors and non-commingled funds, it's important that your annual narrative report clearly highlights each donor's contributions to your programme's results.** This helps promote transparency and allows each donor's contributions to be recognized. Please draft your report with this in mind, but please ensure that the **Results Section** in particular follows this approach.

**Results Section:** Please include a topline paragraph on the overall achievements you've made under each outcome area, noting that multiple donors (if relevant) helped achieve progress under this outcome.

Then, as you draft the specific results achieved under each outcome, please disaggregate the results by donor.

For example, under Outcome A you might note that donor X funding contributed to or enabled the programme to deepen the capacity of parliamentarians on gender-responsive budgeting, while donor Y funding supported the passing of progressive legislation, and donor Z funding contributed to strengthening the use of data for policy-making. And together these different investments contributed to the achievement of the overall outcome.

If multiple donors contributed to the same intervention and result, be sure to clearly note how each individually helped achieve the result (what each source of funding allowed the programme to do), and

then how their combined efforts came together toward that change / result to underscore the collaborative approach of the programme.

**Partnerships Section:** Similarly, in the **Partnerships Section**, if relevant, consider outlining how different donors may have supported the development / deepening of specific partnerships. For example, one donor's funding might have helped establish collaboration with the Ministry of Gender, while another donor's funding may have supported deepened partnership with the Ministry of Education, or with community-based organisations, and a third donor's funding may have helped you advance a partnership with an academic institution.

**Other Sections:** While the **Results Chapter** is the primary focus, feel free to apply this approach to other sections as you deem appropriate, such as the Partnerships section (as noted above), under lessons learned, in the communications and visibility section, or under sustainability.

By making sure that your programme's donor contributions are clearly highlighted, your report will reflect the important role each donor (along with other partners) played in the success of your programme.

Don't hesitate to reach out should you have any questions, we're happy to support!



Spotlight Initiative

**ANNUAL NARRATIVE PROGRAMME REPORT**

**PROGRAMME TITLE:**

**PROGRAMME START DATE:**

**REPORTING PERIOD: 01 JANUARY XXXX– 31 DECEMBER XXXX**
**(Cover Page text: Arial 14 point, bold)**

| **Programme Title & Programme Number** | **Priority regions/provinces/areas/localities for the programme** |
|---|---|
| Programme Title: XX<br><br>MPTF Office Project Reference Number:[1] XX | |
| **Recipient Organization(s)** | **Key Partners** |
| | *In this section, please list your **government** partners; **civil society organizations** partners, including key "national or local/grassroots organizations" or "women's rights organizations" that you worked with, and **other partners** (include listing the key academic institutions, the private sector or others).* |
| **Programme Cost (US$)** | **Programme Start and End Dates** |
| **Total budget as per the Spotlight Initiative CPD/RPD:** XX USD<br><br>**Spotlight Initiative funding:**[2] XX USD from Donor X and XX USD from Donor Y<br><br>**Agency Contribution (if relevant):** XX USD[3]<br><br>**Spotlight Funding and Agency Contribution by Agency:** | **Start Date:**<br>(dd.mm.yyyy)<br><br>**End Date:**<br>(dd.mm.yyyy) |
| **Report Submitted By:** | |

| **Name of RUNO** | **Donor X Funding**[4] | **Donor Y Funding** | **UN Agency Contributions (USD)** (please delete column if not relevant to your programme) |
|---|---|---|---|
| | | | |
| | | | |

**TOTAL:**

[1] The Multi-Partner Trust Fund (MPTF) Office Project Reference Number is the same number as the one on the Notification message. It is also referred to as "Project ID" on the project's factsheet page the MPTF Office GATEWAY.
[2] The Spotlight Initiative Contribution refers to the amount transferred to the Recipient UN Organizations, which is available on the MPTF Office GATEWAY.
[3] If not relevant to your programme, please feel free to delete this sentence on agency contribution as well as the UN Agency Contributions in the column in the table below.
[4] Please feel free to add as many columns necessary for each donor in your Programme.

## Table of Contents

*Please add a Table of Contents and kindly hyperlink the page numbers to the relevant sections of the report.*

## Acronym List

*Please add an acronym list in alphabetical order.*

## Executive Summary *(2 - 3 pages)*

*The Executive Summary should serve as a standalone summary of the annual report. It should provide a brief overview of the programme's progress, any notable contextual or programmatic developments in your country/region,* ***and the key results achieved during the reporting period. As noted in the box at the top of this template, if your programme has multiple donors with un-commingled funds, please consider including separate key results boxes per donor*** *in order to clearly attribute the key results to the different funding streams while still framing each donor's investments as collectively supporting the progress across Spotlight Initiative's comprehensive model.*

*Please ensure that the Executive Summary includes several sentences on how the programme has implemented the* ***principle of "leaving no one behind"*** *and how the programme is aligned with* ***UN Reform efforts.*** *Please also mention how your programme has centered partnerships to achieve results, and ensure sustainability, including specifically* ***with grassroots/local and feminist or women's rights organizations, and in its efforts in support to movement building. Please also draw out the programme's partnership with the donor(s).***

*If relevant, please provide an example or two of how your programme has taken on the findings of any recent reviews or assessments* ***(including how key lessons and recommendations have been adopted).***

*Please include information on* ***the sustainability*** *of your programmes' contributions. Feel free to briefly highlight the measures put in place at the onset of the programme (including the development of a sustainability plan) to foster the sustainability of the Initiative's contributions.*

*Finally, if the programme faced any significant challenges or disruptions, please note these very briefly and constructively in the Executive Summary, with mitigating measures emphasized.*

## Contextual Shifts and Implementation Status *(2 - 3 pages)*

*Please provide the following information in this section.*

- *Any* ***significant contextual shifts or new developments in the broader social, political, economic or cultural context****. For example, you might highlight the impact of climate-related disasters, conflict and humanitarian crises and/or shifts in government (elections), or economic shifts, or the actions of social movements. Please note the impact these shifts have had on levels of violence against women and girls, and public attitudes on the same.*
- *Please then note how the context has* ***impacted implementation, and how the programme has adapted/responded. Please make sure to specifically address if (and how) your programme***

***has had to pivot to respond to humanitarian crises or the impact of climate and related disasters*** *- as noted in the above bullet point - and how the programme has responded (including with gender-sensitive prevention and mitigation measures, and/or adaptation and disaster responses. You can also reflect on this in the challenges section below (without duplicating what you've mentioned here).*

- *Include a* ***brief update on the programme's implementation status:*** *please share whether the programme is "on track" or "off-track". If the programme is "off track", please share why, constructively explaining the reason(s) it's "off track" (contextualize this for the reader), and any measures taken to ensure the programme gets "back on track"/accelerates implementation.*
- ***Please note narratively whether implementation is on/off track****, while avoiding mention of specific financial figures. If off track, please note any challenges that have caused delays and what the programme is doing to mitigate this.*

## Programme Governance and Coordination *(2 - 3 pages)*

*Please provide information on programme governance and institutional coordination structures, including the specific composition and general responsibilities of each structure. For each structure, please describe:*

- *its added value, including why this structure is important and useful (linked to the below bullet point)*
- *how the structure helps to build partnerships, strengthen accountability, improve coordination, and oversight, and strengthen decision-making*
- *If and how the structure contributes to the implementation of UN Reform and the principle of "leaving no one behind"*

*In addition to the above, please also include the specific information requested for each institutional governance mechanism/structure below (as relevant):*

### *a) National/Regional Steering Committee (SC)*

- *Describe the value add as noted above, specifically with relation to budget revisions, annual work plans, annual reports, and/or other elements of work, as well as the sustainability of the programme's contributions.*
- *Please detail who sits on the SC (including the 2 co-chairs), include the number of SC meetings that have occurred during the reporting period, and please list the key decisions taken at each SC meeting.*
- *If the SC has not met, explain the measures put in place to convene the first session, as well as its planned date.*

### *b) Civil Society National or Regional Reference Group (CSRG)*

- *If this is your first annual report, describe the selection process of the CSRG and specify if it was civil society-led.*
- *Please describe the composition of the CSRG/its membership, and how it is inclusive/diverse and representative of various constituencies.*
- *Please note how often the CSRG meets, and how many meetings have been held over the reporting period. If the CSRG has not yet met, briefly explain why and the measures taken to convene the group.*

- *Please note whether the CSRG has an approved work plan and if it is budgeted. If it's budgeted, confirm whether the programme budget supports CSRG convening and workplan implementation (only mention the estimated total figure). If the workplan is not budgeted or budgeted properly, please note how and when this will be ensured.*
- *If relevant, please briefly note how the remuneration scheme for civil society reference group members is being (or will be) rolled out as per the Guidance Note. If there are any challenges that have emerged, please briefly mention as well as mitigating measures put in place.*
- *Please describe the key elements of the workplan and the activities that have been carried out by CSRG members, and please note how these allow the CSRG to fulfill its mandate: to advocate to and advise Spotlight Initiative country/regional teams and to hold the Initiative accountable, informed by the women's and feminist movements, as partners for the realization of the programme's objectives. On the activities carried out, please explicitly mention if any activities related to participatory monitoring, evaluation and reporting (P-MER) have been included in the CSRG work plan, and please feel free to elaborate on this further in the P-MER box below (under the Results Section).*
- *Please note how the CSRG has helped the Spotlight programme implement the principle of "leaving no one behind", and improve the programme's responsiveness and accountability to rights holders (and marginalized communities)? Please feel free to elaborate on this further below in the "partnerships" section or the "results" section, as relevant.*
- *Relatedly, please capture the CSRG role in supporting the programme partner with national and local or community based / grassroots civil society organizations including feminist and women's rights organisations and/or connect with women's rights movements/social movements. Please note if and how this has helped the programme better reach marginalized communities, in the spirit of leaving no one behind.*
- *Describe the specific measures taken to ensure meaningful engagement of and contribution of the CSRG. Please share examples of this (e.g. CSRG inputs on the programme and how these have been incorporated into programming, or the participation in monitoring visits / the implementation of participatory monitoring and evaluation activities, etc.).*
- *Similarly, please note if the CSRG plans to (or has) produced a scorecard (on how the Initiative is performing vis-à-vis its commitments). As examples, please feel free to reference similar scorecards produced under the Spotlight Initiative 1.0 in Zimbabwe, Belize, Niger, Nigeria and Argentina.*
- *Please share any challenges the programme has faced in ensuring the meaningful and sustained engagement of the CSRG, and please include any measures put in place to address these. Please feel free to briefly share these here, and elaborate further in the "challenges and mitigating measures" section below, as relevant.*
- *Please share the CSRG's role in helping ensure the sustainability of the programme.*

### c) *Inter-agency coordination, technical committees and other mechanisms*

- *Share any pre-existing mechanisms the programme is tapping into, such as the Gender Theme Group, existing humanitarian response mechanisms (e.g. the UN cluster system), mechanisms related to the UNSDCF, and/or other SDG related groups or spaces. If new mechanisms have been created specifically for Spotlight Initiative, please also describe those. For each,* ***give a***

***very brief overview of its role, its members, how often the group is meant to meet, and meetings held during the reporting period.***

- *Share how these spaces and mechanisms have helped improve technical coherence, strengthen implementation, foster inter-agency or multi-partner coordination, and/or enhance decision-making, accountability, and/or oversight.*
- *Note specifically the extent to which these mechanisms have supported the programme to implement the* ***principle of "leaving no one behind" and align with UN Reform.***
- *Highlight any concrete contributions your programme has made to these mechanisms and /or how these committees or mechanisms have contributed concretely to the programme.*
- *As relevant, describe any instances of engagement between these mechanisms and the highest level of government (without duplicating information captured below in "programme partnerships").*

### *d) Use of UN Reform inter-agency tools*

- *Please explain the extent to which your programme has used tools for inter-agency collaboration such as the BOS (Business Operations Strategy) or the MoU Concerning the Provision and Use of Common Services (see resources here).*
- *Provide 1-2 concrete examples of how these tools have helped your programme ensure a more responsive, integrated implementation in line with UN Reform efforts.*

## Programme Partnerships (2 - 3 pages)

*Please provide information on key programme partnerships, including with civil society, government, international financial institutions, regional banks, the private sector, and other partnerships (as relevant). Please include a* ***dedicated sub-section for each type of partnership*** *(see below) and, for each, please describe the following:*

1. *The* ***broad objectives of each partnership****: why are you partnering with that particular partner? Which strategic objective(s) or outcome(s) is the partnership advancing (or meant to advance)? Is this partnership helping the programme better implement the principle of "leaving no one behind", strengthen legislative processes, deepen capacity for gender responsive budgeting, support the generation of GBV data, or foster feminist/cross-movement building, for example?*
2. *The* ***type of partnership****: Does this collaboration involve technical, political, or financial partnership, or a combination of these? Does this partnership contribute to the programme's resource mobilization targets, either directly or indirectly? If so, in what ways?*
3. *If the* ***partner is providing financial resources****, how much funding are they currently providing or planning to provide in the future? Please feel free to include this information, if appropriate.*
4. *Draw out the ways in which the partnership i****s further fostering national ownership and/or better ensuring the sustainability*** *of the programme's contributions beyond its duration. Similarly, please note if this partnership is helping to foster a more diversified (and sustainable) donor base, or other innovative partnerships (outside of more traditional ones).*

5. *As relevant, please include **any key challenges or obstacles** faced in partnering with each particular partner, and the mitigating measures taken (could be further elaborated in the "challenges and mitigating measures" section below).*
6. *If **relevant**, and **without repeating what is noted elsewhere**, please share how key contextual factors/shifts have impacted your partnerships, including the type of partnerships the programme has been able to establish, and the way of working.*

*Finally, for each specific category of partnership, in addition to capturing the above, kindly include the following information, as well:*

### *a) National Government or Regional Bodies*

- *Please note the highest level of government the programme has engaged (for example, the executive level).*
- *Please identify the lead Ministry partnering with the programme, if relevant.*

### *b) Civil Society and Women's Rights Movements*

- *Give a brief overview of the **type of civil society organisations or movements** you've partnered with (international, national, local/grassroots, women's rights and / or feminist CSOs, CSOs representing specific groups). Please kindly distinguish the two types of partnerships / support (thought often linked). For information on civil society, please ensure that the information presented in the narrative report is consistent with **"Annex C – CSO engagement report".***
- *Highlight how the programme has ensured **meaningful partnerships** with civil society organizations beyond the "usual way of working" (by, for instance, providing direct core or institutional funding via small grants to national and local women's organizations).*
- *Highlight if and how the programme has supported movement building, including helping strengthen existing movements, or support nascent movements.*
- *If relevant, please briefly note how the CSRG has helped your programme better engage with civil society organisations - either civil society implementing partners working with your Spotlight programme, or other CSO that are working to EVAWG in your context, but may not be formal partners of your programme). No need to duplicate what you may have shared above in the governance section under the CSRG.*
- *Please note what your programme has done operationally to support and better partner with a diverse range of civil society organizations (and particularly local/grassroots). For example, have you implemented the Grassroots Action Plan (GAP), have you looked beyond the usual suspects, have you launched joint calls for proposals, adjusted the partner selection process based on feedback from women's rights organizations, simplified application forms or templates, offered applications in multiple languages (as relevant), conducted outreach to specific geographical areas, or taken other measures? What has the impact of this been? Please feel free to discuss this further in other sections of your report, as relevant (e.g. in the "results" section), without duplicating what is captured here.*

- *Highlight how the programme is **working with local/grassroots organisations specifically**, including local or grassroots feminist or women's rights organisations and if you have built and/or fostered partnerships with local/grassroots organizations in the context of implementing participatory monitoring, evaluation and reporting, please note that briefly here, and direct the reader to the P-MER box below in the Results Section for more details, as relevant.*
- *Explain how civil society organizations have been engaged (including specifically grassroots or local organizations) to deliver under the principle of "Leaving No One Behind", and how these partnerships have helped the programme reach marginalized communities, and those facing multiple and intersecting forms of discrimination.*
- *Explain how you implemented and contextualized the Spotlight-Specific Integrated Protection Approach (SSIPA) to protect and mitigate risks for Women Human Rights Defenders in their engagement with Spotlight Initiative programmes.*

### *c) Donor(s)*

- *Detail the partnership with the Donor(s), with an emphasis on the value of the donor as a partner (beyond the traditional donor – recipient relationship).*
- *Please note the specific donor(s) names(s) and specify the type of donor (development or cooperation partner, national government, company, foundation, individual, international financial institution, regional bank, etc.)*
- *Note frequency of meetings and any particular mechanisms established for joint work.*
- *Mention any joint activities conducted with the Donor(s), or joint events held with or attended by the Donor(s).*
- *Please describe donor visibility efforts undertaken to acknowledge the Donor(s) support (without repeating anything mentioned in the communications section).*
- *If relevant, please mention any efforts with the Donor(s) on (additional) resource mobilization, or specific interest or requests from the Donor(s) as relevant for future partnership.*

### *d) Cooperation with other UN agencies (if applicable)*

- *Note the modality of engagement with each non-RUNO agency (agency implementation, associated agencies or other types of collaboration) and the added value brought by that agency (i.e. technical expertise, convening role).*

### *e) Other Partners (if applicable)*

- *Note whether your programme has partnered with media, academia and universities, and/or traditional and religious leaders.*
- *Note whether you've partnered with any other partners, not already mentioned above.*
- *Note the value add of this partnership and how this partnership is helping to address VAWG in your context.*
- *If relevant, please mention any efforts with these partners on resource mobilization (not already mentioned above).*

## Results: Progress toward Ending Violence Against Women and Girls

### Please kindly keep the following in mind:

- *It's important that your annual report captures **the results your programme has achieved**. Please briefly share the interventions/activities you've implemented, but please try to focus your narrative reporting on the **results of these: what has changed or is expected to change because of the activities you've implemented?***
- *If sharing information on key foundational processes – the establishment of inter-agency mechanisms or governance mechanisms, including the set up of the CSRG, meetings convened, initial dialogues held with government or new partners, the launch of (joint) calls for proposals, among other processes – please try to highlight: 1) how these events/processes/dialogues etc are critical in and of themselves (i.e. reflective of a participatory, rights based approach to programming) and 2) how these have contributed (or are expected to contribute) to better quality results, and ensure the sustainability of the programme's contribution in the longer term (by, for example, strengthening trust, national/local ownership and political will; by ensuring more coordinated and effective implementation etc). As noted, please kindly try to focus on the **changes these foundational processes contributed to (or are expected to contribute to).***
- ***And finally, as noted above in the box at the very top of this template, for programme's with multiple donors and non-commingled funds, please be sure to kindly draw out / attribute specific results to the respective donors' contributions as relevant.***

### Cross-Cutting Results: Results Across Outcome Areas *(1 - 2 pages)*

*In this subsection, please try to capture **any changes that go beyond (or do not neatly fall) under individual outcome areas** and may be missed (or not reflected) in the outcome-by-outcome reporting below. **Please be sure to cite evidence of your results as footnotes here in the main narrative report and in Annex A / indicator reporting (in the reporting notes).***

*To the extent possible and **without duplicating information** you've shared in the outcome-by-outcome reporting sub-section below (or elsewhere), please share how your programme has contributed to **changes across or beyond specific pillar/outcome areas.** For example:*

- *Share examples of how the programme has helped **elevate the political/strategic positioning of violence against women on the (national) political agenda** or within the broader political landscape and include the results (or the expected results) of this positioning.*
- *Share reflections on how the Initiative has **implemented the principle of "leaving no one behind"**, and include how, as a result, the programme has been better able to reach and engage communities and rights holders in a meaningful way.*
- *Provide examples of how the principles of **UN Reform strengthened delivery and results**, including how your use of inter-agency collaboration tools, or other mechanisms, helped you deliver in a more joined up way (and the results of this).*
- *Share information on how the I**nitiative contributed to shifts in stakeholders' attitudes, beliefs and ways of working,** above and beyond results under Outcome B.*

- *If relevant, share details on how the **Initiative contributed to movement or cross-movement building,** above and beyond the results you may share below under Outcome D.*
- *Please try to include a paragraph that highlights how, when working comprehensively (in line with the Spotlight model), **results in one outcome have supported changes (results) in another.** For example, you could include how the work with civil society (under Outcome D) has resulted in the passage (or revision) of laws and policies (under Outcome A) that are more representative of or responsive to marginalized communities; or how strengthening the institutional capacity of government in gender responsive budgeting (Outcome A) has further strengthened civil society's use of social accountability mechanisms (Outcome D); or how progress on social norms (under Outcome B) has further improved access to services for marginalized communities (Outcome C), which in turn has strengthened data collection on VAWG (Outcome A). **Capturing results in this way will allow us to highlight the importance of a comprehensive approach to EVAWG and how this approach produces changes critical for transformative impact (above and beyond a single pillar programme).***

***Participatory Monitoring, Evaluation and Reporting (P-MER)***

*In this results sub-section, please kindly share your programme's work on P-MER (P-MER Guidance Note) and the results of this work. Feel free to address the following questions, if relevant:*

- *Which tools, methodology and/or strategies have you adopted to integrate P-MER into your programme?*
- *What are the main results achieved through the use of P-MER?*
- *What were some of the lessons learnt while implementing P-MER? What worked, what did not, and why?*
- *Have you rolled out any innovative, promising or good practices related to P-MER? If so, briefly mention these here, and elaborate further in Annex D.*
- *Has your programme's use of P-MER motivated others (e.g. the broader UN Country Team, or other UN agencies, government, donor(s), or civil society) to also adopt participatory approaches to monitoring, evaluating and / or reporting?*

*Finally, if possible, please include a few quotes (2-3) directly from the communities, right-holders and/or civil society organisations you've engaged / worked with in participatory monitoring, reporting and/or evaluation efforts. Quotes could, for example, speak to their experience engaging in P-MER activities, including why participatory approaches matter, why they are important to them, how their use has impacted them, and/or how Spotlight Initiative is supporting sustainable changes at the local level.*

## Capturing Change at Outcome Level *(1-1.5 pages per outcome)*

*For each outcome, please share the progress made and results achieved across your programme's results framework during the reporting period. Rather than listing activities, please try to focus on the* ***changes to which your programme has contributed****. As bulleted below, please also note whether there have been any* ***unanticipated or unexpected*** *results or changes, and* ***please disaggregate results.*** *Please ensure that your results are reported* ***collectively****. Please do not attribute changes or results to specific agencies, but rather to the collaborative achievements of all UN agencies (PUNOs) working collectively under the Initiative.* ***As noted in the sub-section above, please be sure to cite evidence of your results as footnotes here in the main narrative report and in Annex A/indicator reporting (in the reporting notes).***

***For each outcome****, kindly reflect the structure outlined here:*

- *Briefly share details of the key interventions implemented during the reporting period, but avoid listing activities; try instead to focus on the change these activities have contributed to or are expected to contribute to over time.*
- *As noted above, please capture any unanticipated or unexpected changes or results. If there haven't been any, please note that, and note any systems your programme has set up to capture unintended results.*
- *Disaggregate results to the extent possible: capture whether results differed for different groups (i.e. while laws/policies may improve redress for some, perhaps other groups have not been as effectively reached, such as sex workers or LGBTQI communities; or services may have improved for some women, while other women – women living in more remote areas, or those living with disabilities – continue to face barriers).*
- *If relevant, and without duplicating what you've shared in the context section above, the challenges section below, or elsewhere, please detail if significant contextual factors impacted the achievement of results under each outcome area (please only include information if it's unique to the specific outcome area, and not mentioned elsewhere). Feel free to include how these factors impacted your partnerships or ability to work with particular stakeholders, including local/grassroots civil society groups, as well as women's rights groups. Please detail how the programme mitigated and/or adapted to these challenges in order to continue to implement/deliver.*
- *If relevant, please try to include a few sentences on how you're ensuring the sustainability of the results achieved under each outcome, without duplicating what you may have shared in the sustainability section below, or in the cross-cutting results sub-section above, or elsewhere.*

***One more kind reminder: Programmes with multiple donors and non-commingled funds***

*As noted in the box at the very top of this template, and in the opening of this results section, please ensure that your outcome-by-outcome results are captured and narrated in a manner that reflects each donor's investment if your programme is funded by multiple donors, and the funds are not co-mingled.*

*For example, under Outcome C, a programme could report that women and girls had greater access to quality essential services and are able to recover from violence as result of establishment of 10 one-stop centres which was funded by Donor X and the capacity development of service providers which was funded by Donor Y. Please keep this framing in mind as you fill in the results section (and other sections as relevant).*

**Outcome A: Laws, Policies, Institutions and Data**

**Outcome B: Prevention**

**Outcome C: Response**

**Outcome D: Women's Movement and Civil Society**

## Challenges and Mitigating Measures *(1 - 1.5 pages)*

*Please constructively describe any challenges encountered during the reporting period, including any challenges that led to delays or deviations from the approved annual work plan. Detail the mitigating measures put in place to address these, including any relevant changes introduced to the programme. Please make sure this section of the narrative report is coherent with the information presented in your risk matrix / Annex B.*

*Among potential challenges, please feel free to highlight the following if relevant. No need to duplicate what you may have written elsewhere; please feel free to briefly mention the challenge here, and point the reader to the relevant section.*

- *any challenges working with civil society and particularly local and grassroots groups (including, if relevant, in efforts to implement P-MER, and how the programme team found ways to address these and support civil society.*
- *any challenges specifically related to implementing in line with UN Reform, or adhering to the principle of leaving no one behind, along with how the programme is addressing these.*
- *any challenges related to ensuring the sustainability of the programme's contributions, and how the programme is addressing these.*
- *any contextual and institutional challenges that affected the programme's implementation and how they are being addressed.*
- *any challenges related to climate events and environmental disasters, and how the programme is responding (mitigating measures)*

## Lessons Learned and New Opportunities *(2 - 3 pages)*

*Please share any lessons learned that emerged during the reporting period, including how these have informed programming or delivery going forward.*

### *a) Lessons Learned*

- *If possible, describe any programmatic or operational lessons learned.*
  - *These lessons may be related to Spotlight Initiative's alignment with UN Reform, the role of the RC under the "new way of working," interagency collaboration, lessons related to the Donor(s)/UN partnership and/or lessons related to ensuring the sustainability of Spotlight's contributions, among others.*
- *If possible, describe any key technical lessons learned.*
  - *These lessons may be related to the technical content of interventions across the 4 outcome areas, civil society engagement, in the adaptation to significant contextual shifts and/or in the sustainability of the contributions Spotlight Initiative has made, fostering ownership among rights holders, communities, government stakeholders and other key partners, among others. I*
  - *If relevant, please also feel free to share any lessons learned around implementing P-MER (without duplicating what you've noted in the box above) and how you've worked to better / systematically engage rights holders, communities, and other Spotlight Initiative programme stakeholders in the monitoring, evaluation and reporting of the Initiative's work.*
  - *In addition, consider sharing any lessons related to building new partnerships specifically considering LNOB principles and other non-traditional partners like the private sector.*
  - *If your programme is a legacy Spotlight Initiative programme please briefly reflect on how your current Spotlight programme has adopted previous learnings in current programming.*

### b) *New Opportunities*

- *Outline any new opportunities that emerged during the reporting period.*
- *Explain how the programme has leveraged/capitalized on these (or plans to, going forward) from both an implementation perspective (programmatic, operational or managerial) and a technical one.*

### c) *Contributions to the Evidence Base and Knowledge Management*

- *How will the lessons learned you've just shared be systematically captured or documented?*
- *How will the lessons learned you've just shared be shared more widely? Will you hold knowledge exchanges, dialogues or other forums, and at what level will these exchanges take place (local/community, country, regional or global)?*
- *Without duplicating what you may have written elsewhere in your report, please outline any knowledge convenings organized, the representation of stakeholders convened such as the members of your Civil Society Reference Group, government, rights-holders and any considerations on LNOB or inviting participants from marginalized groups. Please outline the key outcomes of these discussions, dialogues or events, and any recommendations or actions to take forward.*
- *Has your programme used the Learning Centre? If so, please include here how you've programme used the learning, guidance, and tips from the Learning Centre in your programme activities? Has the learning center been shared more widely, and if so, has it been useful to the broader UNCT or for government or civil society? Please include here as well.*
- *Without duplicating what you may have shared in the results section, outline the launch of any new knowledge products during the reporting period (and please include these in Annex D). Please*

*note how your programme developed the knowledge product, how you shared it, and the impact the product has had as outlined in the Spotlight Initiative Toolkit: Measuring the Uptake of Knowledge Products for Ending Violence Against Women and Girls. Again no need to duplicate what you may have mentioned above in results. Feel free to direct the reader to that section.*

## Innovative, Promising or Good Practices *(2 - 3 pages)*

*Please describe any innovative, promising or good practices that may have emerged during the reporting period. Try to share at least one innovative, promising or good practice related to* ***programmatic implementation, operations or the management of the programme****; and at least one related to the* ***technical aspects*** *of your programme.*

- *You could consider if there are any innovative, promising or good practices related to the four outcome areas, or it could be related to your programme's work with civil society (and particularly local and grassroots groups), in implementing the principle "leaving no one behind" or aligning with UN Reform. The practice could also be related to helping ensure the sustainability of the Initiative's contributions.*
- *You can also consider any innovative, promising or good practices that may have emerged around your partnership with donor(s) and/or your efforts to implement P-MER.*
- *Please ensure that you explicitly* ***note whether the practice is innovative, promising or a good practice and why. This is important.***

*Please refer to Annex D for the definitions of an innovative, promising or good practice. Please ensure that all innovative, promising or good practices presented here are reflected and further detailed* ***in Annex D****.*

## Communications and Visibility *(2-3 pages, plus the Stories from the Field)*

*Please follow the below structure for this section, and as noted, include an overarching summary of all communications and visibility efforts and initiatives supported by the programme during the reporting period with respect to (and beyond, if applicable) the programme's approved Communications and Visibility Annual Plan. Please try to highlight some of the key donor(s) visibility elements across this section, as well.*

***a) Overview***

- *Give a brief overview of the main results in the reporting period from your Communications and Visibility Action Plan. Include headline statistics such as number of media articles written (media hits), estimated number of people reached.*
- *List the results against all relevant indicators listed in the 'monitoring and evaluation' section (pg. 10) of the Communications and Visibility Guide. These indicators are the objective-level indicators in your Communications and Visibility Annual Plan.*

***b) Messages and Campaigns***

- *List 2-3 main messages, segmented by audience, executed by the programme during the reporting period. Indicate whether the messages were effective with intended audiences.*

- *Describe any campaigns, virtual or in-person, that the programme launched or supported during the reporting period, including their objective and significance*

**c)** ***Media and visibility events:*** *Provide a two-sentence summary for each of the 5-10 most high-profile visibility events (virtual or in-person) organized by the programme during the reporting period.*

d) ***Human interest stories:*** *Please provide details for a minimum of five human interest stories during the reporting period. Include the story title, lead, and photo here, and then please link to the full story. Please review the Web-writing Guidelines for more details.*

e) ***Testimonials:*** *Please include testimonials from key programme partners obtained during the reporting period. Testimonials are short, pithy quotes from individuals who have engaged with the Programme at any level that capture their experiences in memorable ways. Please make efforts to secure testimonials from all programme partners (civil society, traditional leaders, activists, government, media, academia, donor(s), private sector, etc.) at all levels (heads of state, ministers, line officers, heads of CSOs, women and girls).*

f) ***Photos****: Please include only 3-4 photos with captions (photo credit and a description) here in the report itself, and then please upload those and all other photo submissions to Photo Submission Platform.*

g) ***Videos****: Please include active links to any videos that have been produced during the reporting period, including any that document the contributions/results of Spotlight, here in the narrative. Please then submit the videos themselves via the Video Submission Platform.*

## Sustainability *(1 page)*

*Without duplicating what you've shared elsewhere, kindly note* ***how the Spotlight Initiative programme is working to ensure the sustainability of the contributions*** *you've made to ensure results are sustained and built on when your programme ends.*

- *Has your programme developed a sustainability plan, or do you envisage doing so (if so, when)? If you have a plan (or a template for one), could you kindly* share it with us? *Please note that we suggest that each programme submit a sustainability plan by the first year of implementation. Could you also describe the process you took to develop the plan (stakeholder engagement, timelines, roles, and responsibilities, etc.) and any lessons that emerged (without duplicating)?*
- *Without repeating what you may have noted elsewhere, what are some of the key aspects of your sustainability strategy? This may include various systems, structures, financing and/or standard processes, as well as critical partnerships, to foster sustainability. Please also share the key principles guiding your programme's approach to sustainability (for example, the do no harm principle).*
- *What mechanisms has the programme developed to track sustainability across the different interventions?*

- *So far, has your programme been able to mobilize additional resources to sustain Spotlight Initiative's achievements? Have there been any pledges or commitments by any donor(s) to do so? Or have there been any conversations/talks or initiatives in this regard?*
- *How has your programme strengthened national/local ownership, political will, financing, and/or the capacity of government officials, line ministries, parliamentarians, civil society, media/journalists, women and girls, community members, activists, traditional leaders and/or others to continue to make progress on ending violence against women and girls beyond the programme cycle?*
- *How has your programme strengthened and supported feminist/women's rights and/or progressive movements? If already mentioned, no need to duplicate here).*

## Next Steps *(1.5 - 2 pages)*

*Please include information on the programme's next steps (in the coming year). Please ensure that the next steps demonstrate how you've planned to integrate any lessons learned or new opportunities you've noted in this report, as well as your sustainability plans (if relevant).*

*Note that this section of the annual report should be the only one that refers to actions or events outside the reporting period.*

- *Please briefly include information on the key areas of the programme's planned work over the next six months; highlight the specific results you aim to achieve.*
- *Describe at least one "next step" from a programmatic, operational or managerial perspective. This may relate to reinforcing the "new way of working", interagency coordination, programme partnerships, enhancing joint operational procedures, etc.*
- *Describe at least one "next step" from a substantive technical standpoint. This may relate to a specific component or approach of the programme.*
- *Note any next steps in terms of advancing the donor(s)-UN partnership.*

## ANNEXES

***(Please clearly attach/embed each annex here in the report.)***

### Annex A: Results Framework

- *Annex A captures progress across your programme's results framework/indicators. For Annex A reporting,* ***the Secretariat will request that data be inputted through our online reporting platform.*** *Guidance for Annex A and Annex C reporting in Airtable can be found here. To access and report in the online platform, please email michelle.unda@un.org.*
- *Your programme will be responsible for inputting baseline data, milestones and targets, as well as your reporting data for the reporting year into the reporting platform.* ***You'll also be asked to provide evidence (i.e. the names of documents, sources, etc) of your results.*** *Please report data for all indicators in your results framework, even if there are no results to report in the respective year. If that's the case, please fill in (0), and please explain in the reporting "notes" box, as needed. Please feel free to provide additional details on the related activities in this "notes" box, or any methodological clarifications.*
- ***Along with the above data, you'll also be asked to input your funding source/donor by indicator.*** *Please ensure you note the funding source associated with each indicator, as relevant, and in line with the results framework in your programme document.*
- *Additionally, in the first year of reporting, programmes will be asked to map or "tag" their indicators to the newly revised Initiative-wide Results Framework during indicator reporting in the reporting system (you will be able to easily do this while you report on your indicators). Kindly take a moment to review the newly updated Spotlight Initiative-wide Results Framework to determine which indicators from your programme results framework might align to the Initiative-wide indicators.*
- *Once you have completed indicator reporting in the online platform, please send an email to confirm to michelle.unda@un.org. The Secretariat will then review your data, and produce an indicator results report for you to attach to your narrative report as Annex A. Please be sure to attach it to this report.*

### Annex B: Risk Matrix

- *Please fill in the Programme Risk Matrix and attach it as an annex (Annex B) to this report.*

### Annex C: CSO Engagement Report

- *Annex C captures detailed information on your civil society partnerships and engagement, including the amount of funding delivered to them.*
- *Annex C will be reported online as well in the same online reporting platform you used to report on your indicators / Annex A. Guidance for Annex A and Annex C reporting in Airtable can be found here. Please email michelle.unda@un.org with any questions.*
- *Please make sure to attach Annex C to your report.*

### Annex D: Innovative, Promising or Good Practices Report

- *Annex D captures detailed information on your programme's innovative, promising or good practices, further fleshing out what you've presented in the main narrative. Annex D also captures*

*the knowledge products produced by your programme. As with the other annexes, please attach as Annex D to your report.*

## Annex E: Annual Work Plan

- *Annex E is your Annual Work Plan (AWP) for the reporting year. Please attach your AWP here as Annex E. We kindly request that you also share the signed minutes from your National/Regional Steering Committee approving the respective AWP.*
- *In addition, although this is not formally part of your annual report and should not be attached, we would like to kindly request that you share your subsequent year Annual Work Plan with us, as well. Please feel free to share it with us when you share the first draft of your report for quality assurance (on 1 March).*

## Annex F: Communications and Visibility Annual Plan

- *Please share your subsequent year's Communications and Visibility Annual Plan. While this is not formally a part of your annual report and should not be annexes as part of your official submission, the Spotlight Initiative Global Team kindly asks that you share it with us when you share the first draft of your report for quality assurance (on 1 March).*