Type 1 Technical Report template 2023
IMPACT PLATFORMS (not using Modules)

Overview:

This Type 1 Technical Report template has been developed in alignment with the SIMEC-endorsed CGIAR Technical Reporting Arrangement which describes the content, timing, format, standards and scope of technical reporting applicable to all CGIAR Initiatives.

It is designed to provide assurance on annual, Impact Platform progress against defined objectives. 2023 Type 1 reports will be key in assessment by donors and evaluators of the success of the first 3-year CGIAR business cycle. It is crucial that these reports adequately reflect progress towards planned outputs and outcomes.

Reporting timeline information and a list of key reporting dates and reporting guidance and support materials are available on the Performance & Results (P&R) Hub.

For information on Type 1, 2 and 3 reporting, report sequencing and adaptive management, refer to the Technical Reporting Arrangement linked above. For reference, the CGIAR Technical Report 2022 is available on the CGIAR website.

Please email performanceandresults@cgiar.org for further information.

General guidance and notes

Submission
- Each Impact Platform is required to submit a completed and cleared Type 1 Technical Report in **Microsoft Word** format by **Thursday, 28 March 2024** to performanceandresults@cgiar.org. The Portfolio Performance Unit (PPU) will acknowledge receipt of your submission.

- Pre-submission clearance processes are to be arranged by Impact Platforms, and should include clearance by the relevant Science Group Managing Director (SMD). The formatted and edited Type 1 Technical Reports will be reviewed and cleared by the SMDs and CGIAR's Executive Managing Director (EMD) in April 2024, for publication in early May 2024.

- Photos for inclusion in the report can be submitted into the designated Microsoft Teams folder available for Impact Platform files. For photos, include captions and credits.

2023 updates
- Key updates to the 2023 template (compared to the 2022 template) are highlighted in <mark style="background-color:#00ff00">green</mark> throughout.
    - o Updates are primarily based on feedback from the 2022 Technical Reporting Learning & Optimization process.
    - o These updates have been reviewed by the PPU and a range of stakeholders, including the Project Coordination Unit (PCU), Science Group Senior Program Managers (SPMs),

Science Group MELIA Focal Points, Impact Area Directors and CGIAR's Communications & Outreach (C&O) unit.
- o A detailed summary of updates made, and the feedback/comments related to these, are listed in this document: Type 1 Technical Report template updates 2023.

Design mock-up
- ● A design mock-up is available to view, which can help to visualize how the elements in the template will ultimately be displayed.

Key style notes
- ● All reports will undergo a copyedit, administered by PPU.
  - o However, content within the theory of change (TOC) diagrams **will not be copyedited** by PPU.
  - o Initiatives should deliver design-ready diagrams in collaboration with their MELIA Focal Points and supported by the Project Coordination Unit (PCU).
  - o After submission of the Type 1 reports, the copyeditors commissioned by PPU will only check alignment between the TOC diagrams and relevant narrative.

In addition, please note the following style points:

- ● The new CGIAR Quick style guide (Feb 2024) should be followed.

- ● When referring to Initiatives throughout the report, the Initiative official short name, as presented in CGIAR Initiatives Short Names August 2022.xlsx, should be used. The short name of the Initiative without "CGIAR Initiative on" can be used after the first use. "The Initiative" or "this Initiative" can be used where it is obvious which one is being referred to.

- ● Spell out acronyms in full in the first instance, with the acronym in brackets after the term/title, and then use the acronym thereafter.

- ● Keep to word limits as much as possible. If the text goes beyond the limits by 30% or more, PPU will use ChatGPT to shorten the text, and this will be available to review when the formatted versions of the Type 1 reports are shared.

- ● Do not use an article before CGIAR, i.e., CGIAR, not the CGIAR. Only use CGIAR, even in the first instance.

- ● Always capitalize:
  - o Initiative.
  - o Impact Platform.
  - o Work Package.
  - o Innovation Package.
  - o Impact Area.
  - o Science Group.

- ● Theory of change does not need to be capitalized, except for the first letter if it starts a sentence. Use TOC for the acronym.

- Agrifood/agrifood, not agri-food. (As per the [CGIAR 2030 Research and Innovation Strategy](#).)

- Citations and references to supporting material included within the report should be done using hyperlinks.

- **Ensure that all hyperlinks are working correctly.**

- All partners, countries and regions mentioned within the report must align with the CGIAR lists in CLARISA.

Formatting notes
- There are no set formatting guidelines for reports. The most important principle is to ensure readability. Reports do not need to be designed and formatted professionally – PPU will be engaging graphic designers to format the Type 1 Technical Reports.

- However, do ensure that:
    - Any guidance text is deleted from the final version of the report.
    - The report has page numbers.
    - There is a footer throughout the document that states the Impact Platform name and submission date.

Type 1 Technical Report availability and use
- After finalization, the Type 1 Technical Reports will be available on the CGIAR website, and through the CGIAR Annual Report.

- Content from the Type 1 Technical Reports will be used to:
    - Populate certain sections of the CGIAR Results Dashboard.
    - Generate data, insights and information for the CGIAR Portfolio Narrative, an annual report that provides a broader view on portfolio coherence, including results, partnerships, country and regional engagement, and synergies among the portfolio's constituent parts. More details on the Portfolio Narrative can be found in the [CGIAR Technical Reporting Arrangement](#).
    - Provide content for, and inform the Type 2 report, which is produced every three years (each business cycle), and covers CGIAR's contribution to Science Group outcomes and Impact Areas/Collective Global 2030 Targets/Sustainable Development Goals. More details on the Type 2 report can be found in the [CGIAR Technical Reporting Arrangement](#). The first Type 2 report will be published in 2025 for the period 2022-2024.
    - Provide content for and inform the CGIAR Annual Report.

Content: Type 1 Technical Report template 2023

#	Report section	Section detail
000	Cover page	*Relevant branding*
00	Copyright information, citation details, disclaimers and acknowledgements	*Boilerplate text to be included in every Type 1 report, space to provide copyright information, citation details, disclaimers and acknowledgements.*
0	CGIAR Technical Reporting 2023	*Boilerplate text to be included in every Type 1 report that provides general information on CGIAR Technical Reporting.*
1	Fact sheet, budget	*Provides overarching Impact Platform details (Impact Platform name, start – end dates, Director) and an executive summary. For Impact Platform budget: Proposal budget from initial submission and approved 2023 budget.*
2	Progress against the theory of change	*Summarizes Impact Platform progress against its TOC over the past 12 months.*
3	Key function progress	*Summaries for each of the key functions, including a progress rating.*
4	Key results	*Describes key results achieved in the past year (science outputs, policy influence, innovation development and scaling, capacity development, aligned to standard CGIAR Results Framework result and indicator categories where possible). Sex-disaggregated where relevant.*
5	Adaptive management	*Summarizes challenges, failures, opportunities seized that deviate from TOC and effect progress. Includes relevant content from MELIA studies, including independent evaluations.*
6	Key result story - Optional	*Packages a key result into a story format using a common template. Blends different data types and puts the result in the broader socio/economic/environmental context.*

TEMPLATE

This page will be formatted by PPU.

As per the CGIAR Editorial policy for Research Initiative publications, the Interim Branding & Funder Acknowledgement Guidelines for CGIAR Initiatives, the following will be included on this page, using the branding assets relevant to the Impact Platform:

• Prominent display of Impact Platform logo (which includes CGIAR logo).
• Impact Platform name
• Annual Technical Report 2023
• Impact Platform-relevant photo.

Please provide the following:

Impact Platform name:

Link to a high-resolution photo (and the photo credit and caption):
● *Photos can be submitted into the designated Microsoft Teams folder available for Impact Platform files.*

Suggested number of photos: 1

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

Please provide the information highlighted in yellow.

Author: Impact Platform name

Title: Annual Technical Report 2023: Impact Platform name

Suggested citation: Impact Platform name. 2024. Annual Technical Report 2023: Impact Platform name. Montpellier, France: CGIAR System Organization. https://hdl.handle.net/10568/XXXXXX

Disclaimers: This publication has been prepared as an output of the Impact Platform name. Any views and opinions expressed in this publication are those of the author(s) and are not necessarily representative of or endorsed by the CGIAR System Organization.

Table of contents

CGIAR Technical Reporting 2023

Section 1: Fact sheet and budget

Section 2: Progress against the theory of change

Section 3: Key function progress

Section 4: Key results

Section 5: Adaptive management

Section 6: Key result story (Optional)

Note: Page numbers for the table of contents will be generated by PPU and designers.

Section 0: CGIAR Technical Reporting 2023

CGIAR Technical Reporting has been developed in alignment with the CGIAR Technical Reporting Arrangement. This Impact Platform report is a Type 1 report and constitutes part of the broader CGIAR Technical Report. Each CGIAR Impact Platform submits an annual Type 1 report, which provides assurance on Impact Platform progress.

The CGIAR Technical Report comprises:

- Type 1 Initiative, Impact Platform and Science Group Project (SGP) reports, with quality assured results reported by Initiatives, Platforms and SGPs available on the CGIAR Results Dashboard.
- The Type 3 Portfolio Performance and Project Coordination Practice Change report, which focuses on internal practice change.
- The Portfolio Narrative, which draws on the Type 1 and Type 3 reports, and the CGIAR Results Dashboard, to provide a broader view on Portfolio coherence, including results, partnerships, country and regional engagement, and synergies among the Portfolio's constituent parts.

The CGIAR Annual Report is a comprehensive overview of CGIAR's collective achievements, impact and strategic outlook, which draws significantly from the Technical Report products above. For 2023, the Annual Report and Technical Report will be presented online as an integrated product.
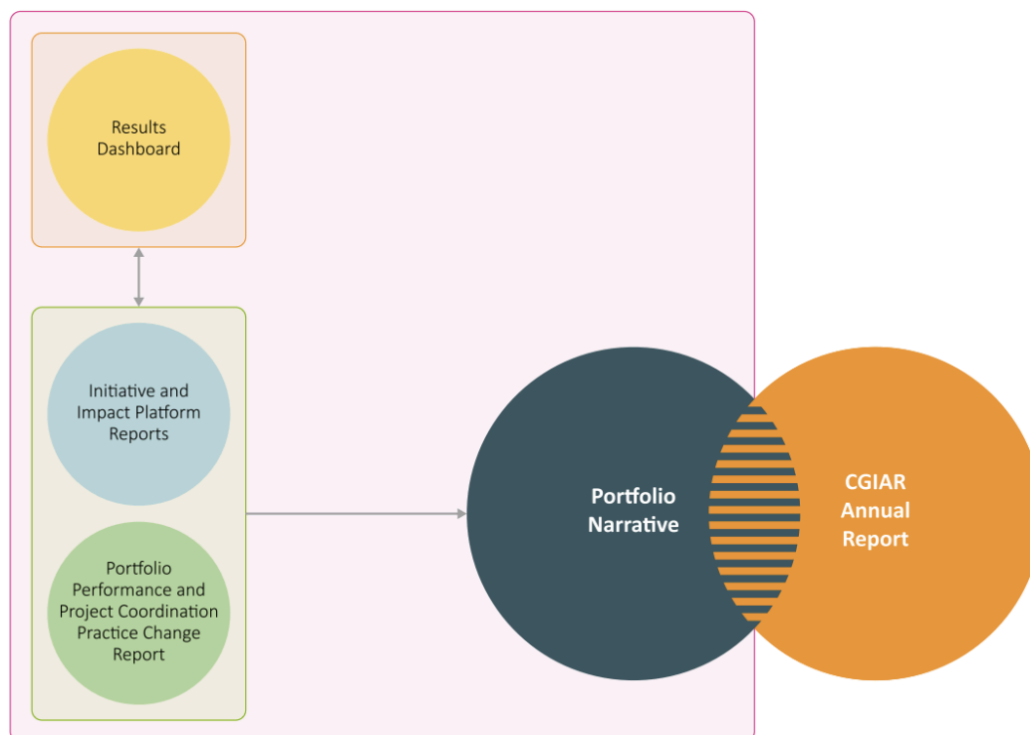
Section 1: Fact sheet and budget

Max length: 1.5 pages (including budget)

Suggested number of photos: 1-2

Fields	Instructions
Impact Platform name	
Director	
Start date	
End date	
Links to source documents (e.g. proposal, relevant System Council meeting documents) /website	
Executive summary (max. 500 words) *Use this section to provide a high-level overview of key achievements and messages for 2023 for the Impact Platform. Restrict this section to the most important key messages that you would like to communicate for 2023. The aim is for readers to get an overall picture of the Impact Platform report by consulting the fact sheet.*	

Budget

US$	2023	2024
Approved budget		

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

Section 2: Progress against the theory of change

Max length: 4 pages (One-page Impact Platform theory of change diagram + 1,000-word narrative)

Suggested number of photos: 1-2

Instructions
- *Use this section to provide a high-level overview of progress made by the Impact Platform against its theory of change over the past year.*

Header: Impact Platform-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 Initiatives' theories of change are excluded for clarity.

[INSERT THEORY OF CHANGE DIAGRAM] The TOC diagram to be inserted will be shared with each Impact Platform. PPU will use this diagram to format/design the TOC diagram as part of the final formatted report.

Header: Summary of progress against the theory of change

Provide narrative on Impact Platform progress against the Impact Platform theory of change.

Section 3: Key function progress

Max length: 1 page per key function (500-word narrative per key function)

Suggested number of photos: 2-3

Instructions:

- *Provide a summary key function progress rating for the year.*
- *Provide a narrative summarizing key function progress made over the past year.*

Traffic light	Progress rating	Criteria
Green	On track	- Annual progress largely aligns with Plan of Results and Budget. - Can include small deviations/issues/delays/risks that do not jeopardize the success of the key function.
Yellow	Delayed	- Annual progress slightly falls behind Plan of Results and Budget in key areas. - Deviations/issues/delays/risks could jeopardize the success of the key function if not managed appropriately.
Red	Off track	- Annual progress clearly falls behind Plan of Results and Budget in most/all areas. - Deviations/issues/delays/risks do jeopardize the success of the key function.

- *Ensure that the key function progress rating aligns with the narrative evidence of progress.*

Header: Key function 1: Foster global critical thinking

- Provide narrative on progress against the key function.

Header: Key function 2: Develop CGIAR and partner capacity

- Provide narrative on progress against the key function. Include details on contribution to internal CGIAR practice change, and internal collaborations with Initiatives.

- Provide details on the type of Portfolio linkages, and in particular whether there is any dependency on, or influence over, any other Initiative.

- Where relevant, also provide detail on whether these are linkages with other W1 or W3/bilateral projects.

Header: Key function 3: Advise Portfolio-level management strategy

- Provide narrative on progress against the key function.

Header: Key function 4: Amplify external profile and pathways to impact

- Provide narrative on progress against the key function. Include details on linkages with external partners in results delivery.

Header: Key function progress rating

Select one rating and add rationale aligned with evidence.

Key function	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
4	Green; Yellow; Red	On track; Delayed; Off track	Add text

Section 4: Key results

 Max. 3 pages (of diagrams from the Results Dashboard, or self-created diagrams from PRMS data; approx. 8 diagrams)

You can include in this section screenshots of the diagrams/graphs that are displayed in the following section of the PRMS: Type 1 report elements -> 2. Initiative progress and key results -> 4. Key results, and/or self-created diagrams/graphs based on PRMS data.

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 (with/without explanatory text; preferred order; date extracted etc).

Diagrams can include data filtered to 2022-2023 to provide a cumulative story of results over the two completed years for this business cycle.

It is strongly encouraged to include a one/two-sentence blurb describing each diagram/graph.

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

Boilerplate text to be added at the beginning of the section: This section provides an overview of results reported by the [Impact Platform name]. These results align with the CGIAR Results Framework and the [Impact Platform name's] theory of change. Further information on these results is available through the CGIAR Results Dashboard.

Section 5: Adaptive management

Max length: 1 page

Instructions:

- *Undertake a 'Pause and Reflect' process, as set out in the [Reflect Guidance](#).*

- *For the Pause and Reflect process, each Initiative/Impact Platform will recommend changes to their plans for the year ahead. The recommendations will be accompanied by a supporting rationale which will summarize the Initiative/Impact Platform teams' reflection on its context, outlook, and performance in the previous year.*

- *Summarize the Initiative's/Impact Platform's recommendations and rationale in one A4 page, per template below. Adhere to the guidance on content set out in the [Reflect Guidance](#).*

- *Submit this for review and approval by your Science Group Managing Director. Ensure this is received before its submission as part of the completed and cleared Type 1 Technical Report on or before 28 March. Liaise with your Science Group Managing Director's team to agree a process and deadline for this.*

Guidance to fill out this template section:

- *The relative share of space for detailing recommendations vs detailing supporting rationale can be adjusted at the discretion of Platform teams.*

- *The recommendations and supporting rationale should be clearly written in plain English, and to publishable standard. The intended audience is System Council funders, external partners and stakeholders. The page should be clear and make logical sense without the need to refer to embedded links.*

- *It is encouraged to include mention of insights that have emerged as a result of work in 2023 that have the potential to influence the scientific, research and academic community or other audiences within or beyond CGIAR.*

- *As 2024 is the last year of the first cycle, any change noted in the Pause and Reflect and included in the adaptive management section should aim at increasing the chances that outcomes will be achieved by the end of 2024.*

- *Please reflect on the situation of external partners, and especially of any key partner not able to complete planned delivery in 2023 – what is needed to enable these partnerships to be successful?*

- *Key risks should be identified and managed at Platform level through the new Risk Management module. Please ensure that the outputs of this process inform your Pause and Reflect, and the adaptive management section.*

- *Platform and Science Group Managing Directors may wish to include hyperlinks to supporting evidence, Monitoring, Evaluation, Learning or Impact Assessment products, or relevant*

documentation. If they do so they must ensure the linked documents are publicly available without need to grant access to viewers.

– *One row per recommendation. Add rows if you choose to profile more than three recommendations.*

– *Please refer to the [Reflect Guidance](#) for more details.*

Template for Section 5: Adaptive management

Recommendation	Supporting rationale
Summarize each recommendation	*Explain the rationale for the recommendations being made.*

Section 6: Key result story

Note: This section is optional.

Max length: 2 pages

Note: Information for three sections will be generated through the PRMS for inclusion: 1) links to Impact Areas, 2) geographic scope, and 3) contributors.

Guidance:

Key results stories are inspiring success stories with visuals that will help us to communicate the outcomes and impacts of CGIAR Research Initiatives/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 new 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 2023 and reported in the PRMS Reporting Tool.*
- *The result must have been generated by one or more Initiative(s), but can build off of pre-Initiative work (for instance, CRP or Platform work).*
- *The result is ideally an outcome or an impact; transformational outputs can also be used if no outcome or impact can be identified for 2023.*

What <u>CAN</u> 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 <u>CANNOT</u> 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 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 titles as they clearly indicate the following:*	
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.	*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*
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.	*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)*

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 (generated from the PRMS)

Primary Impact Area*:

Other relevant Impact Area(s):

Section: Geographic scope (generated from the PRMS)

Region(s)*:

Country/ies*:

Section: Key contributors (generated from the PRMS)

Contributing Initiative(s)*:

Contributing Center(s)*:

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

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: