CRP Annual Report 2021 Template

Table of contents

CHANGES FOR 2021 3

TEMPLATE STARTS HERE 4

COVER PAGE 4

EXECUTIVE SUMMARY (max. 500 words) 4

Part A: NARRATIVE SECTION 4

1. Key results 4

1.1 Highlight global progress and achievements (max. 400 words) 4

1.2 CRP progress towards outputs and outcomes (spheres of control and influence) 5

1.2.1 Overall CRP progress (max. 1000 words) 5

1.2.2.1 Progress by Flagship (max. 200 words/Flagship) 5

1.2.2.2 Relevance to COVID-19 by Flagship (max. 300 words/Flagship) 5

1.2.3 Variance from planned program for this year (max. 450 words) 6

1.3 Cross-cutting dimensions (at CRP level) 6

1.3.1 Gender (max. 750 words) 6

1.3.2 Youth and other aspects of social inclusion/"Leaving no-one behind" (max. 600 words) 6

1.3.3 Capacity development (max. 300 words) 6

1.3.4 Climate change (max. 300 words) 7

2. Effectiveness and efficiency 7

2.1 Management and governance (max. 300 words) 7

2.2 Partnerships 7

2.2.1. Highlights of external partnerships (max. 300 words) 7

2.2.2. Cross-CGIAR partnerships (max. 300 words) 7

2. 3 Intellectual assets (max. 250 words) 7

2.4 Monitoring, evaluation, impact assessment and learning (MELIA) (max. 200 words) 7

2.5 Efficiency (max. 250 words) 8

2.6 Management of risks to your CRP (max. 250 words) 8

2.7 Use of W1-2 funding (max. 250 words) 8

3. Financial summary 8

Part B. TABLES 9

Table 1: Evidence of progress towards SLO targets (sphere of interest) 9
Table 2: Condensed list of policy contributions in this reporting year (sphere of influence) 12
Table 3: List of Outcome/Impact Case Reports from this reporting year (sphere of influence) 13
Table 4: Condensed list of innovations by stage for this reporting year 14
Table 5: Summary of status of planned outcomes and milestones (sphere of influence-control) 15
Table 6: Number of peer-reviewed publications from current reporting period (sphere of control) 17
Table 7: Direct participants in CGIAR training/knowledge sharing activities 18
Table 8: Key external partnerships 19
Table 9: Internal cross-CGIAR collaborations 20
Table 10: Monitoring, evaluation, learning and impact assessment (MELIA) 21
Table 11: Update on actions taken in response to relevant evaluations 24
Table 12: Examples of W1/2 use in this reporting period (2021) 25
Table 13: CRP financial report 26
Part C: ADDITIONAL EVIDENCE 27
Evidence A: Full list of policy contributions in reporting year 27
Evidence B: List of CRP innovations in reporting year 27
Evidence C: Outcomes and milestones 28

INTRODUCTION FOR USERS

This template sets out the reporting requirements for **CRPs**. **Please spell out all acronyms except for those included in the list of acceptable acronyms, which is available on the Planning and Reporting website.**

Plus, note that most annual reporting is expected to be carried out through Management Information Systems (MIS), so this document does not necessarily represent the way the information is entered online.

Please see the Planning and Reporting website for all guidance and frequently asked questions. For any clarifications or questions, please email PlanningandReporting@cgiar.org.

CHANGES FOR 2021

Notable changes for 2021

PART A: NARRATIVE SECTION

REMOVED: 1.2.4 Altmetric and Publication highlights (max. 400 words)

PART A: TABLES

Table 1: Evidence of progress towards SLO targets (sphere of interest)
REMOVED: Column 3: Expected additional contribution (optional, max. 100 words)
Column 4: Geographic scope (option to include 'sub-national' removed)

Table 5: Summary of status of planned outcomes and milestones (sphere of influence-control)
"Extended" replaced with "partially completed".

Table 6: Number of peer-reviewed publications from current reporting period
Grey literature is no longer optional; it should not be reported.

Table 7: Participants in CapDev activities title changed to **Table 7: Direct participants in CGIAR training/knowledge sharing activities.**

Table 10: Monitoring, evaluation, learning and impact assessment (MELIA)
Column 4: word limit provided for MELIA study/activity descriptions (max. 150 words)
"Extended" replaced with "partially completed".

Table 13: CRP financial report
The table used in 2020 has been replaced by a new table.

Note that there are some mostly minor changes to the indicator guidance, primarily related to clarifying definitions and instructions, which are set out in the indicator guidance sheets, which can be found on the Planning and Reporting website. Some more substantial changes include:

- The removal of the "Summary for communication purposes" and "other cross-cutting dimensions" from the Outcome/Impact Case Report (OICR) template.

TEMPLATE STARTS HERE

COVER PAGE

Name of the CRP
Name of the lead CGIAR Center
Flagship lead institutions (CGIAR Centers or lead partners)
- Flagship 1:
- Flagship 2:
- Flagship 3:
- Flagship x:

Other participating CGIAR Centers:

EXECUTIVE SUMMARY (max. 500 words)

Part A: NARRATIVE SECTION

Please note that completing Part A: NARRATIVE SECTION is MANDATORY.

The narrative se prior knowledge of the CRP. Please tables, or else put specific achieven orts and the CGIAR Results Dashboa ative.

We recognize that there is **potential repetition of some information** between the general sections at the front and specific sections such as gender, efficiency, capacity development etc. The reason for having the specific sections is **the way the System Organization uses this information**: it is much easier for us to extract relevant information and specific bullet point examples for a table from a specific section (e.g., on capdev) than to try to extract it from a general overview.

Please review all the sections first and allocate your narrative information accordingly.

1. Key results

1.1 Highlight global progress and achievements (max. 400 words)

Mandatory.

Progress towards SDGs and SLOs (sphere of interest, with research results frequently predating the CRP).

Please provide a short narrative on:

a) Overall contribution of the CRP towards the SRF targets in the relevant area of work for the CRP, based on rigorous adoption and/or impact data. Please complete Table 1: Evidence on progress towards SRF targets (sphere of interest) and make reference to this in the text.
b) Any areas of learning from impact assessments which have influenced the direction of the program (if relevant).

1.2 CRP progress towards outputs and outcomes (spheres of control and influence)

1.2.1 Overall CRP progress (max. 1000 words)

Please provide a summary of how **the CRP as a whole** progressed towards the agreed 'Program outcomes', highlighting:

a) Major pieces of work.
b) Any major course corrections.

Where relevant, indicate **cross-Flagship linkages** and how one Flagship built on or worked with another to get results.

1.2.2.1 Progress by Flagship (max. 200 words/Flagship)

Optional.

Please provide a summary of how **each individual CRP Flagship** progressed towards the agreed 'Program outcomes', introducing Table 5 (Milestones) to the reader, highlighting:

a) Major pieces of work and innovations.
b) Any major course corrections.

Where relevant, indicate **cross-Flagship linkages** and how one Flagship built on or worked with another to get results. *Optional*: include a more detailed annex on detailed progress by Flagship, max. 800 words per Flagship.

Please complete the following tables/submit the following data to MIS and refer to them in the text, as appropriate:

- Table 2: Condensed list of policy contributions
- Table 3: List of Outcome/Impact Case Reports from this reporting year (sphere of influence)
- Table 4: Condensed list of innovations by stage for this reporting
- Table 5: Summary of status of planned outcomes and milestones (sphere of influence-control)

1.2.2.2 Relevance to COVID-19 by Flagship (max. 300 words/Flagship)

Mandatory.

Please provide a summary of how each Flagship **adapted their research owing to COVID-19**, highlighting:

a) Major incorporation of COVID-19 analyses into existing studies, or
b) New COVID-19 studies.

Please do not report on research funded by the CGIAR COVID-19 Hub. **The Hub will report separately to the CGIAR System Organization.**

1.2.3 Variance from planned program for this year (max. 450 words)

Please provide a summary under the following headings.

Please answer all sub-questions: (put "N/A" if not applicable):

a) Were any promising research areas significantly **expanded**?
   If so, for each example, please explain clearly where the demand came from (promising research results, demand from partners, etc.). Where has the money for expansion come from? (max. 150 words)
b) Were any research lines dropped or significantly **cut back**?
   (Please note that cutting research lines which do not seem to be delivering is seen by Funders and the System Organization as a sign of good management, not of failure.)
   If so, please give specific examples and brief reasons. If funding was reallocated to other work, where did the money go? (max. 150 words)
c) Did any Flagships or specific research areas **change direction**?
   If so, please describe how, and the reason. (max. 150 words)

1.3 Cross-cutting dimensions (at CRP level)

1.3.1 Gender (max. 750 words)

Please answer all the following questions. Use N/A if needed.

a) List any important CRP **research findings, methods or tools, capacity development, policy changes or outcomes** in the reporting year related to gender issues.
   Where possible, please use concise bullet points that can be extracted for the System-wide annual report, see examples pp. 33-34 in CGIAR Annual Report 2017 (max. 40 words) per bullet, written for a non-specialist audience. **Please spell out all acronyms except for those included in the list of acceptable acronyms.**
b) Mention any **important findings** that have influenced the direction of the CRP's work, and **how things have changed**. (max. 200 words)
c) Did any **problems arise in relation to gender** issues or integrating gender into the CRP's research? (max. 100 words)

1.3.2 Youth and other aspects of social inclusion/"Leaving no-one behind[1]" (max. 600 words)

Please cover issues related to your CRP's contribution this year to youth, social inclusion, and "leaving no-one behind", for example, related to the poorest groups, indigenous peoples, disability, and intersectional analysis. (Questions and word count are the same as in section 1.3.1.)

1.3.3 Capacity development (max. 300 words)

Please summarize the key achievements and learning points in capacity development this year, cross-referencing other data in this report (e.g., participants in CapDev, results tagged as principal for CapDev), where relevant.

Please fill out Table 7: CapDev: Number of direct participants in CGIAR training/knowledge sharing activities.

[1] Leaving no-one behind is a key facet of the SDGs: https://unstats.un.org/sdgs/report/2016/leaving-no-one-behind.

1.3.4 Climate change (max. 300 words)

Please summarize the key achievements and learning points in terms of your contributions to addressing climate change.

2. Effectiveness and efficiency

2.1 Management and governance (max. 300 words)

Describe, if any:

a) Major changes to management, governance arrangements and practices.
b) Key top-level program management challenges and how they were addressed.

2.2 Partnerships

2.2.1. Highlights of external partnerships (max. 300 words)

Please summarize any interesting highlights, value added and points to improve/learning points from this year (e.g., on private sector partnerships) and refer where appropriate to Table 8: Key external partnerships.

2.2.2. Cross-CGIAR partnerships (max. 300 words)

Please summarize the general points on highlights, value added and points to improve/learning points from this year and refer where appropriate to Table 9: Internal Cross-CGIAR collaborations.

Any points you can include on the added value of new structures (e.g., Platforms, integrating CRPs) would be very useful.

2. 3 Intellectual assets (max. 250 words)

*The purpose of this section is not to repeat general information on intellectual asset management by Centers, but to highlight **specific instances of management by CRPs** in furtherance of the Theory of Change and planned outcomes. Please put N/A if this is not relevant to your CRP.*

Please provide a summary under the three following headings **or use N/A**. **Do not repeat general information/principles of IA management by Centers:**

a) Were any intellectual assets **strategically managed by the CRP** (together with the relevant Center) this year?
   E.g., taking out intellectual property rights, licensing, new innovative practices. Strategic management implies involvement of PMU, Flagship or cluster leaders in decision making, in furtherance of the CRP's Theory of Change.
b) **If relevant**, indicate any published patents and/or plant variety right applications (or equivalent) associated with intellectual assets developed by the CRP and filed by Centers and/or partners involved in the CRP, giving a name, number or link to identify them.
c) List any **critical issues** or challenges encountered in the management of intellectual assets in the context of the CRP (or put N/A).

2.4 Monitoring, evaluation, impact assessment and learning (MELIA) (max. 200 words)

Please complete Table 10: Monitoring, evaluation, learning and impact assessment and **add a short**

narrative here to introduce the table and highlight any key points of interest.

Please also complete Table 11: Update on actions taken in response to relevant evaluations.

2.5 Efficiency (max. 250 words)

Please describe any examples of efficiency gains in the past reporting period, and any successes, providing numbers where possible.

For previous examples, please see CGIAR Annual Report 2017, p. 45.

2.6 Management of risks to your CRP (max. 250 words)

Please provide a summary of any encountered risks, including any mitigation measures taken.
Please provide your summary under the three following headings (see the CGIAR Risk Management Guidelines):

a) Programmatic risks.
b) Contextual risks.
c) Institutional risks.

2.7 Use of W1-2 funding (max. 250 words)

Please complete Table 12: Examples of W1/2 use in this reporting period.

In a short narrative or bullet points, briefly elaborate on any particularly interesting points on your use of W1/2: e.g., any important achievements and/or cross-cutting work made possible.

This information will be used to contribute to an overall system-level narrative on the benefits and value added of W1/2. There is **no need to repeat general information from previous sections**, but please give any particularly telling examples you may have of the value added of pooled funding.

3. Financial summary

Please provide a narrative summary of the financial status and health of the CRP and complete Table 13: CRP financial report.

At the moment, it is not possible to fully track W1/2 expenditure on activities and deliverables through CGIAR, something that is of immense interest to funders. We are working on long-term solutions to this, but in the meantime, the objective of this table is to provide an intermediate solution in self-reporting key activities and deliverables that were funded through W1/2 in the past year.

Part B. TABLES

Please note that completing Part B: TABLES is MANDATORY.

Table 1: Evidence of progress towa

Instructions:

Please complete this table with any **avai** ilable **in 2021**. Do not hesitate to state, "no new evidence available this year", in column 2, if necessary, since we are trying to demonstrate evidence gaps and the need for additional funding for this area.

Be aware: If you want to report several contributions to one specific SLO, please disaggregate the contributions into different rows (please see and follow the example in the table below).

Please provide information on all relevant SRF targets for a single study or innovation, to the extent possible. Please also disaggregate the effect of different innovations please also disaggregate the effect of different innovations

If the adoption or impact data comes from a relevant innovation or contribution of CGIAR prior to the CRP start-up (e.g. varieties released before the CRP start-up, which for most CRPs would be approximately 2012), then please support statements with published references.

Nearly all adoption or impact studies fall into the above category. There are (as yet) a few cases in which the estimated figures for at-scale adoption or impact result from an innovation released within the CRP period, for example some biofortification numbers in 2017. If this is the case, then the statement must be supported by a link to an Outcome/Impact Case Report at **Maturity Level 3** (preferably in the Results Dashboard or if not, with a unique identifier from any appropriate repository, e.g. CGSpace).

For further guidance on this table, see the Indicator Guidance Sheet: Contributions to SLO targets, which can be found on the Planning and Reporting website. For any help or further clarification, please contact PlanningandReporting@cgiar.org.

Column 1	Column 2	Column 3
SLO Target (2022)	**Summary of new evidence of CGIAR contribution** Put N/A if the specific SRF target is not applicable to your CRP. Put "No new evidence in 2021" if the target is potentially relevant, but there is no new evidence available. Spell out all acronyms except for those included in the list of acceptable acronyms. (max. 150 words per entry)	**Geographical scope (with location)** Global, regional (e.g., West Africa), multi-national, national (e.g., Philippines) **Required**
SLO1: Reduce poverty		
1.1. ADOPTION: 100 million more farm households have adopted improved varieties, breeds, trees, and/or management practices	Contribution 1 ….	e.g., "Central America"
1.1. ADOPTION: 100 million more farm households have adopted improved varieties, breeds, trees, and/or management practices	Contribution 2 ….	e.g., "Mexico"
1.1. ADOPTION: 100 million more farm households have adopted improved varieties, breeds, trees, and/or management practices	Contribution 3…	
1.2. EXIT POVERTY: 30 million people, of which 50% are women, assisted to exit poverty		
SLO2: Improve food and nutrition security for health		
2.1. YIELD INCREASE: Improve the rate of yield increase for major food staples from current <1% to 1.2-1.5% per year		

2.2. MINIMUM DIETARY REQUIREMENTS: 30 million more people, of which 50% are women, meeting minimum dietary energy requirements		
2.3. MICRONUTRIENT DEFICIENCIES: 150 million more people, of which 50% are women, without deficiencies in one or more essential micronutrients		
SLO3: Improve natural resources and ecosystem services		
3.1. WATER AND NUTRIENT EFFICIENCY: 5% increase in water and nutrient efficiency in agroecosystems		
3.2. REDUCED GREENHOUSE GAS EMISSIONS: Reduction in 'agriculturally'-related greenhouse gas emissions by 5%		
3.3. ECOSYSTEM RESTORED: 55 M ha degraded land area restored		
3.4. PREVENTION OF DEFORESTATION: 2.5 M ha forest saved from deforestation		

Table 2: Condensed list of policy contributions in this reporting year (sphere of influence)

Instructions:

Please list policy contributions here, for example any contributions to national breeding or data policies. Also **report the supporting evidence** required in the MIS – see Evidence A: Full list of policy contributions in reporting year.

For further guidance on this table, see the Indicator Guidance Sheet: Number of policies, legal instruments, investments or curricula modified in design or implementation, informed by CGIAR research, which can be found on the Planning and Reporting website.

Full supporting information should be submitted through the MIS system.

Column 1	Column 2A	Column 2B	Column 3	Column 4A	Column 4B	Column 4C	Column 4D	Column 4e
Title of policy, legal instrument, investment or curriculum to which CGIAR contributed (max. 30 words) *Spell out acronyms in every row (except for those included in the list of acceptable acronyms)*	**Description** of policy, legal instrument, investment or curriculum to which CGIAR contributed (30 words). See guidance for what to cover.	**Level of maturity** (stage in process)	Link to **sub-IDOs** (max. 2)	CGIAR **cross-cutting marker** score				Link to **OICR** (obligatory if the level of maturity is 2 or 3) or link to **evidence** (e.g., PDF generated from MIS)
				Gender	Youth	CapDev	Climate Change	

Table 3: List of Outcome/Impact Case Reports from this reporting year (sphere of influence)

Instructions:

Please list any Outcome/Impact Case Reports (OICRs) generated in this reporting year.[2]

The report can be for:

- a **new OICR**
- one that **has progressed to a new level** of maturity
- one that has been updated but **has the same level of maturity** (optional).

There is no required number of OICRs to be submitted, but normally at least **2-3 good quality evidenced OICRs** would be expected per CRP.

Please ensure that all OICRs already **linked to your reported policies and/or innovations are indeed part of this list.** We had in the past years several cases where only strategic OICRs were reported in the table below, while other OICRs associated with innovations and policies were missing.

Column 1	Column 2A	Column 2B
Title of Outcome/Impact Case Report (OICR) (max. 30 words)	**Link** to full OICR.	**Maturity level** drop down for: 1, 2, or 3

Notes: Column 1: **Please submit your outcome/impact case in MARLO, MEL or other MIS**. Column 2B: The levels of maturity are described in the OICR template, with examples. For further guidance on this table, and the template for completing an OICR in an MIS, see the Indicator Guidance Sheet: Outcome/Impact Case Reports (OICRs), which can be found on the Planning and Reporting website.

Please consult PlanningandReporting@cgiar.org for any difficult cases.

[2] Note that there is a partial overlap with the policies table, but it should be possible to output both tables from MIS without additional inputs.

Table 4: Condensed list of innovations by stage for this reporting year

Instructions:

Please complete the table below and **report the supporting evidence** required in the MIS – see Evidence B: List of CRP innovations in reporting year.
For further guidance on this table, see the Indicator Guidance Sheet: Number of innovations, which can be found on the Planning and Reporting website.

Column 1	Column 2	Column 3	Column 4
Title of innovation with link (e.g., to CLARISA dashboard, MARLO).	**Innovation type**	**Stage of innovation**	**Geographic scope (with location)**
Please see indicator guidance for details Max. 30 words. Spell out all acronyms except for those included in the list of acceptable acronyms.	e.g., Production systems and management practices, social science, genetic, research and communication methodologies and tools, biophysical research, other	e.g., Stage 1 (end of research), Stage 2 (end of piloting), Stage 3 (available for uptake), Stage 4 (uptake by next users)	e.g., Global, regional (West Africa), multi-national, national (Philippines), sub-national

Table 5: Summary of status of planned outcomes and milestones (sphere of influence-control)

Instructions:

Please complete the table below and report the supporting evidence required through MIS – see Evidence C: Outcomes and milestones.

Col. 1	Col. 2a	Col. 2b	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7
Flagship (FP)	**FP outcomes** 2022	Sub-IDOs (one primary and a max. of two secondary)	Summary narrative **on progress against each FP** outcome this year. (max. 100 words)	**Milestone**	**2021 milestones status** (Drop down: complete, partially completed, cancelled or changed)	**Brief explanation** Provide evidence for completed milestones (refer back to means of verification, and link to evidence wherever possible) or explanation for partially completed, cancelled or changed. (max. 200 words/milestone)	**Links to evidence** (e.g., links to papers, articles, etc.)
Taken from proposal	Taken from POWB/ proposal		To be filled at reporting (prefilled from previous year, for updating)	Taken from POWB (to allow for changes)	To be filled at reporting (prefilled from previous year, for updating)	To be filled at reporting	To be filled at reporting

For further guidance on this table, see the Indicator Guidance Sheet: Progress against CRP/Platform outcomes and milestones, which can be found on the Planning and Reporting website.

Notes:

Column 3: Please use this text to explain **how the set of milestones contributed to the outcome** (max. 100 words). Also mention any important setbacks or changes of direction**.**

For each outcome, outline highlights of progress, setbacks, and changes of direction this year, and briefly explain how the set of milestones have contributed to current progress/direction.

Column 5: Not all milestones in the original proposals were intended to be updated yearly. If this is the case for a particular milestone, please insert the most recent information about progress here (this will be automatically done in the Management Information Systems)

Column 7: Include links or references for supporting evidence, provision of a permanent reference or link to any relevant open accessible document

Table 6: Number of peer-reviewed publications from current reporting period (sphere of control)

Instructions:

Please provide **overall numbers** in the table below.

	Number	Percent
Peer-reviewed publications	e.g., 210	e.g., 100%
Open Access		
ISI		

The SMO **will automatically extract** Open Access, ISI, and author's affiliations from WoS based on the DOI provided for each publication. **Please ensure all your peer-reviewed publications have a DOI and report their DOI in the MIS.**

If a peer-reviewed publication **does not have a DOI**, please **provide its Handle link** or any official link given by the journal.

If a peer-reviewed publication **has no DOI nor Handle**, which concerns a very minimal number of peer-reviewed papers, you can propose and **associate manually** the paper with a novel DOI.

Grey literature should not be reported.

For further guidance on this table, see the Indicator Guidance Sheet: Number of articles published in peer-reviewed journals, which can be found on the Planning and Reporting website.

Table 7: Direct participants in CGIAR training/knowledge sharing activities

Instructions:

Please list CapDev activities and participants in the table below.

Column 1	Column 2	Column 3
Number of trainees	**Female**	**Male**
In short-term programs facilitated by the CRP		
In long-term programs facilitated by the CRP		
* PhDs		

Note: "Short-term programs" mean "**less than three months**"; "long-term programs" mean "**three months or more**".
***The number of PhDs must be included as part of the long-term trainees.**

For further guidance on this table, see the Indicator Guidance Sheet: Number of participants in CGIAR capacity development (capdev) activities, which can be found on the Planning and Reporting website.

Table 8: Key external partnerships

Instructions:

Please list up **to five important partnerships** for 2021 for each Flagship, using the following table.

Col. 1	Col. 2	Col. 3	Col. 4
Lead FP	**Brief description of partnership aims** (max. 30 words)	**List of key partners in partnership.** Spell out all acronyms except for those included in the list of acceptable acronyms.	**Main area of partnership (may choose multiple)** Dropdown: Research/Delivery/Policy/Capacity Development/Other, please specify _____

Table 9: Internal cross-CGIAR collaborations

Instructions:

Please include collaborations with one or more CRPs or Platforms – or in some cases with other Centers if these are not already core partners for your CRP.

Col. 1	Col. 2	Col. 3
Brief description of the collaboration	**Name(s) of collaborating CRP(s), Platform(s), or Center(s)**	**Optional: Value added, in a few words** e.g., scientific or efficiency benefits

Table 10: Monitoring, evaluation, learning and impact assessment (MELIA)

Instructions:

Please indicate in the table below the **Status of Evaluations, Impact Assessments** and **Other Learning Exercises** planned in the POWB.
If no MELIA activities were planned or carried out, please indicate N/A.

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5
Studies/learning exercises planned for this year (from POWB)	**Status** Complete/Partially completed/Cancelled/Changed	**Type of study or activity** **Dropdown:** 1. EPIA (Ex-post Impact Assessment) 2. Ex-post adoption study 3. Program/project adoption or impact assessment 4. Correlates of adoption/impact study 5. Qualitative Outcome Study (mainly to substantiate contribution to policy or similar) 6. Program/project evaluation or review 7. Synthesis (secondary) study) 8. Ex-ante, baseline and/or foresight study 9. Other MELIA activity (please specify)	**Description of activity/study** (see guidance) (max. 150 words)	**Links to MELIA publications**
Automatically filled by MIS with plans. Please **add any others that were not in the POWB** but **were carried out this year**				

Studies included in this table should be limited to those that have as a prime objective the **CRP's own learning and internal accountability** about the CRP's own activities and outputs. Report the studies from the POWB that meet these more detailed definitions.

Notes: Please find below explanations describing the type of MELIA study (column 3)

1. **EPIA/Ex-post impact assessment:** Studies that estimate the causal effects of research outputs and related activities on one or more development parameters of interest and assess the costs of the intervention with the magnitude of impact achieved. They are applied after or long after the development intervention has been completed. Due to the nature of research, EPIAs often measure benefits to large numbers of people, or to large areas of land or water. Normally one component of an EPIA study will be multiple rounds of survey data representative of a policy-relevant scale – state, national or regional. If a study measures adoption as well as impact (this is common) it is counted as an EPIA.

   Key identifiers: Impact of long-term, sustained use of a CGIAR innovation on IDO/SLO outcomes.
   For: Underpinning CGIAR claims of sustained results (OICRs level 3).
   Examples: Impact of adoption of cassava varieties in Nigeria; varieties were introduced from 1999-2005 and the study took place in 2015.

2. **Ex-post adoption study:** Studies that assess the adoption/use of a CGIAR output and/or methodology in order to make a case for CGIAR contribution to an outcome, relative to other potential influencing factors. They are applied after or long after a development intervention has been completed. These studies usually measure adoption at a policy-relevant scale (crop-growing area, national, regional).

   Key identifiers: Long-term, sustained adoption/use of a CGIAR innovation.
   For: Underpinning CGIAR claims of sustained results (OICRs level 3).
   Example: National adoption study of conservation agriculture practices.

3. **Program/project adoption or impact assessment:** Studies at the program or project level which assess the adoption/use of a CGIAR output and/or methodology to make a case for CGIAR contribution to an outcome, relative to other potential influencing factors. Such studies generally have a control or comparison group that was not treated or included in the intervention, and the analysis involves comparing outcomes among the groups. While the results observed in the context of the program are valid, they cannot be easily extrapolated to the broader population outside the project context. This type includes effectiveness studies (RCTs), and other evaluations of specific interventions.

   Key identifiers: An impact assessment of a program or project that is disseminating a CGIAR innovation(s) as part of the intervention, conducted during or shortly after the program.
   For: Underpinning CGIAR claims of sustained results (OICRs level 2).
   Example: Impact of adoption of CGIAR-designed behavior change communication approaches on child nutrition carried out under Project X.

4. **Correlates of adoption/impact study:** Studies that analyze adoption and impact data to estimate who is most likely to adopt and/or benefit from an innovation. These are not conventional MELIA studies, but can be included as long as they relate to innovations associated with CGIAR.

   Key identifiers: identify factors associated with/influence uptake and impact.

5. **Qualitative outcome study**: Studies that focus on a particular unit – a person, site, or project – by using mainly qualitative data.

   These studies are particularly useful for understanding how different elements fit together and how different elements (implementation, context, and other factors) have produced observed changes in practice/behavior. These studies are usually studies of influence of CGIAR innovations or findings on policy or behavior of next users. They may use methods such as contribution analysis or process tracing (but may not).

   Key identifiers: Mostly for policy and advocacy. Qualitative methods such as process tracing, contribution analysis.
   For: Underpinning CGIAR claims of sustained results (OICRs level 2).
   Example: Study of influence of CRP X on policy change X.

6. **Program/project evaluation:** Studies that assess a set of interventions, marshaled to attain specific global, regional, country, or sector development objectives. Program/project evaluations are often made by independent evaluators or experts who examine the performance of either a particular entity – for example, a project, flagship, research program or platform – or a theme. They involve evaluating/reviewing past performance, by using a systematic approach against formal evaluation criteria.

   Key identifiers: A review or evaluation of a component of a CRP/Center (e.g., a Flagship), or a project, IEA-type study.

7. **Synthesis study:** Reviews, systematic reviews, or evidence gap maps.

   Key identifiers: Secondary studies that pull together findings from primary studies.

8. **Ex-ante baseline and/or foresight study**: Analytical descriptions/evaluations performed before implementation of a development intervention, against which progress can be assessed or comparisons made. These studies can contribute to projected benefits assessments and prioritization.

9. **Other MELIA activity:** For example, learning workshops, internal reviews, training in MELIA, installation of MIS, and development of MELIA methods.

For further guidance on this table, see the Indicator Guidance Sheet: Monitoring, Evaluation, Learning and Impact Assessment (MELIA) studies/activities, which can be found on the Planning and Reporting website.

Table 11: Update on actions taken in response to relevant evaluations

Instructions:

Mandatory

Please indicate in the table below the recommendations and the concrete actions taken in response.

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8
Name of the evaluation This may be for example IEA, CCEEs and Others - both CRP-specific and cross-cutting	**Recommendation number (from evaluation)** Accepted recommendations only	**Text of recommendation** (can be shortened)	**Status of response to this recommendation** **Dropdown:** Completed/ partially completed	**Concrete actions taken for this recommendation** (one row per action)	**By whom** (per action)	**When** (per action)	**Link to evidence**

Table 12: Examples of W1/2 use in this reporting period (2021)

Instructions:

At the moment, it is not possible to fully track W1/2 expenditure on activities and deliverables throughout CGIAR, something that is of immense interest to funders. We are working on long-term solutions to this, but in the meantime, the objective of this table is to provide an intermediate solution in self-reporting key activities and deliverables that were funded through W1/2 in the past year. Please have a look at examples reported for 2017, both those that were chosen to highlight in the CGIAR Annual Report 2017 (page 40) and the evidence table here. (The RICE CRP provides many good examples.)

Col. 1	Col. 2
Please give specific examples, one per row (including the setting aside of strategic research funds or partner funds) Max. 50 words/example, but please aim for 30	**Select the broad area of use of W1/2 from the categories below - (drop down)** **Select only one category**

Note on Column 2: Explanation and some examples to help with categorization:

While understanding that some activities fall into several categories, it is still convenient for system-level presentation to divide the results by main category.
If a choice must be made, it is usually preferable to select a more specific category (towards the top of the list) rather than a phase of research (bottom of list).

- **Policy:** Sole or partial funding source for dissemination of findings, learning from evidence etc. For example, policy workshops, contracts with partners working on policy etc.
- **Partnerships:** Start-up and maintenance of partnerships.
- **Capacity development:** Any activities reported under the capdev indicator.
- **Other cross-cutting issues:** Gender, youth, climate change, e.g., funding research projects tagged as 'principal' for one of these; funding cross-cutting work by the Program Management Unit; funding specific gender/youth/Climate Action 'add ons' to other projects. *In each case, it should be obvious from the title of the activity what the cross-cutting issue is*.
- **Other monitoring, learning, evaluation and impact assessment (MELIA) activities:** Activities covered under the MELIA section of this reporting template.
- **Contingency/emergency:** E.g. immediate unplanned response to a new virulent disease, or moving germplasm collections as a result of conflict.
- **Pre-start up:** Conceptualization, design, ex-ante analysis before research start-up; For example: foresight, ex-ante studies, building theories of change, proof of concept studies for novel areas of work. However, start-up meetings with partners should normally be tagged as 'partnerships'.
- **Research:** Sole or partial funding source for a research line or significant research activity.
- **Delivery:** Funding for any activities connected with scale-up and delivery.
- **Other, please specify _____**

Table 13: CRP financial report

Instructions:
Please fill in the table based on the status of the CRP's financials.

	2020 forecast (W1/W2)	2021 budget (W1/2)	Comments on major changes
Personnel			
Consultancy			
Travel			
Operational expenses			
Collaborators and partnerships			
Capital and equipment			
Closeout cost			
CRP total budget			

*Source [Identify source of information, e.g., Audited lead and participating Center financial report, Q3 report etc.)

Part C: ADDITIONAL EVIDENCE

Please note that completing Part C: EVIDENCE is MANDATORY.

The follo[illegible]n System (MARLO c[illegible]

If you are[illegible]ar.org.

The information you input into the MIS will **be used by the System Organization** (with help from CLARISA) to **generate evidence tables** (full lists of data supporting the condensed tables in the system-level report) on policy contributions, innovations, publications, milestones, participants in capacity development activities and partners.

The CRP may also wish to generate some full detailed tables (for example, your publications) and attach or link these to the annual CRP report. This is at your discretion.

Evidence A: Full list of policy contributions in reporting year

Please submit the following information to your Management Information System for **every** contribution claim.

The easiest and most straightforward way to submit this is by submitting an Outcome/Impact Case Report (see the Indicator Guidance Sheet: Outcome/Impact Case Reports (OICRs), which can be found on the Planning and Reporting website).

This is **mandatory** for **maturity levels 2 and 3** and strongly recommended for level 1.

Please provide the following (see Table 2)

1. If it is a new policy: It gets assigned a new ID.
   If it is not a new policy: It is allocated the correct ID from existing records. as many fields as possible are auto filled.
2. Title of policy (or legal instrument, investment or curriculum)
3. Description of policy, legal instrument, or investment
4. Names of contributing CRPs/Platforms
5. CGIAR sub-IDO (2 maximum)
6. Crosscutting markers: Gender, youth, capdev, climate change
7. Description of and/or link to evidence (if not in OICR)
8. Policy/investment type
9. Whose policy is this?
10. Geographic scope
11. Level of maturity (stage in process)
12. Optional link to milestones for policy levels 2 and 3 (3 maximum: 1 primary, 2 secondary)

Evidence B: List of CRP innovations in reporting year

Please report CRP innovations in the MIS, following updated guidance (see the Indicator Guidance Sheet: Number of innovations, which can be found on the Planning and Reporting website), with the following information included:

1. If it is a new innovation: It gets assigned new ID.
   If it is not a new innovation: It is allocated the correct ID from existing records and as many fields as possible are auto filled.
2. Title of innovation
3. Reporting year
4. Description of the innovation (optional)
5. Innovation type: choose **one type only** in the drop-down menu:
   - Production systems and management practices
   - Social science
   - Genetic (varieties and breeds)
   - Research and communication methodologies and tools
   - Biophysical research
   - Other

   For genetic innovations: Note that for stages 1 and 2, pools of researched/tested varieties are reported together, although the number of individual improved lines/varieties is disaggregated. For stages 3 and 4, a single variety released in a single country is one innovation. This means that genetic innovations should be reported individually when at stages 3 and 4.
6. Stage of innovation
7. Description of stage reached
8. Lead organization/entity
9. Top five contributing partners/entities to this stage
10. Geographic scope: only for innovations in stage 3 (AV)* or stage 4 (USE)*
11. Evidence for innovation: Publications, links.
12. Sub-IDO link (2 maximum)
13. Optional link to milestones for stage 3 and 4 innovations (3 maximum: 1 primary, 2 secondary) and N/A

<u>Evidence C</u>: Outcomes and milestones

Please report the following information into your MIS:

1. Flagship (FP)
2. FP outcome for 2022
3. CGIAR sub-IDO (2 maximum)
4. Progress against FP outcome
5. Milestone
6. 2021 milestones status: complete, partially completed, cancelled or changed
7. Short narrative providing evidence on completed milestones or explanation for partially completed, cancelled or changed.
8. Link to evidence for #6
9. For milestones that are partially completed, cancelled or changed, choose ONE main reason (dropdown) – see list below.
   Please select **one predominant** reason from the following drop-down list:
   - Research/science - inherent risk in unknown cutting-edge research or science
   - Financial - funding delayed and/or cut
   - Partnership - partners were not able to deliver a key piece on time
   - Internal resources - key staff, infrastructure or equipment was not available at the time needed
   - Weather - for example, drought or heavy rain affecting field trials

- External environment (political, economic, legal, market) - e.g., conflict, economic/market changes
- 7. Other, please state: _____

10. CGIAR cross-cutting marker scores for gender/youth/capdev/climate change. Add a short (1-2 sentence) narrative justification for each cross-cutting score (in MIS)