

SEPTEMBER 2019

# THE 8+3 TEMPLATE

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A NEW WAY OF  
STANDARDIZING,  
SIMPLIFYING AND  
HARMONIZING  
HUMANITARIAN  
REPORTING

## Background

The purpose of the harmonized reporting template, also called ‘8+3 template’, is to standardize, simplify and harmonize the reporting of humanitarian projects and programs.<sup>1</sup> The template is designed to cover the full range of humanitarian activities, from short-term projects to multi-annual programs. The more donors and partners use this template, the greater the effects of a reduced workload.

The 8+3 template has three main sections: The first section provides basic administrative information about the project/program. The second section contains the eight questions that capture the most important aspects of the project/program. The third section contains a selection of additional questions that allow capturing more specific aspects donors may require. Up to three such additional questions can be chosen.

Section 1: Basic Information	Section 2: Core Questions	Section 3: Additional Questions
Name of partner; project number; reporting period, budget, etc. Choice of assistance modality or mix and reasoning	<ol style="list-style-type: none"> <li>1. Overall Performance</li> <li>2. Changes and Amendments</li> <li>3. Measuring Results</li> <li>4. Affected Persons</li> <li>5. Participation &amp; AAP</li> <li>6. Risk Management</li> <li>7. Exit Strategy and Sustainability</li> <li>8. Lessons Learned</li> </ol>	<ol style="list-style-type: none"> <li>1. Value for Money &amp; Cost Effectiveness</li> <li>2. Visibility</li> <li>3. Co-ordination</li> <li>4. Implementing Partners</li> <li>5. Activities or Steps Towards Implementation</li> <li>6. Environment</li> </ol>

Donors and partners can use this standardized template to adapt their own reporting templates accordingly. Importantly, donors are not required to ask all eight questions of section two. Similarly, it is not a requirement to ask three additional questions of section three. Fewer questions (for example 4+3 or 5+1) are always possible and the amount of questions asked should reflect the type of activity (project or program), its size (large or small) and the type of report requested (interim or final report). The inclusion of annexes to provide additional information is also possible but should not undermine the overall intention to have short and concise reports. Designed this way, the 8+3 template is modular and flexible while limiting reporting to a maximum of 11 questions.

An additional guidance highlights good practices using the 8+3 template, including suggestions on adapting the template for progress reports or when it is used for reporting on programs. It is, however, up to every donor to ultimately decide which questions are asked and with which frequency reports are requested. However, when adapting one’s own reporting template, it is critical not to alter the wording of the questions and instructions.

<sup>1</sup> The 8+3 template is a response to the Grand Bargain commitment to “simplify and harmonize reporting requirements by the end of 2018 by reducing its volume, jointly deciding on common terminology, identifying core requirements and developing a common report structure.” In 2016, the German Federal Foreign Office commissioned the Global Public Policy Institute (GPPi) to develop a standardized reporting template that simplifies narrative reporting – the 8+3 template. The template was subsequently piloted in Iraq, Myanmar and Somalia between June 2017 and May 2019. A final review report assessing the pilot phase is available at [www.gppi.net/eightplusthree](http://www.gppi.net/eightplusthree).

## How to Use the 8+3 Template

### Section 1: Basic Information

The section on “Basic Information” includes identifying information of the project or program. Slight modifications to this standard information section are possible if necessary to clearly identify the project or program within your own tracking system. For example, information on internal divisions responsible or connection to a larger fund or program can always be added.

Beyond such administrative information, this section also requests details about the modality used to provide assistance (such as cash, vouchers, in-kind assistance, service delivery or a combination thereof) and why this modality or mix of modalities was chosen.

### Section 2: Core Questions

Section two includes eight questions usually asked in project or program reports. You can ask fewer than these eight questions, if some are not required for your reporting.

While a suggestion is made in terms of the length for each answer, you may offer no word count, a different suggested word count or length per question or a word count for the final form as a whole.

As a rule, donors should not alter the question language or the guidance in each question, as this would undermine harmonization. However, questions 3, 4 and 7 are designed to allow for slight variance between donors:

- **Question 3:** Donors are strongly encouraged to use the sample logframe or indicator tracking table explained in question 3 – or one that is as close as possible to that version. Where it is not possible to use the suggested logframe, donors should indicate to reporting partners that they should use the logframe or indicator tracking table agreed upon in the project proposal. Where a project or program has clearly identified components such as sector, geography, or time period, the logframe may be broken down by these components, as indicated in the project proposal. If no logframe but only a narrative reporting of progress against benchmarks or objectives is required, then delete the proposed logframe.
- **Question 4:** Similar to the intention of a harmonized logframe, the 8+3 template seeks to standardize and harmonize the way the numbers of affected persons who are reached by the intervention (often referred to as a “beneficiary” table or summary) are reported. A sample beneficiary table is included, but it may be modified depending on the project and donor. Where a program or project has clearly identified specific project components in terms of sector, geography, or time period, affected persons may be broken down by these components, as indicated in the project proposal. Alternatively, any table or formats specified in the proposal may be used instead of the sample table.
- **Question 7:** The question on the exit strategy should be asked only where this template is used to generate a final report form (not an interim or progress report). In addition, the question guidance indicates that for some donors, part of answering this exit question may require a catalogue or inventory of any equipment, capital goods, or other assets that were acquired through project funds, and how they will be transferred, disposed of, or otherwise dealt with upon closure of the project. Indicate to partners whether you consider this to be required for question 7, and any required standards or rules for doing so.

## Section 3: Additional Questions

Section three includes the up to three additional questions all donors can choose to include in addition to the questions in section two. Once you choose these three questions, implementing partners have to answer them and your reporting template should not give the impression that answering these three additional questions is optional. Question 13 on 'Activities or steps toward implementation' is recommended for use in interim reporting versions of this template, rather than in the final reporting form.

Please contact GPPi at [harmonizingreporting@gppi.net](mailto:harmonizingreporting@gppi.net) if you have technical questions about the template or its use.

## The 8+3 Template

### Section 1: Basic Information

**Name of Partner:**

**Project Name (or number, where applicable):**

**Project Country:**

**Project Area (if applicable):**

**Reporting Period:**

**Project Start Date:**

**Project Planned End Date:**

**Total Project Budget:**

**Modality of assistance:** Please estimate the value of cash, vouchers and/or in-kind assistance transferred to recipients as well as, if possible, the value of services delivered to recipients.

[value] of cash transferred to recipients

[value] of voucher-based assistance provided to recipients

[value] of in-kind assistance given to recipients

[value] of services delivered to recipients

[Donors can include the following additional question as they see fit]: Additionally, please estimate the related programme costs for each modality. Use your own definition of "programme costs" and briefly explain what you count as such and what not.

**Explanation of modality choice:** Please provide a brief explanation why this modality or mix of modalities was chosen to deliver the best outcomes for the affected persons.

### Section 2: The 8 Core Questions

**1. Overall Performance:** Write about the project/program so far. Include information about how successful it is and what results are achieved. Write about the objectives of the project/program, and whether or not it is meeting these. Include information about its effect on the different needs of women, men, boys, girls, and vulnerable people.

(Suggested length: up to 1 page)

**Instructions for partners (please delete these below before you submit your report):**

- Write about the project/program as a whole but only as an overview. Include information about how progress has been made. Make sure you write about the context of the project, why it was needed, and its original aims.
- It is important to include information about how you found out about the needs of vulnerable people, and how you made sure the project took their needs into account. Explain how gender considerations were taken into consideration in this project, and how they were mainstreamed in project implementation. For example, were men and women involved in the project design and implementation in a comparable way? Unless the project was specifically targeted at one group, how did you ensure that men and women benefit from the project in a comparable way? How did you ensure that the needs and capabilities of persons with disabilities were addressed?
- Please briefly describe your approach to protection. How did you identify risks for affected populations? Which actions did you take to avoid or minimize risks for people?
- This question is different from question 3, “Measuring Results”. Here, make sure you give an overview about the project/program in general and in relation to its objectives. Your answer to question 3 on “Measuring Results” is where you should write about results in more detail.
- If you are writing an interim report, only write a little about the project/program as a whole. You can write about how you think the project/program will perform in the future. If you have submitted an interim report and this is your final report, include information about progress that has been made since the last report. You can mention important achievements, problems you have had, or any other information which has affected the project or its results.

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**2. Changes and Amendments: Briefly explain any changes to the project/program from the original plan (whether in the implementation plan, activities, measures, or outcomes), and explain why you needed to make them, for example because of a change in needs or in the overall situation.**

(Suggested length: 1/2 page to 1 page)

**Instructions for partners (please delete these below before you submit your report):**

- Explain any changes or amendments to the original proposal or project/program plan, and the reasons why you made them. This might include a discussion of how the humanitarian context has changed, changes in the needs of the beneficiaries, or other challenges or problems you had that meant the implementation plan, activities, indicators, or outcomes had to be changed. If a change was requested and approved by the donor, please mention it.
  - For interim reporting, give recommendations for improving the design of the project/program or adapting the program to address these changes, including any changes to program goals, implementation plan, specific activities, indicators, or proposed outcomes. For final reporting, write about the changes that were made because of the change in circumstances, and how these affected how well you achieved the objectives or milestones set out in the original proposal.
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**3. Measuring Results:** Describe the progress in achieving the outputs, outcomes and associated targets in the project proposal, according to the milestones or indicators that were established. Where a logframe is required, the following logframe (sometimes described as an indicator tracking table) is recommended. Alternatively, you can use the logframe or indicator tracking table given in the original proposal.

LEVEL OF RESULTS	INDICATOR(S)	BASELINE (WITH DATE)	TARGETS & MILESTONES	PROGRESS/ ACHIEVEMENT TO DATE	EXPLANATION OF VARIANCE	SOURCE/ METHOD OF VERIFICATION
Outcome(s)						
Output(s)						

**Instructions for partners (please delete these below before you submit your report):**

- Write about the outputs, outcomes, or results achieved. How much progress has been made towards the targets you identified for each indicator in the original proposal? Specifically write about whether the targets were met in time, and explain why key targets or milestones were not met, and any differences between the expected results and the actual results. Explain the sources of measurement and verification used. For final reports, attach any monitoring and evaluation assessments taken.
- You should assess the results for each objective or outcome set out in the original performance plan, in both narrative and logframe form, unless the donor has asked for a logframe or a narrative description only. When only narrative reporting is required, it is helpful to organize the description of progress by the specific objectives or outcomes established in the project proposal.
- You find an example logframe or indicator tracking table above. Where a project/program has identified specific components in terms of sector, geography, or time period, the logframe may be broken down by these components, as indicated in the project proposal.

**4. Affected Persons:** Provide the number of people taking part in or affected by the project or relevant part of the program, split up by gender, age, and other guidance specified in the proposal. Best practice is to provide this information in quantitative (numerical) form, in a table. A suggested table is provided below, but the table provided in the proposal may be used instead.

LOCATION / ACTIVITY / OBJECTIVE (WHERE RELEVANT)*						
UNIT OF MEASUREMENT (CHOOSE ONE): INDIVIDUAL / HOUSEHOLD (HH) / ORGANIZATION / COMMUNITY						
Age Group	Male		Female		Total	
	Number	%	Number	%	Number	%
< 5		--%		--%		--%
5-17		--%		--%		--%
18-49		--%		--%		--%
50 and >		--%		--%		--%
<b>Total</b>		--%		--%		<b>100%</b>
<b>Planned</b>		--%		--%		<b>100%</b>
<b>Variance</b>	--%		--%		--%	

\* For many projects, it may be more relevant to present the number and percentage of affected persons per location, per objective, or, where multiple activities are included per project, per activity. Where this is the case, separate tables may be included, with the location or activity specified at the top of each breakdown.

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**Instructions for partners (please delete these below before you submit your report):**

- Give the number of people reached by the project to date, disaggregated by gender & age (infants less than 5, children between 5 and 17, adults between 18 and 49 years, and elderly over 50), as well as any particular categories of vulnerable individuals or specifically targeted individuals identified in the proposal (note: this may vary based on the nature of the proposal). Unless otherwise specified in the proposal, give quantitative (numerical) information. Include both the targeted and actual number of people reached.
  - If your project/program agreement requires information on affected persons with disabilities, provide an overview by stating if and how many people reached had disabilities (absolute numbers and share).
  - If you are writing an interim report, include both the number of people reached in the reporting period you are writing about and the total number reached so far. For example, in February (the reporting period) you reached 100 people, but January before you also reached 100 people, so the total is 200. Where a program or project has clearly identified specific components in terms of sector, geography, or time period, affected persons may be broken down by these components, as indicated in the project proposal.
  - Note: “Affected persons” have often been described in past donor reporting templates as “beneficiaries.” Because of the ongoing discussions about greater accountability toward and inclusion of the affected population, here we use the term “affected persons” instead of “beneficiaries.”
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**5. Participation of and Accountability to Affected Population: Describe how the project/program has been designed to maximize accountability toward the affected population.**

(Suggested length: 1/2 page)

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**Instructions for partners (please delete these below before you submit your report):**

- How have you given affected populations information about the organization and the project/program? How have you made sure that this information is well-timed and accessible to everybody? How were people affected by the crisis (including vulnerable and marginalized groups) involved and consulted in the design and implementation of the project/program? Which feedback/complaints mechanisms were in place for affected populations to report cases of mismanagement, misconduct and/or sexual exploitation or abuse?
  - What did affected persons think about the assistance provided? If possible, quantify beneficiary feedback (for instance “40% of consulted persons find the received support useful”; or 18% of those consulted had complains”).
  - How did you use their opinions as a guide when you made decisions? How was feedback collected, tracked, analyzed and taken into account? Did you have to make changes because of feedback you received? If so, how did you make the changes? Please give some evidence of collecting and using this feedback (e.g. tools for provision of information, or tracking systems).
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**6. Risk Management: Describe how risks to the project or program were identified, managed, and mitigated, including any operational, security, financial, personnel management or other relevant risks.**

(Suggested length: 1/2 page)

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**Instructions for partners (please delete these below before you submit your report):**

- Update the risk management analysis included in the initial proposal. Were the right risks identified? What new risks were there that you did not expect? What did you do to mitigate or address the risks you identified? Did this work?
  - Write about external risks from the overall environment, and internal risks, for example, related to financial or personnel management issues. This might include risks of sexual exploitation and abuse of beneficiaries by project staff, corruption, conflicts of interest, loss of or harm to project staff, and loss of or harm to project/program materials or resources, for example. If your project/program takes place in an insecure environment, make sure you write about security risks, including how the security situation evolved over the course of the project/program and how this affected project activities.
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**7. Exit Strategy and Sustainability: Briefly describe the exit strategy and steps to end the project or program. Assess the sustainability of its results.**

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**Instructions for partners (please delete these below before you submit your report):**

- Write about the exit strategy for closing the project/program and the expected after-effects of the project. Focus on the sustainability of the project/program, or whether and how results or benefits will continue after it ends.
  - You can write about how the project/program contributed to the resilience of communities, or how it has supported local partners' capacity. This is particularly important if resilience and support for local partners' capacity were part of the project proposal.
  - For some projects/program, it may also be appropriate to write about ways that parts of it will continue, or will feed into other long-term recovery, rehabilitation or development efforts. For example, did the project/program support long-term strategies to reduce humanitarian needs, vulnerability and risks?
  - Depending on financial regulations, some donors may require a catalogue or inventory of any equipment, capital goods, or other assets that were purchased with project/program money, and information about how they will be transferred, disposed of, or otherwise dealt with when the project/program ends. Provide this information here.
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**8. Lessons Learned: Describe any lessons learned, and how these will be applied to future projects or programs.**

(Suggested length: 1/2 to 1 page)

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**Instructions for partners (please delete these below before you submit your report):**

- If you are writing an interim report, describe primarily the strongest or weakest parts of the project/program, or what parts or strategies made the project/program successful or a failure, and explain what you learned from these. Please also reflect on the lessons learned in relation to the project/program management, your engagement with local partners, your protection activities, your coordination with affected persons, or to others engaged in the situation.
- For final reports, implementing partners should additionally focus on how lessons learned will be applied in future projects or programs. What are suggestions for improving the design of similar interventions in the future? Based on the experiences or challenges that came up, what will the organization do the same or differently in future similar projects/programs?
- As a general advice for this question: frame your answers in terms of what you learned instead of describing what went well or did not go well.

### Section 3: Additional Questions (the up to “3”)

**1. Value for Money / Cost Effectiveness: Assess the value for money or cost effectiveness of the project or program.**

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**Instructions for partners (please delete these below before you submit your report):**

- For answering this question, please refer to the value for money (VfM) / cost effectiveness framework agreed upon in the project proposal or any specific VfM guidelines provided by your donor. The level of detail, indicators and cost benchmarks to be used for VfM reporting should be specified in the project proposal and followed in the narrative reporting. Detailed cost effectiveness calculations may be provided as annexes if necessary or requested. If an audit has been conducted, include details of the last report.
- If no VfM framework or specific donor guidelines exist, you should seek to provide information on the economy and equity of your activities, writing a short paragraph on each in this order:

**Economy:** In which ways did you save money during the implementation of the project/program. Where and how could you reduce costs without compromising the quality of your activities? Explain any cost overruns or unusually high costs per unit or objective.

**Equity:** How did you target vulnerable people/groups and how did your activities lead to improvements for them. Did you spend the money in a way that benefitted different groups of recipients equally and fairly? If not, why?

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**2. Visibility:** Describe how the support for this project/program was made public. If any visibility or acknowledgement plans which were outlined in the proposal were not conducted, explain why, and what you will do instead.

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**Instructions for partners (please delete these below before you submit your report):**

- If you have attached photos or illustrations of visibility, you do not need to write much.
  - If you are writing about visibility plans that were adapted or things you did not do, explain if the donor gave prior approval and the date of your request for approval.
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**3. Coordination:** Describe the impact of any coordination efforts, any synergies that developed, and recommendations for improving coordination in the future.

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**Instructions for partners (please delete these below before you submit your report):**

- Describe how you coordinated with the host government, other relevant organizations and the broader humanitarian system, including the cluster system and alignment to HRP/other relevant UN-led appeals/ coordinated responses (where applicable).
  - Write about how this has contributed to the project/program, for example, any good examples of working together with other projects/programs, or any other benefits that were the result of coordination. Are there ways that coordination could have been better or could have improved project outcomes?
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**4. Implementing Partners:** List any implementing partners for this project or program and assess their role and contribution.

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**Instructions for partners (please delete these below before you submit your report):**

- Who were the implementing partners or subcontractors for this project/program? Write about the role they played in implementation and how good their participation or contribution was.
  - If you worked with local partners, write about any specific examples of how working with local partners added value.
  - Write about your efforts to improve implementing partners' capacity or their ability to work on similar projects/programs in the future. Were there ways that the project/program could have been better structured to improve engagement with or implementation through partners?
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**5. Activities or Steps Toward Implementation:** Write about the implementation steps taken so far, the activities that have been conducted, and the management arrangements to ensure project/program implementation.

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**Instructions for partners (please delete these below before you submit your report):**

- Describe how the project/program activities have been implemented so far. Please include a description of the management and implementation arrangements for them, and how these were coordinated with other partners or relevant stakeholders.
  - Write about any changes in the activities or implementation plan so far and any planned changes going forward.
  - Specific for interim reports, focus primarily on a comparison between the agreed-upon implementation plan (if one exists) and the actual implementation steps taken so far. Point out deviations from the original plan and explain why these changes happened or were necessary.
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**6. Environment: Write about how environmental issues were addressed and the impact of the project or program on the environment.**

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**Instructions for partners (please delete these below before you submit your report):**

- Describe how environmental or climate issues were addressed. What did you do to ensure that the environment was protected and to manage risks to the environment? What environmental guidelines or policies did you follow?
  - If the project produced positive outcomes for the environment, for climate sustainability, or better future resilience against natural disasters, write about them here.
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