

**Guidelines for Reporting, Monitoring and Evaluation of  
Projects funded under the Civil Society Fund (CSF)**

**1. Introduction**

The purpose of these guidelines is to set out clearly partners' obligations to monitor CSF funded projects, Irish Aid's reporting requirements and Irish Aid's role in project monitoring.

**These guidelines are informed by the CSF 2012 Application Guidelines, particularly Section 7: *Accountability: Monitoring, Reporting and Evaluation*, and must be read in conjunction with the terms and conditions established in the project contract.**

**Summary of Reporting Requirements:**

- **Annual Narrative Reports**
- **Annual Financial Reports**
- **Audited Accounts to be submitted annually**
- **Personnel Report to be submitted annually (if applicable)**

**2. Monitoring**

Projects in receipt of Irish Aid funding are monitored against the criteria of accountability, effectiveness and value for money. There are growing demands from citizens worldwide and in Ireland, for greater accountability and for a more tangible and evidence-based demonstration of results from investments in development. Strong monitoring systems have a key role to play in creating evidence and learning for greater effectiveness of aid.

**The recipient organisation (the signatory to the legal contract) has the primary responsibility for project monitoring and this should be strongly embedded in a results based management approach.** Monitoring relies on a comprehensive baseline against which progress can be measured and whether intended project outcomes are on track or off track. Monitoring information tracks progress towards the achievement of objectives and results, and enables project management and other stakeholders to make decisions on necessary adjustments.

## **2.1. Importance of Partner Monitoring Systems**

Irish Aid funds projects which are based on a robust contextual analysis and have a clear intervention logic (or theory of change<sup>1</sup>), accompanied by a results framework. The results framework sets out *what* the organisation intends to achieve (including baselines, indicators and targets for each year of the intervention) and *how* it will do so. Irish Aid further expects organisations to have a comprehensive system for monitoring which provides continuous information on the extent to which results are being achieved vis à vis baseline information. This information is vital for project management.

Organisations are required to report against the results framework that they submitted to Irish Aid with their funding application. It is recommended that organisations review this results framework regularly, and, if considered necessary, submit revised frameworks to Irish Aid with their annual narrative and financial reports. A revised results framework should take account of any new baseline information gathered during the project year, as well as any changes in the context of the project environment. If there are any significant changes to the overall outcomes of the project, these should be notified to Irish Aid when they occur, and explained in the narrative report (see below).

*Non-reporting of significant changes to projects may adversely affect the organisation's compliance record.*

## **2.2 Annual Narrative Reports**

The annual report must be submitted within three months of a project year ending. **The narrative section of the report must report against the agreed results framework and link closely to the financial report.**

If monitoring points to the need for changes to project strategy, these changes must be outlined in the

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<sup>1</sup> A theory of change, sometimes referred to as the logic of intervention, comprises how the organisation expects its intervention strategy(ies) to lead to its intended outcomes.

narrative report. Where partners are proposing major changes to the project which are likely to have a significant impact on the expected results, these should be notified separately and in a timely manner to Irish Aid. Reports must be presented electronically according to the format laid out in Appendix A.

***Reports should be concise and written in clear English in 12 point font. Reports must not exceed 15 pages (excluding annexes). Reports which exceed this length or which do not use the above format will be returned to the organisation for revision and resubmission.***

Further funding disbursements will be contingent on the receipt of a timely and satisfactory report and failure to submit a timely report may result in the termination of the funding contract. Partners should inform Irish Aid promptly if they anticipate any delay in the submission of their annual reports beyond the aforementioned deadline and should request an extension outlining the reasons for delay. Such requests will be dealt with on a case-by-case basis.

***Delayed reporting may adversely affect the organisation's compliance record.***

Please note that all organisations based in Ireland which send personnel overseas (both volunteers and development workers) are required to complete the annual personnel report form which is laid out in Appendix B of this document. **This report is required whether or not these personnel are directly funded under the current CSF grant.**

Partners are kindly requested to respond in a timely manner to any ad-hoc requests by Irish Aid for updates regarding project progress.

### ***2.3 Annual Financial Reports***

The Annual Narrative Report must be accompanied by a financial report in the prescribed format (see Appendix C). This financial report should show total income (including that from other donors) and expenditure against both the overall approved project budget, as well as Irish Aid funding, for the current year and cumulatively. A sufficiently detailed breakdown should be provided, which should be in the same format as the budget agreed with Irish Aid during the application process (i.e. the financial report should use the same expenditure categories and line items as the agreed project budget). In-kind donations should **not** be included in the financial report.

The financial report and narrative report must be completed so as to clearly illustrate the relationship between activities and expenditure.

Annual reports should, where appropriate, include an overview of any procurement procedures (including tendering) undertaken. **Any variations in expenditure within individual budget lines or across the whole budget which are greater than 15%, where the variation amount also exceeds €1000, must be approved by Irish Aid in advance.**

*Non-reporting of significant variations in expenditure may adversely affect the organisation's compliance record.*

The following must be submitted with the financial report, without which it will be returned for revision and resubmission:

- a) the most recent annual accounts for the organisation, in which 'Irish Aid' funding for that year is specifically shown as an item and the balance of Irish Aid funds remaining at the end of the accounting year is detailed. Externally audited accounts are required if the organisation is legally obliged to produce audited accounts, or if the organisational income is above €100,000 per year. (Organisations with lower income levels should submit organisational accounts, but it is not necessary for these to be externally audited.)
- b) The audited accounts as submitted must be posted on the organisation's website with the link sent to Irish Aid within the annual report.

In addition, Irish Aid reserves the right to ask CSF grantees for the following at any time during the period of the grant:

1. The Auditor's Management Letter and the organisation's Management Response to this.
2. Management accounts with budget variance analysis and commentary
3. A re conciliation between Irish Aid income per annual accounts (or management accounts) and the Irish Aid amount shown in the financial report for the project/programme.

**Irish Aid may request clarifications based on the reports submitted. Irish Aid will endeavour to request clarifications of the organisation within two weeks of the initial receipt of the report. If further disbursements are due to a partner, the annual report and attachments, as outlined above, and any ensuing clarifications, will be required before any payment can issue.**

## **2.4 Irish Aid Monitoring Visits**

Irish Aid (or a representative) intends to visit each organisation once during the project cycle. Site visits are an important part of Irish Aid's monitoring strategy where Irish Aid will monitor the project's performance against the agreed results framework. Monitoring will also verify partners' progress reports and compliance with contractual obligations. The visit will be based on a shared Terms of Reference (TOR).

A monitoring report will be produced and shared with the grantee once approved by the Civil Society Section of Irish Aid. The grantee may submit factual corrections and clarifications to the draft report. The grantee is then requested to provide a management response to the final report.

Irish Aid will endeavour to notify organisations at least six weeks in advance of a monitoring visit and the precise time and dates will be agreed. Irish Aid will bear the costs of its monitoring visits; however any expenditure incurred by partners on these visits should be agreed with Irish Aid in advance.

## **3. Evaluation and Audit**

Irish Aid encourages partners to develop and deepen a culture of lesson-learning that contributes to enhanced future performance and provides evidence of effectiveness. Irish Aid thus strongly encourages partners to undertake evaluations to rigorously document the results of the project investment. The evaluation criteria and the Evaluation Quality Standards of the Development Assistance Committee of the Organisation for Economic Cooperation and Development provide a useful reference for evaluations.

**When an evaluation is funded using Irish Aid funds, partners are required to post this evaluation on their website and to send the link to Irish Aid.**

Irish Aid reserves the right to evaluate and/or audit a CSF project, using Irish Aid staff or appointed consultants. Irish Aid will bear the costs of such evaluations/audits.

Irish Aid takes the issue of fraud very seriously. Any allegations of fraud within the applicant organisation or their local partner(s) should be reported immediately to Irish Aid and regular updates should be provided regarding the investigation of those allegations until the case is satisfactorily resolved. This should happen regardless of whether the fraud involves Irish Aid funds. ***Non-reporting of fraud may adversely affect the organisation's compliance record.***

#### **4. Freedom of Information**

Any information provided to Irish Aid with respect to the CSF project may be subject to examination for possible release in accordance with the Department of Foreign Affairs and Trade's obligations under the Freedom of Information Acts.

Civil Society Section

June 2012

## Appendix A

### Annual Report Format

<b>1. Overview</b> Name of organisation Project name Country CSF Contract Number	Date Reporting Period Project year (for projects of longer than one year)
<b>2. Organisational Updates</b> <i>Briefly describe any significant updates at organisational level, which may include updates around governance, financial systems, strategic planning, organisational quality initiatives etc. as relevant.</i>	
<b>3. Project Summary and Key Updates</b> Briefly describe the nature and scope of the project. Any significant changes to the project design since the original application must be described and explained. This should include changes in risks, context, and partnerships since the original context analysis that affect the project's theory of change and, therefore, its intervention strategy.	
<b>4. Summary of Project Progress</b> Summarise what the project has achieved since the initial application or the last report (as applicable), in terms of the expected results or outcomes set out in the results framework submitted with the original application form. For each result area, this should include outputs and progress towards the planned targets.  The agreed results framework for the project should be annexed to the narrative report as Annex 1, with the year's progress clearly marked against each result area, indicating whether/to what extent milestones or targets have been achieved. Any changes in indicators, activities etc. should be clearly signalled. This annex does not count against the page limit for the report.  In describing the project's progress please also refer to how the principles of partnership, participation, and capacity building have been applied in the implementation of the project. Mainstreaming of Irish Aid thematic priority issues – Gender Equality, Environmental Sustainability, Good Governance/Promotion of Human Rights, and HIV&AIDS - in the project implementation should be highlighted through the report where applicable and should not necessitate separate description. Specific initiatives relating to these priority issues should be described.	

#### **4. Sustainability and Exit Strategy**

This section should describe how the benefits of the project are likely to be sustained, including the progress towards establishing the capacities, structures, and systems necessary for the project outcomes to be sustained, institutionally and financially, beyond the period of Irish Aid funding.

#### **5. Lesson Learning**

Summarise any lessons learned from the implementation of the project. The report should reflect how these lessons are being incorporated into the ongoing implementation of the project (if applicable) or into broader organisational processes. Describe any initiatives for sharing these lessons with a wider audience. If there are any evaluations or formal reviews being planned or undertaken, a reference to this fact should be made.

#### **6. Engagement with the Irish Public (where applicable)**

Describe briefly any activities carried out that were aimed at increasing awareness and understanding on development and global justice issues. Activities may include: public awareness campaigns, membership campaigns, development education programmes, volunteering and advocacy programmes, and should exclude activities that are exclusively done for the purpose of fundraising.



**Appendix B**

**Personnel Report for Irish-based organisations which send personnel overseas (it is recommended that all personnel should be registered with the relevant Embassy)**

**a) Development Workers:\***

Agency Name	
CSF Contact Number	
Period covered by this report	

Development workers						
Country	Total No. of DWs	Female	Male	IA funded projects**	Irish***	PRSI contributions paid if applicable (Y/N)
<b>Totals</b>						

\* IA defines a development worker as someone who earns more than €18,000 per annum

\*\* No. of development workers working on IA funded projects

\*\*\* Development workers who are either holders of an Irish passport or other Irish habitual residents

**b) Volunteers**

Agency Name	
CSF Contact Number	
Period covered by this report	

Volunteers									
Country	Total No. of volunteers	Fema	Male	IA funded projects*	Irish**	0-3 months	3-12 months	Over 1 year	Social Welfare contributions paid - if applicable *** (Y/N)
<b>Totals</b>									

\* Number of volunteers working on projects that are IA funded

\*\*Irish volunteers are holders of an Irish passport or other Irish habitual residents

## Appendix C:

This section should be expanded where necessary to provide detailed financial information on both the project budget and expenditure. The overall structure of this document must be maintained if any changes are made.

**Name of the Organisation:**

**CSF reference (official use only)**

<b>A. Incoming Resources</b>
Irish Aid Funding
<b>B. Other Funding</b>
Own Resources *
Other Sources (List must include donor(s) name. Use extra lines as required)
<b>Total Incoming Resources (A + B)</b>

<b>Year 1 Budget</b>
€
€
€
€

<b>Year 1 Expenditure</b>
€
€
€
€

<b>Project Budget. Please list all anticipated budget elements</b>
<b>1. Direct Project Costs</b>
<b>Subtotal</b>

<b>Year 1 Total Project Budget</b>	<b>Year 1 Irish Aid Budget</b>
xxxxxxxxxxxxxx	xxxxxxxxxxxxxx
<b>€ 0</b>	<b>€ 0</b>

<b>Year 1 Total Project Expenditure</b>	<b>Year 1 Irish Aid Expenditure</b>	<b>Irish Aid Expenditure Variance</b>	<b>Irish Aid % Variance</b>
xxxxxxxxxxxxxx	xxxxxxxxxxxxxx	xxxxxxxxxxxxxx	xxxxxxxxxxxxxx
		#VALUE!	#VALUE!
		€ 0	#DIV/0!
		€ 0	#DIV/0!
		€ 0	#DIV/0!
<b>€ 0</b>	<b>€ 0</b>	<b>#VALUE!</b>	<b>#VALUE!</b>

<b>2. Indirect Project Costs</b>
<b>Subtotal</b>

xxxxxxxxxxxxxx	xxxxxxxxxxxxxx
<b>€ 0</b>	<b>€ 0</b>

xxxxxxxxxxxxxx	xxxxxxxxxxxxxx	xxxxxxxxxxxxxx	xxxxxxxxxxxxxx
		€ 0	#DIV/0!
		€ 0	#DIV/0!
		€ 0	#DIV/0!
		€ 0	#DIV/0!
<b>€ 0</b>	<b>€ 0</b>	<b>€ 0</b>	<b>#DIV/0!</b>

<b>Grand Totals</b>
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<b>€ 0</b>	<b>€ 0</b>
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<b>€ 0</b>	<b>€ 0</b>	<b>#VALUE!</b>	<b>#VALUE!</b>
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<b>A. Incoming Resources</b>
Irish Aid Funding
<b>B. Other Funding</b>
Own Resources *
Other Sources (List must include donor(s) name. Use extra lines as required)
<b>Total Incoming Resources (A + B)</b>

<b>Year 2 Budget</b>
€
€
€
€

<b>Year 2 Expenditure</b>
€
€
€
€

<b>Project Budget. Please list all anticipated budget elements</b>
<b>1. Direct Project Costs</b>
<b>Subtotal</b>

<b>Year 2 Total Project Budget</b>	<b>Year 2 Irish Aid Budget</b>
xxxxxxxxxxxxxx	xxxxxxxxxxxxxx
<b>€ 0</b>	<b>€ 0</b>

<b>Year 2 Total Project Expenditure</b>	<b>Year 2 Irish Aid Expenditure</b>	<b>Irish Aid Expenditure Variance</b>	<b>Irish Aid % Variance</b>
xxxxxxxxxxxxxx	xxxxxxxxxxxxxx	xxxxxxxxxxxxxx	xxxxxxxxxxxxxx
		€ 0	#DIV/0!
		€ 0	#DIV/0!
		€ 0	#DIV/0!
		€ 0	#DIV/0!
		€ 0	#DIV/0!
<b>€ 0</b>	<b>€ 0</b>	<b>€ 0</b>	<b>#DIV/0!</b>

<b>2. Indirect Project Costs</b>
<b>Subtotal</b>

xxxxxxxxxxxxxx	xxxxxxxxxxxxxx
<b>€ 0</b>	<b>€ 0</b>

xxxxxxxxxxxxxx	xxxxxxxxxxxxxx	xxxxxxxxxxxxxx	xxxxxxxxxxxxxx
		€ 0	#DIV/0!
		€ 0	#DIV/0!
		€ 0	#DIV/0!
		€ 0	#DIV/0!
		€ 0	#DIV/0!
<b>€ 0</b>	<b>€ 0</b>	<b>€ 0</b>	<b>#DIV/0!</b>

<b>Grand Totals</b>
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<b>€ 0</b>	<b>€ 0</b>
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<b>€ 0</b>	<b>€ 0</b>	<b>€ 0</b>	<b>#DIV/0!</b>
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*All figures should be rounded to nearest €100*

*\* In-kind resources or donations should not be included in this budget.*

<b>A. Incoming Resources</b>
Irish Aid Funding
<b>B. Other Funding</b>
Own Resources *
Other Sources (List must include donor(s) name. Use extra lines as required)
<b>Total Incoming Resources (A + B)</b>

<b>Year 3 Budget</b>
€
€
€
€

<b>Year 3 Expenditure</b>
€
€
€
€

<b>Project Budget. Please list all anticipated budget elements</b>
<b>1. Direct Project Costs</b>
<b>Subtotal</b>

<b>Year 3 Total Project Budget</b>	<b>Year 3 Irish Aid Budget</b>
XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX
€ 0	€ 0

<b>Year 3 Total Project Expenditure</b>	<b>Year 3 Irish Aid Expenditure</b>	<b>Irish Aid Expenditure Variance</b>	<b>Irish Aid % Variance</b>
XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX
		€ 0	#DIV/0!
		€ 0	#DIV/0!
		€ 0	#DIV/0!
		€ 0	#DIV/0!
		€ 0	#DIV/0!
€ 0	€ 0	€ 0	#DIV/0!

<b>2. Indirect Project Costs</b>
<b>Subtotal</b>

XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX
€ 0	€ 0

XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX
		€ 0	#DIV/0!
		€ 0	#DIV/0!
		€ 0	#DIV/0!
		€ 0	#DIV/0!
		€ 0	#DIV/0!
€ 0	€ 0	€ 0	#DIV/0!

<b>Grand Totals</b>
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€ 0	€ 0
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€ 0	€ 0	€ 0	#DIV/0!
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*All figures should be rounded to nearest €100*

*\* In-kind resources or donations should not be included in this budget.*

## Guidance notes for budget breakdown

Multi country projects should show the expenditure breakdown by country. Please see section 2 of the application form.

The budget should be specific enough, in terms of expenditure categories provided, to display significant project expenditure.

Contingencies are not allowable.

Direct project costs are those costs that can be specifically associated with the project (for example project activities, project staff salaries).

Indirect costs are costs that are in support of project objectives but not specifically incurred for the project and so cannot be readily associated with the project (for example administration costs/organisational audit costs).