EUTF Results Reporting

- **EUTF Monitoring & Evaluation Framework.**

The *EU Regional Trust Fund in Response to the Syrian Crisis (EUTF)* has developed a tailored M&E framework, which is in place since November 2017 and operates in three dimensions:
1. Independent and easy-to-deploy <u>Results-Oriented Monitoring</u> mechanism, available for each EUTF project;
2. <u>Online database </u>(AKVO standards) to be used as collection and information platform;
3. <u>Impact-focused evaluation</u> on a number of sector/thematic priorities part of the EUTF portfolio.

The EUTF Madad M&E framework is supported by a **Results Framework (RFw)** and an **Overarching Framework (OFw)**, being respectively an operational instrument and a strategic instrument.
The RFw mirrors the projects' most significant indicators identified within the Log Frames, while the OFw is aligned to the strategic objectives of the EUTF. Both are to be considered as living documents, updated on the EUTF Madad performance and published on the official webpage for reference.

A precious source of information for the RFw is the **Quarterly Information Note (QIN)**, submitted by EUTF Madad implementing partners every three months.
In this process, <u>the QIN will have to be aligned with the RFw</u> on the sector area of concern <u>and to the Action Document</u> at the strategic level, through a set of **Key Performance Indicators (KPIs) agreed with the CA.**
In practical terms, <u>the information provided through the QIN will be used to feed the Results-based database for the production of biannual **EUTF Results Report**, which includes records and statistics</u>. For these reasons, and in order to base the analysis on realistic data, **it is important that all implementing partners align to the same template and deadlines**.

GUIDELINES to the Quarterly Information Notes (QIN)

The attached QIN template is designed as a monitoring and reporting tool to address the EUTF Madad operational need for results-based project's progresses, in an *easy-to-use* format.
It should be noted that both the QIN template and the EUTF Results Framework are aligned to the Facility for Refugees in Turkey (FRiT) M&E system for all Turkish-specific Actions and/or components.

- **The Log Frame as a monitoring tool.**

Starting from the negotiation phase, and then, as needed, in the course of implementation, the Log Frame can be revised and adapted, at the condition that the scope of the Action, target groups and its main activities/objectives remain unchanged.
The QIN is a good opportunity to reflect progresses and to verify that all log frame indicators, including the KPIs, are correctly designed to assess the qualitative and quantitative achievements. This is why the reporting exercise can be an occasion to further align indicators to the KPIs mirrored in the

EUTF RFw, based on a correct data reporting exercise on *output* -at result level- and *outcome* -at objective level.

- ▪ **General Info.**
1) <u>The QIN template is the only mandatory document to fill-in for quarterly notes</u>. Additional Annexes may be shared by the Project authority as found relevant for info (revised log frame, specific studies/statistics conducted, audio-visual material produced…).
2) The present <u>QIN template does not apply and does not substitute the Inception/Annual report form</u>, for which full Narrative + Financial records are due according to the contractual agreement.

- ▪ **How to fill-in the QIN.**

<u>Priority Area:</u> thematic sector as identified in the EUTF Madad RFw, namely *BASIC EDUCATION, HIGHER and FURTHER EDUCATION, RESILIENCE and LOCAL DEVELOPMENT, HEALTH SERVICES, WASH SERVICES, PROTECTION*.

<u>AD financing:</u> Action Document of reference.

<u>Reporting cut-off and submission dates:</u> On quarterly basis, the IPs shall submit their QIN to the EUTF one month after the data collection cut-off date, according to the following schedule:

Reporting Periods	Cut-off Date	Deadline for IPs to submit data to CAs
Q1 (Jan-Mar)	31 March	1 May
Q2 (Apr-Jun)	30 June	1 August
Q3 (Jul-Sep)	30 September	1 November
Q4 (Oct-Dec)	31 December	1 February

<u>Intervention logic:</u> the template is based on the **Country-log frames** and should be filled according to the intervention logic of the Action.

<u>Indicators:</u>
- ➢ **Definition** of indicators according to the **SMART (specific, measurable, relevant, time-bound) criteria.**
- ➢ **Baselines** identify the situation at the start-up of the Action. Data have to be provided either during the planning phase or during the inception phase, at the latest.
- ➢ **Current values** progress value reached at the moment of reporting.
- ➢ **Targets** identify the desired value of progress/what the project can **realistically** reach**.**
- ➢ **Source of Verification (SOV)** explains where the information/data comes from.
- ➢ **Values** are usually expressed in absolute numbers and can detect both quantitative and qualitative progresses. For output indicators is crucial to be measured in absolute terms/through a fixed value (#), while outcome indicators can be expressed in percentage (%). However, this parameter has to be **consistent at baseline and target level**.
- ➢ **Gender-disaggregation** is requested where applicable.

<u>Reporting body:</u> the Project authority who signed the *Special Conditions*.

<u>Leading implementing partner:</u> the actor responsible of implementing an activity. In the case of a Consortium, this could vary from one thematic/country component to the other.

<u>Narrative:</u> a brief narrative part is included in the QIN template. This can be used to describe the *main progresses*, *problems and risks* faced during implementation. *Mitigation measures* and *forthcoming activities* shall be reported as needed, respectively at output and outcome level.