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USAID BUREAU FOR HUMANITARIAN ASSISTANCE (BHA)

REPORTING TEMPLATE FOR AWARDS FUNDED UNDER THE BHA EMERGENCY APPLICATION GUIDELINES (2021-2022)

August 2021



Reporting Template for Awards Funded under the BHA Emergency Application Guidelines Record of Change

The following changes have been made to the BHA Reporting Template since April 2021. The most recent changes are listed first. Changes in the main body of the text are marked in **yellow highlighting**.

Date of Change	Section	Change
8/3/2021	Overall document	Minor grammar and word choice corrections; spelled out acronyms when used the first time; replaced “partner” with “recipient”
8/3/2021	Cover title	Updated cover title “Reporting Template for Awards Funded under the BHA Emergency Application Guidelines (2021-2022)”
8/3/2021	Acronyms and Abbreviations	Added FFP and OFDA to acronym list
8/3/2021	Introduction	Clarified Reporting Template applicability. Clarified that recipients must comply to their individual award package for reporting requirements
8/3/2021	Table 1	Changed to “Transition and Exit Strategy” to align with the BHA Application Guidelines language. Added Transition and Exit Strategy to the Semi-Annual Report narrative report component list
8/3/2021	Table 2	Changed to “Humanitarian Stories” and “Required and RiA Emergency Indicators”; added modality information entry for AR
8/3/2021	How Template is Organized	Added “annexes or attachments must be numbered and listed in the table of contents”
8/3/2021	How Template is Organized	Added “depending on complexity of the activity, recipients may choose to allocate the 10 pages differently than the suggested core question length”

8/3/2021	Narrative Cover Page	Changed to “Organization/Name”, “Geographic Area” and “Field Contact”
8/3/2021	Narrative Core Questions	Moved deletion instructions up to the description
8/3/2021	Core Question 1 Overall Performance	Changed to “up to 2 pages”; clarified to write about the activity performance “within the reporting period”
8/3/2021	Core Question 3 Measuring Results	Changed to “up to 4 pages”
8/3/2021	Core Question 6 Coordination and 8 Planned Interventions	Indicated that they are BHA additional questions
8/3/2021	Core Question 5 Risk Management	Clarified the need to follow recipient award package for reporting separately all commodity loss and food commodity quality and safety reports and inspection certificates
8/3/2021	Additional Questions	Restructured Additional Questions sections so it is clearly separate from the Narrative Core Questions section
8/3/2021	Core Question 2 Changes and Amendments, Question 5 Risk Management	Removed duplicative text from core question description as is presented in the Instructions for Recipients
8/3/2021	Core Questions 2, 6, 7 and 9	Added/edited points in Instructions to Recipients
8/3/2021	Transition and Exit Strategy	Changed to 8 Transition and Exit Strategy. Revised core question title and description. Moved core question up to all programmatic performance section
8/3/2021	Planned Interventions	Changed to 9 Planned Interventions.
8/3/2021	Additional Report components, Upload Documents	Added examples of Assessment, Research and Other Reports may include “BHA funded covid assessments, multi-sectoral assessments, cluster research studies and qualitative study/inquiry reports, etcetera”
8/3/2021	Additional Report components, Upload Documents	Clarified Humanitarian Stories description
8/3/2021	Additional Report components, Direct Data Entry	Added “Required and RiA” to Emergency Indicators; added modality information entry for AR

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ACRONYMS AND ABBREVIATIONS

AAP	Accountability to Affected Populations
ADS	USAID's Automated Directives System
AAMP	Application and Award Management Portal
AR	Annual Report
ART	Awards Results Tracking System
BHA	USAID Bureau for Humanitarian Assistance
DQA	Data Quality Assessment
FFP	Food for Peace
FPR	Final Performance Report
FY	Fiscal Year
IDP	Internally Displaced Person
ITT	Indicator Tracking Table
LOA	Life of award
LRIP	Local, Regional, and International Procurement
M&E	Monitoring and Evaluation
NFI	Non-Food Items
NGO	Non-Government Organization
NOFO	Notice of funding opportunity
OFDA	Office of U.S. Foreign Disaster Assistance
PDM	Post-Distribution Monitoring
PIRS	Performance Indicator Reference Sheet
R	Required
RiA	Required if applicable
SAR	Semi-annual Report
USAID	U.S. Agency for International Development
USG	United States Government

INTRODUCTION

BHA's Reporting Template is applicable for awards funded under BHA's Emergency Application Guidelines. Emergency awards funded under legacy Office of Food for Peace (FFP) and Office of U.S. Foreign Disaster Assistance (OFDA) must comply with the specific reporting requirements in their award package.

The template is a suggested format for all programmatic performance reporting adapted from the [Grand Bargain 8+3 reporting template](#) and includes USAID, federal and legislatively required questions and components. The template includes the Grand Bargain eight Core Questions and two additional questions as well as BHA specific instructions. The core questions and recipient instructions were modified to include these additional requirements as well as to remove duplication and improve flow, while at the same time maintaining the spirit of the Grand Bargain Core Questions and instructions to provide recipients with clear reporting guidance. The programmatic performance report must only reflect work done with BHA funding for a specific award number for a specified reporting period. While the format is suggested, the content is either required or required if applicable (RiA), as noted. **However, the reporting requirements outlined in a recipient's individual award take precedence over any other guidance provided here.**

HOW THIS TEMPLATE IS ORGANIZED

The template is organized into three sections. Section 1 is the Introduction that includes the summary narrative report, document upload and data entry components. Section 2 is the Detailed Narrative Report that describes the core questions and recipient instructions for all reports and additional questions and instructions for specific reports. Section 3 is the Additional Report Components that outlines the additional report components mentioned in Section 1.

TABLE 1. SUMMARY NARRATIVE REPORT COMPONENTS

SEMI-ANNUAL PERFORMANCE REPORT	ANNUAL PERFORMANCE REPORT	FINAL PERFORMANCE REPORT
<ol style="list-style-type: none"> 1. Overall Performance 2. Changes and Amendments 3. Measuring Results 4. Participation & Accountability to Affected Populations (AAP) 5. Risk Management 6. Coordination 7. Lessons Learned 8. Planned Interventions 9. Transition or Exit Strategy 	<ol style="list-style-type: none"> 1. Overall Performance 2. Changes and Amendments 3. Measuring Results 4. Participation & AAP 5. Risk Management 6. Coordination 7. Lessons Learned 8. Planned Interventions (if applicable) 9. Transition or Exit Strategy 	<ol style="list-style-type: none"> 1. Overall Performance 2. Changes and Amendments 3. Measuring Results 4. Participation & AAP 5. Risk Management 6. Coordination 7. Lessons Learned 8. Transition or Exit Strategy

TABLE 2. ADDITIONAL REPORT COMPONENTS

SEMI-ANNUAL PERFORMANCE REPORT	ANNUAL PERFORMANCE REPORT	FINAL PERFORMANCE REPORT
<p>UPLOAD DOCUMENTS</p> <ol style="list-style-type: none"> 1. Semi-Annual Narrative Report (Required) 2. Indicator Tracking Table (ITT) (Required) 3. Assessments, Research and other Reports (if applicable) 4. Humanitarian Stories (recommended) <p>DIRECT DATA ENTRY in BHA ART <u>Required Semi Annual, FY, and LOA Values</u></p> <ol style="list-style-type: none"> 5. Activity level Unique Beneficiaries 6. Sector level Unique Beneficiaries 7. Required and RiA Emergency indicators <p><u>Required if Applicable (RiA)</u></p> <ol style="list-style-type: none"> 8. Activity level Unique Refugee and IDP Beneficiaries 	<p>UPLOAD DOCUMENTS</p> <ol style="list-style-type: none"> 1. FY Narrative Report (Required) 2. ITT (Required) 3. Assessments, Research and other Reports (if applicable) 4. Humanitarian Stories (recommended) <p>DIRECT DATA ENTRY in BHA ART <u>Required Semi Annual, FY, and LOA Values</u></p> <ol style="list-style-type: none"> 5. Activity level Unique Beneficiaries 6. Sector level Unique Beneficiaries 7. Required and RiA Emergency indicators <p><u>Required if Applicable (RiA)</u></p> <ol style="list-style-type: none"> 8. Activity level Unique Refugee and IDP Beneficiaries 9. FY Modality Actuals Data Tables <ul style="list-style-type: none"> • LRIP Procurement • Modality Actuals 	<p>UPLOAD DOCUMENTS</p> <ol style="list-style-type: none"> 1. LOA Narrative Report (Required) 2. ITT (Required) 3. Assessments, and Research Reports (if applicable) 4. Humanitarian Stories (recommended) <p>DIRECT DATA ENTRY in BHA ART <u>Required Semi Annual, FY, and LOA Values</u></p> <ol style="list-style-type: none"> 5. Activity level Unique Beneficiaries 6. Sector level Unique Beneficiaries 7. Required and RiA Emergency indicators <p><u>Required if Applicable (RiA)</u></p> <ol style="list-style-type: none"> 8. Activity level Unique Refugee and IDP Beneficiaries 9. Evaluation indicator values 10. LOA Modality Actuals Data Tables <ul style="list-style-type: none"> • LRIP Procurement • Modality Actuals

Note: All values are unique counts that avoid double counting.

The reports must be no more than 10 pages in length, excluding cover page, list of acronyms, and annexes or attachments. **Annexes or attachments must be numbered and listed in the table of contents.** Narrative reports must be submitted with the following parameters:

- Microsoft Word or compatible equivalent in 11-point, Times New Roman font,
- One-inch margins, letter-sized paper,
- Left justification,
- Footer on each page with the page number, date of submission, award number, and activity name,
- Text in tables or charts can use 8- or 10-point, and

- Spreadsheets **must** be prepared in Microsoft Excel or compatible equivalent in Times New Roman font, with print areas set to 8.5 x 11-inch, letter-sized paper.

DETAILED NARRATIVE REPORT

All programmatic performance reports must address the following nine core questions in narrative form, enter beneficiary and indicator values into ART (which is equivalent to the Grand Bargain 8+3 Reporting Template Core Question 4 Affected Persons), upload related documents and the activity’s latest ITT. Note that in addition to the Grand Bargain 8 Core Questions, BHA added Coordination and Planned Interventions¹ questions to the programmatic performance report. BHA is interested in how **recipients** coordinate with and within the humanitarian community and how coordination contributes to the activity, and to better understand what activities are planned for the next reporting period.

Refer to the “Instructions for **Recipients**” in each subsection below when drafting the Narrative Report. **Recipients** do not necessarily need to include all points included in the “Instructions for **Recipients**” section but must touch on these points when salient and applicable to the report. BHA encourages **recipients** to write concisely and keep within 10 pages length (excluding cover page, list of acronyms, and annexes or attachments). **Depending on complexity of the activity, recipients may choose to allocate the 10 pages differently than the core question suggested length.**

NARRATIVE COVER PAGE

- I. Reporting Type: Semi-annual Report/Annual Report/Final Performance Report
- II. Reporting FY:
- III. **Recipient Organization/Name**:
- IV. Award Number:
- V. Activity Name:
- VI. **Geographic Area (Worldwide/Country/Region)**:
- VII. Activity Start Date:
- VIII. Activity End Date:
- IX. List of documents uploaded into BHA ART module in AAMP for the reporting period:
- X. **Recipient** HQ contact person Name, Email, Phone, Office Address
- XI. **Recipient Field** contact person Name, Email, Phone, Office Address

¹ This is a BHA question not a Grand Bargain question.

NARRATIVE CORE QUESTIONS

(REQUIRED FOR ALL PROGRAMMATIC PERFORMANCE REPORTS)

1. Overall Performance

Write about the activity performance **within the reporting period**. Include information about how successful it is and what results are achieved. Write about the purpose(s) of the activity, and whether or not it is meeting them. Include information about its effect on the different needs of women, men, boys, girls, vulnerable people, and any other cross-cutting elements. Write about how the purposes and/or sectors are integrated, if more than one purpose and/or sector. Suggested length: up to **two pages**. **(Please delete BHA provided description and instructions to recipients before submitting the report.)**

Instructions for **Recipients**:

- Provide an overview of the interventions. Include information about how progress has been made. Write about the context of the activity, why it was needed, and its original goal.
- It is important to include the source of information about the needs of vulnerable people, and how the activity took their needs into account. Explain how gender disparities in access to and control over resources were considered and integrated in activity implementation. Unless the activity was specifically targeted at one group, describe who benefits from the activity interventions and how. Describe how the needs and capabilities of persons with disabilities were incorporated in the activity design and implementation.
- Describe how the activity tackled applicable cross-cutting elements, such as gender disparities, protection challenges and Do No Harm conflict sensitivity needs and issues. If the activity interventions contributed to or exacerbated these issues (e.g., increased tension between couples due to women's direct access to cash), describe the unintended consequences and actions taken to address them. If language or ethnicity is an applicable cross-cutting element, summarize how each is being considered in the activity. For example, have you conducted an assessment or used secondary data to take into account the local languages, ethnicities, literacy rates, preferred local forms of communication, et cetera.
- If the activity is multi-sectoral, describe how the interventions from different sectors contribute to the purpose, are related with each other and within the purpose. For example, if there is a food security purpose, describe how interventions from various sectors are integrated to achieve the purpose. If there is more than one purpose, describe how they are related with each other and with the goal.

2. Changes and Amendments

Briefly describe any changes to the activity from the original approved application or last approved modification (whether in the implementation plan, interventions, indicators, or outcomes), and explain why the changes were needed (e.g., because of a change in needs or in the overall situation). Suggested length: up to one page. (Please delete BHA provided description and instructions to recipients before submitting the report.)

Instructions for Recipients:

- Explain any changes or amendments to the implementation plan, and the reasons for the changes/amendments. This might include a discussion of how the humanitarian context has changed, changes in the needs of the beneficiaries based on the learning from activity implementation, monitoring, evaluation, changing assumptions, or other challenges that necessitate the change. These changes may result in adjustments to the implementation plan, interventions, indicators, or outcomes.
- Highlight how major changes in access, security, and other relevant elements impacted activity implementation. The description should be specific to changes in the context from the previous performance report, with an outlook at potential changes in the next reporting period.
- If applicable and commensurate with the importance of market-based programming in your activity, analyze and present results from market assessments and monitoring. Briefly describe how changes in market access, prices, and availability of commodities impacted activity implementation and anticipated outcomes. For example, discuss trends and potential impacts on programming, including cost per output, if relevant (price trends should be as compared to normal seasonal fluctuations). Use data from joint monitoring systems or own collected prices.

3. Measuring Results

Describe the progress in achieving the outputs and outcomes in comparison with the indicator targets as presented in the M&E plan, including analyses of these results in the narrative. As applicable, summarize Post-Distribution Monitoring (PDM) findings related to distributions and transfers (e.g., food, non- food items, in-kind, cash, or vouchers), and the role of the goods in achieving the activity purpose(s) and outcomes. Suggested length: up to four pages. (Please delete BHA provided description and instructions to recipients before submitting the report.)

Instructions for Recipients:

- Provide a brief analysis and interpretation of the outputs, outcomes or results achieved. How much progress has been made towards the targets for each indicator in the original approved application or last approved modification. Include a discussion on the targets that were met in time or delayed and explain why key targets or milestones were not met, and any differences between the

expected results and the actual results. Explain the data collection method and verification used.

- Present quantitative and qualitative analyses of output, process and outcome indicators in the narrative. Analyses may include data from the ITT, baseline report, the endline report, feedback mechanism, sectoral assessment, markets data and/or PDM report(s). Reference any sex-disaggregated results, making sure to address any significant discrepancies in actuals across sexes and by age groups, e.g., if significantly more women were reached than men (and vice versa), or significantly more older women than younger women were reached. Discuss how the activity is taking this into account to achieve intended outcomes.
- As applicable, include a PDM summary that describes satisfaction with the process of distributions and with the transfers received, as well as beneficiary perspectives on the distributions and transfers.

4. Participation of and Accountability to Affected Population

Describe how the activity was designed to maximize accountability toward the affected persons who are reached by the intervention. Describe the complaints/feedback mechanisms and any salient issues that affect programming and how the information was utilized. Suggested length: up to half a page. (Please delete BHA provided description and instructions to recipients before submitting the report.)

Instructions for Recipients:

- How have affected persons who are reached by the intervention received information about the recipient and the activity? How has this information been well-timed and accessible to beneficiaries? How were people affected by the crisis (including vulnerable and marginalized groups) involved and consulted in the design and implementation of the activity? 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 complaints”).
- How did the recipient use beneficiaries’ feedback as a guide when making decisions? How was feedback collected, tracked, analyzed and taken into account? Were changes made because of feedback received? If so, how were the changes made? Provide evidence of collecting, responding and using this feedback (e.g., tools for provision of information, or tracking systems).

5. Risk Management

Describe how the activity identified, managed, reduced, and mitigated risks, including operational, security, financial, personnel, external, or other relevant risks. Suggested length: up to half a page. (Please delete BHA provided description and instructions to recipients before submitting the report.)

Instructions for Recipients:

- **Review** the risk management analysis and plan. Were the right risks identified? Were there new risks that the **recipient** did not expect? What were the mitigation measures used to address the identified risks? Did they 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 activity staff, corruption, conflicts of interest, loss of or harm to activity staff, and loss of or harm to activity materials or resources, for example. If the activity takes place in an insecure environment, describe the security risks, including how the security situation evolved over the course of the activity and how this affected activity interventions.
- If applicable, describe all losses regardless of modality. **Report to BHA promptly any commodity losses. Follow the recipient award package for reporting separately all commodity losses. This programmatic performance report does not obviate the requirement for a separate report for the commodity loss.**
- If applicable, describe **food** commodity safety and quality assurance inspection results compared to local country food safety guidance or Codex Alimentarius, as referenced in the Commodity Safety and Quality Assurance section. **Any food commodity quality and safety concerns must be promptly reported to the AOR. Report must contain aflatoxin levels and moisture content certification. Follow award package for reporting separately food commodity quality and safety reports and inspection certificates. This programmatic performance report does not obviate the requirement for a separate report for food commodity safety and quality assurance inspection.**

6. Coordination (BHA Additional Question)

Describe the results of any coordination efforts, any synergies developed as a result of the coordination, and recommendations for improving coordination in the future.

Suggested length: up to half a page. **(Please delete BHA provided description and instructions to recipients before submitting the report.)**

Instructions for Recipients:

- Describe coordination with the host government, other relevant organizations and the broader humanitarian system, including the cluster system and alignment to **Humanitarian Response Plans** (HRP)/other relevant UN-led appeals/ coordinated responses (where applicable).
- Describe how this has contributed to the activity, for example, **coordinating with other actors to ensure a fuller range of needs are met among the targeted beneficiary population** or other benefits due to coordination. **Has coordination improved the activity's purpose(s)? If so, how?**

7. Lessons Learned

Describe any lessons learned, and how these will be applied to future activities or interventions. Suggested length: up to half a page. (Please delete BHA provided description and instructions to recipients before submitting the report.)

Instructions for Recipients:

- Describe what went well and should continue and what could be improved or adjusted to better achieve the activity's purpose(s). Reflect on the lessons learned in relation to the activity management, engagement with local recipients, your protection interventions, your coordination with affected persons, or to others engaged in the activity.
- Describe any proposed solutions to address challenges that will continue through the next reporting period.

8. Transition or Exit Strategy

Briefly describe the transition or exit strategy and steps to end the activity. Assess the sustainability of the results. Suggested length: up to half a page. (Please delete BHA provided description and instructions to recipients before submitting the report.)

Instructions for Recipients:

- Describe how the activity is adhering to its strategy for closing the activity without creating dependency and any challenges encountered. Describe any efforts taken to further the transition or exit strategy.
- If applicable, describe how the activity contributes to the resilience of communities, or how it has supported sub-recipients and/or local organizations' capacity.
- Describe any of the activity's interventions that will continue, or will feed into other long-term recovery, rehabilitation or development efforts. For example, did the activity support long-term strategies to reduce humanitarian needs, vulnerability and risks?

In instances where it may be challenging to transition to early recovery or longer-term development programming, in addition, to the points above, provide relevant updates on:

- Factors preventing transitioning away from humanitarian assistance, as well as any potential for change in the current operational context,
- Measures you have undertaken to prepare for transition of your activity to early recovery or more development-oriented programming should conditions warrant, and
- Any possibility of transitioning from BHA resources to alternate sources of emergency funding.

----- END OF NARRATIVE CORE QUESTIONS THAT APPLY TO ALL PERFORMANCE REPORTS-----

ADDITIONAL QUESTIONS AND INSTRUCTIONS FOR SEMI-ANNUAL REPORT

For each Core Question, use the unique semi-annual values to support your semi-annual narrative. In addition, the following Core Question applies to the Semi-Annual Report:

9. Planned Interventions (BHA Additional Question)

Provide an overview of key interventions planned for the upcoming reporting period. Suggested length: up to half a page. (Please delete BHA provided description before submitting the report.)

ADDITIONAL QUESTIONS AND INSTRUCTIONS FOR ANNUAL REPORT

For each core question, use the unique FY values to support your annual narrative. In addition, the following core questions applies to the Annual Report:

9. Planned Interventions (if applicable). For activities that will continue implementation beyond **Year One**, provide an overview of key interventions planned for the upcoming reporting period.

ADDITIONAL QUESTIONS AND INSTRUCTIONS FOR FINAL PERFORMANCE REPORT

For each core question, use the unique semi-annual, FY and LOA values to support your final performance narrative. In addition, the following applies to the Final Performance Report:

7. Lessons Learned. Focus on how lessons learned will be applied in future activities. 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 activities?

----- END OF ADDITIONAL QUESTIONS -----

ADDITIONAL REPORT COMPONENTS

UPLOAD DOCUMENTS (IN BHA ART MODULE OF AAMP)

- Narrative Report (Required) - See above section on Narrative Core Questions and Instructions for **Recipients**.
- Indicator Tracking Table (Required) - See ITT for specific instructions (separate document) can be found [here](#).
- Assessments, Research and other Reports - As applicable and appropriate for the reporting period, submit these reports/documents in BHA ART module of AAMP. Note that the baseline report, evaluation SOWs and evaluation reports must be uploaded in ART module of AAMP as per each award timeline. **Other documents may include BHA funded covid assessments, multi-sectoral assessments, cluster research studies and qualitative study/inquiry reports, etcetera.**
- Humanitarian Stories (recommended) - **Humanitarian stories are valuable in telling the story of what BHA and recipients do to save lives. Recipients are encouraged to provide this input for public diplomacy and outreach purposes.**

DIRECT DATA ENTRY (IN BHA ART MODULE OF AAMP)

Recipients must directly input data for all reporting periods, providing unique semi-annual and FY values (avoiding double counting) for the following:

- Activity level Unique Beneficiaries
- Activity level Unique Refugee and IDP Beneficiaries, if applicable
- Sector level Unique Beneficiaries
- **Required and RiA** Emergency Indicators

In addition, for the Annual Report, recipients will provide the following:

- **FY Modality Actual Data Tables, if applicable**
 - **LRIP Procurement**
 - **Modality Actuals**

In addition, for the Final Performance Report, **recipients** will provide the following:

- FY and LOA Activity and Sector Level Unique Beneficiaries
- FY and LOA Activity Level Unique Refugee and IDP Beneficiaries, if applicable
- FY and LOA **Required and RiA** Emergency Indicators
- Evaluation Indicator Values, if applicable
- LOA Modality Actual Data Tables, if applicable
 - LRIP Procurement
 - Modality Actuals

Additional BHA Annual Report guidance and ART user guide (separate documents) are forthcoming.