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USAID BUREAU FOR HUMANITARIAN ASSISTANCE --DRAFT-- REPORTING TEMPLATE FOR EMERGENCY ACTIVITIES

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USAID/BHA Emergency Application Guidelines Reporting Template Record of Change

The following changes have been made to the Reporting Template since [xx Month and year of initial release or major overhaul]. Applicants must incorporate these changes into their applications. 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

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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
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
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 for Emergency Activities 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 partner 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 partners 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 required and required if applicable (RiA).

HOW THIS TEMPLATE IS ORGANIZED

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

TABLE 1. SUMMARY NARRATIVE REPORT

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 	<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. Exit Strategy & Sustainability (if applicable) 	<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. Exit Strategy & Sustainability

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. Success Stories (recommended) <p>DIRECT DATA ENTRY in BHA ART</p> <p><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. 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. Success Stories (recommended) <p>DIRECT DATA ENTRY in BHA ART</p> <p><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. 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. LOA Narrative Report (Required) 2. ITT (Required) 3. Assessments, and Research Reports (if applicable) 4. Success Stories (recommended) <p>DIRECT DATA ENTRY in BHA ART</p> <p><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. 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 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. 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.
- Spreadsheets should 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 data 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 partners coordinate with and within the humanitarian community and how coordination contributes to the activity, and to better understand what activities are planning for the next reporting period.

Refer to the “Instructions for Partners” notes in each subsection below when drafting the Narrative Report. Partners do not necessarily need to include all points included in the “Instructions for Partners” section but must touch on these points when salient and applicable to the report. BHA encourages partners to write concisely and keep within 10 pages length (excluding cover page, list of acronyms, and annexes or attachments).

NARRATIVE COVER PAGE

- I. Reporting Type: Semi-annual Report/Annual Report/Final Performance Report
- II. Reporting FY:
- III. Partner Name:
- IV. Award Number:
- V. Activity Name:
- VI. Host/Implementation Country:
- VII. Activity Start Date:
- VIII. Activity End Date:
- IX. List of documents uploaded into BHA ART module in AAMP for the reporting period:
- X. Partner HQ contact person Name, Email, Phone, Office Address
- XI. Partner host country 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 to date. 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 one page.)

Instructions for Partners (please delete below before you submit your report):

- 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 exacerbate 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, for example, because of a

change in needs or in the overall situation. Describe the importance of market-based programming in your activity and analyze and present results from market assessments and monitoring, if applicable and commensurate with the activity. (Suggested length: up to one page.)

Instructions for Partners (please delete below before you submit your report):

- Explain any changes or amendments to the approved original application/modification or 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. State whether a proposed change was requested and approved by BHA.
- 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 access markets, 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 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 five pages.)

Instructions for Partners (please delete below before you submit your report):

- 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.)

Instructions for Partners (please delete below before you submit your report):

- How have affected persons who are reached by the intervention received information about the partner and the activity? How has this information been 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 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 partner use beneficiaries’ opinions 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. Describe all losses regardless of modality, if applicable.² Describe 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, if applicable.³ (Suggested length: up to half a page.)

Instructions for Partners (please delete below before you submit your report):

- Update the risk management analysis and plan. Were the right risks identified? Were there new risks that the partner 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. When reporting commodity losses include the type, amount and value of commodity including the reason for the loss. For cash and vouchers, losses are defined as any diversion of resource transfers which were intended for participants. When reporting Cash/Voucher losses include value and reason for the loss.
- If applicable, describe 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. Results must contain aflatoxin levels and moisture content certification. Commodity safety and quality inspection certificates must be submitted concurrent with performance reports to BHA in the ART module of AAMP.

6. Coordination

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.)

Instructions for Partners (please delete below before you submit your report):

² Report to BHA promptly any commodity losses. The full description of all losses occurring in the reporting period must also be included in the performance report.

³ Any commodity quality and safety concerns must be promptly reported to the AOR. Commodity safety and quality inspection certificates must be submitted concurrent with performance reports to BHA in the ART module of AAMP.

- Describe coordination 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).
- Describe how this has contributed to the activity, for example, working together with other activities, or other benefits due to coordination. How can coordination improve the activity's purpose(s)?

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.)

Instructions for Partners (please delete below before you submit your report):

- Describe what went well and should continue and what could improve or adjusted to achieve the activity's purpose(s). Reflect on the lessons learned in relation to the activity management, engagement with local partners, 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.

ADDITIONAL QUESTIONS AND INSTRUCTIONS FOR SEMI-ANNUAL REPORT

- For each Core Question, use the unique semi-annual values to support your semi-annual narrative. [See Annex A for specific FY21 Semi-Annual Report guidance](#). Additional BHA reporting guidance and ART user guide (separate documents) are forthcoming.

8. Planned Interventions

Provide an overview of key interventions planned for the upcoming reporting period. (Suggested length: up to half a page.)

ADDITIONAL QUESTIONS AND INSTRUCTIONS FOR ANNUAL REPORT

- For each Core Question, use the unique FY values to support your annual narrative. Specific BHA reporting guidance and ART user guide (separate documents) are forthcoming.
- **Planned Interventions (if applicable)**. For activities that will continue implementation beyond the FY, provide an overview of key interventions planned for the upcoming reporting period.

9. Exit Strategy and Sustainability (if Applicable)

Briefly describe the exit strategy and steps to end the activity. Assess the sustainability of the results. (Suggested length: up to half a page.)

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

- Describe the strategy for closing the activity without creating dependency. Describe the activity's strategy to exit the community without any disruptions to the target population way of living and their livelihoods.
- Describe how the activity contributed to the resilience of communities, or how it has supported local partner capacity. This is particularly important if resilience and support for local partner capacity were part of the activity's interventions.
- Describe 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?

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. Specific BHA reporting guidance and ART user guide (separate documents) are forthcoming.
- **Overall Performance.** Mention important achievements, problems you have had, or any other information which has affected the activity or its results.
- **Changes and Amendments.** Write about the changes that were made because of the change in circumstances, and how these affected how well you achieved the activity's purpose(s).
- **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?
- **Exit Strategy and Sustainability.** Briefly describe the exit strategy and steps to end the activity. Assess the likelihood of sustainability of its results. See instructions above under Additional Questions and Instructions for AR.

ADDITIONAL REPORT COMPONENTS

UPLOAD DOCUMENTS (IN BHA ART MODULE OF AAMP)

- Narrative Report (Required) - See above Narrative Core Question and Partner Instructions for reporting.
- 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.
- Success Stories (recommended) - Success stories are valuable in telling BHA's story. Partners are encouraged to provide this input for public diplomacy and outreach purposes.

DIRECT DATA ENTRY (IN BHA ART MODULE OF AAMP)

Partners 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
- Sector level Unique Beneficiaries
- Activity level Unique Refugee and IDP Beneficiaries, if applicable
- Emergency indicators

In addition, for the Final Performance Report, partners 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 Emergency indicators
- Evaluation values, if applicable
- LOA Modality Actual Data Tables, if applicable
 - LRIP Procurement
 - Modality Actuals

[See Annex A for specific FY21 Semi-Annual Report guidance](#). Additional BHA reporting guidance and ART user guide (separate documents) are forthcoming.

ANNEX A: SPECIFIC FY21 SEMI-ANNUAL REPORTING GUIDANCE

BHA Award Results Tracking (ART) Module in AAMP was updated to include all BHA emergency indicators. Most notable change is the data entry interface, see below table. For FY21 Semi-Annual Report for BHA-funded awards, partners are required to report on three data points for all BHA performance indicators (see [BHA Emergency Application Guidelines Annex B: Indicator Handbook for Emergency Activities](#)).

- Semi-annual Value - Indicator value reported for the semi-annual reporting period.
- FY Value - Unique indicator value reported for the fiscal year reporting period.
- LOA Value - Unique indicator value reported for the life of the award (entire performance of the award).

TABLE 3. GENERAL DATA ENTRY SCREEN

Indicator	Reporting Period Value (Semi-Annual)	Fiscal Year Value (Unique for FY)	LOA Value (Unique for award)
Total			
Disaggregate 1			
Disaggregate 2			

New entry screen applies to all legacy and BHA awards. Legacy OFDA awards may leave the *Fiscal Year* column blank. Legacy FFP awards may leave the *Reporting Period* column blank.

For legacy OFDA and FFP awards, please see the guidance below:

Legacy OFDA Awards

- No change in the reporting requirements, process, or data entry.

Legacy FFP Awards

- Continue to submit quarterly reports in AAMP.
- For annual reporting, enter annual and LOA values for all legacy FFP indicators per BHA equivalent indicators (see Table 4).
- For annual reporting, enter indicator values in BHA ART module of AAMP. Do not submit reports or enter values in the legacy FFP Partner Reporting Tool (PRT).

TABLE 4. MAPPING LEGACY FFP EMERGENCY INDICATORS TO BHA EMERGENCY INDICATORS

Legacy FFP Emergency Indicator	Where to find in BHA ART module of AAMP	
L-FFP#	Sector	BHA Indicator# and Instructions
E1/EFSP 1	Food Security (Purpose)	FS04
E2/EFSP 2	Food Assistance or MPCA	FS01
E3/EFSP 3	Food Assistance or MPCA	FS02
E4/EFSP 4	Food Assistance or MPCA	FS03
E5/EFSP 5	Nutrition	N01
E6/EFSP 6	Nutrition	N02
E7/EFSP 7		Data entry in ART not required; continue to report in narrative and ITT/monitoring table.
E8/EFSP 8		
E9/EFSP 9		

Note: Do not submit reports or enter values in the legacy FFP Partner Reporting Tool (PRT).