



**EDUCATION
CANNOT
WAIT**

The global fund for education in emergencies

ECW Reporting Webinar



Agenda **ECW Reporting**

10 min

1

Overview of ECW reporting procedure (GM)



10 min

2

Narrative Template (M&E)

40 min

3

Results Template (M&E)



50 min

4

Finance Template (Finance)



10 min

5

Useful links and ending remarks (GM)



All the webinar recordings, Q&As and useful resources will be made available in the ECW website (www.educationcannotwait.org) next week. GM will inform you when they are uploaded.

Questions and Answers (Q&A)



1

- If you are using MS Teams app, you can find a "Q&A" feature in your screen. Please use this feature to send your questions.

2

- If you cannot find the "Q&A" feature, please use the chat box to send your questions.

3

- You can also use the online question form to send us your questions.
- <https://un-ecw.jotform.com/212936282904964>

This is the QR code
for the online
question form



ECW Reporting Procedure

1

New report template files are **individually allocated to the respective grant** data documents and kept in ECW database.

2

The **link to the template files** is given to each grantee by ECW GM Team.

3

Grantees are asked to open the files by following the link and **directly input/add information and data in the files by using a web app** (Word and Excel).

4

Ensure that information and data are automatically saved.



ECW New Reporting

5

After inputting/adding information and data in the files, **notify ECW** by using the **online submission form (*new version)**:
<https://un-ecw.jotform.com/212906185687971>

6

If you have any questions **about the report (technical and process)**, please use the **online question form** to reach us:
<https://un-ecw.jotform.com/212936282904964>

7

Please refer to the *Reporting General Guideline* for more details.



**Only online templates will be
accepted during reporting windows**



Joint vs Individual Reporting

If you don't know who your lead grantee is, please contact gm@un-ecw.org

Joint Reporting

- **One Results and one Narrative template** for a bundle of MYRP or FER grantees approved under the same crisis at the same time in a specific country.
- One **lead grantee** to coordinate the results and narrative among all grantees to compile the reports (**mandatory**).

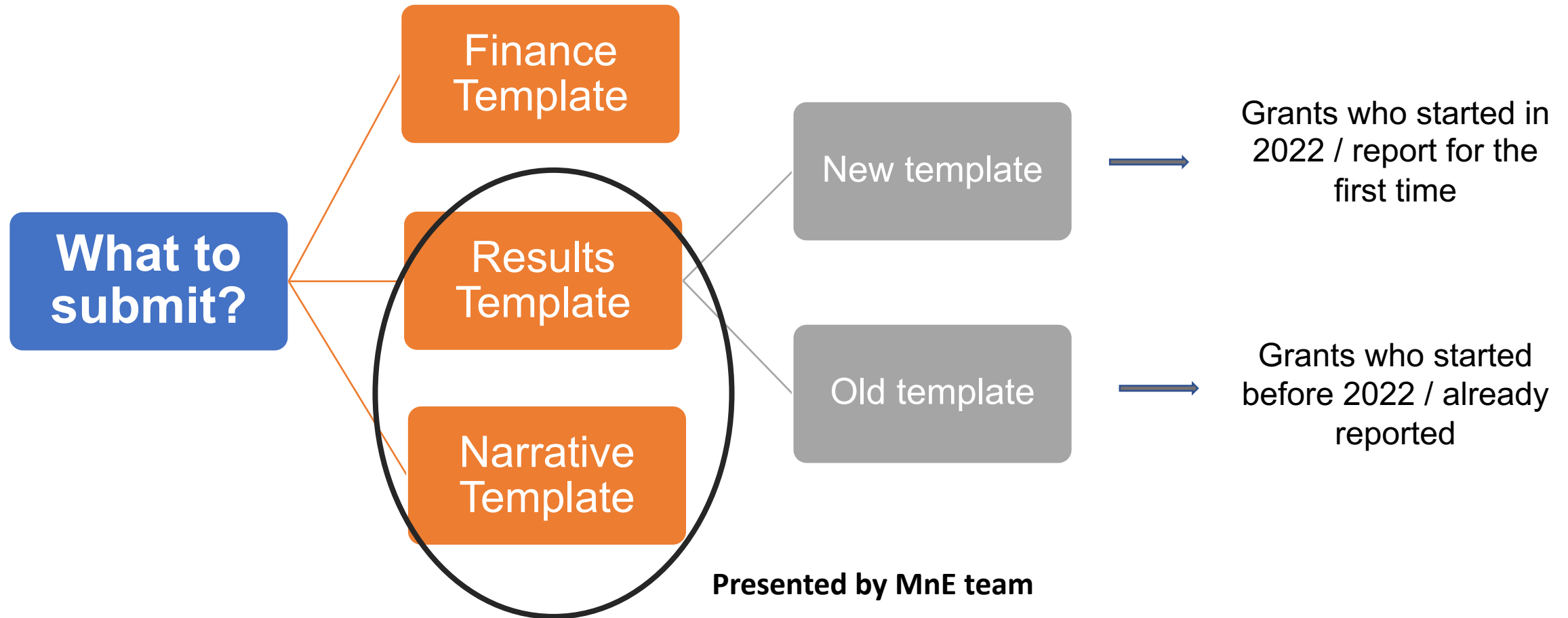
Individual Reporting

- Only one grantee approved under the specific crisis in a specific country.
- In case of other ECW grantees working parallel to your grant, please be very clear how your results relate to other grantee results (# of children reached, classrooms built, teachers trained, etc.), so **to avoid double counting**.

➡ Financial report is always individual : one Finance template per grantee



How to report on your results (Annual and Final report)?



Narrative Template



Education Cannot Wait

Annual/Final reporting - Joint Narrative report

FER/ MYRP

1. General Information	
Country/region	
Geographical areas of implementation (by first and second level administrative divisions)	
Programme title(s)	[If there are multiple grantees, please list all here]
ECW Grant Reference Number (found in Grant Confirmation Letter):	[If there are multiple grantees, please list all here]
Type of grant (Initial investment, FER, MYRP)	
COVID-19 focussed	No <input type="checkbox"/> , Yes <input type="checkbox"/>
Report submitting person contact details (name, position, email, organization)	[Please state the name and contact information of the person preparing the report for any eventual ECW follow-up questions]
Report co-authors contact details (name, position, email, organization)	[Please state the name and contact information of the person preparing the report for any eventual ECW follow-up questions]
Reporting period from (mm/yyyy) - to (mm/yyyy)	
Type of report (select one)	Annual report <input type="checkbox"/> Final report <input type="checkbox"/>
When this report is finalized, please submit it to ECW Secretariat using the Submit button	Submit: https://un-ecw.jotform.com/212906185687971

Narrative Template

WHAT

- An **analysis** of the children reached
- Progress towards collective beneficiary **outcomes** following the grant results framework.
- **Systemic outcomes** (when relevant)
- Report on **gender** aspects regarding gender mainstreaming as well as tailored gender-targeted interventions addressing the needs of a specific group.
- **Lessons-learned**, sustainability, and way forward
- Human Interest Story

HOW

Focus lies on outcome changes and how outputs contributed to this:

- Please refrain from describing activities and why (not) they were conducted and instead report on the outcome and output level results achieved through these activities.
- Share your learning experience (lesson' learnt, challenges)



Data in the Results Framework in the results template are to be consistent with the narrative report!



Result Template

ECW Results Template
General Information - FER and MYRP

Please complete the "Information" below before filling out other tabs.
ECW Secretariat will allocate a Grant Reference Number (GRN) at later stage.

Programme Information

Investment type	FER	MANUAL
Covid-19 related grant	no	MANUAL
Grant start date	10-Jun-22	ADMIN by ECW Secretariat
Grant end date	10-Jun-23	ADMIN by ECW Secretariat
Extension date		ADMIN by ECW Secretariat

GRANTEE 1 - LEAD GRANTEE

Grant reference number		ADMIN by ECW Secretariat
Country	Nigeria	MANUAL
Organisation	StreetChild	MANUAL

Contact role	Focal Point Name	Focal Point Email
Lead contact	John Smith	j.smith@un.org
Gender Lead FP	Alex Darslev	a.darslev@un.org

Reporting information

Report Year	Type of reporting	Reporting period up to	Submission Deadline	Submission status	Submitter email	Submission date
Application	Application	N/A	N/A	Submitted		
Reporting window 1	Annual	31-Dec-22	31-Mar-23	Work in progress	j.smith@un.org	02-Mar-23
Reporting window 2	Final	31-Dec-23	31-Mar-24	Not initiated		
Reporting window 3				Not initiated		
Reporting window 4				Not initiated		
Reporting window 5				Not initiated		
Reporting window 6				Not initiated		

GRANTEE SECTION

Report Year	Type of reporting	Reporting period up to	Submission Deadline	Submission status	Submitter email	Submission date
Application	Application	N/A	N/A	Submitted		
Reporting window 1	Annual	31-Dec-22	31-Mar-23	Work in progress	j.smith@un.org	02-Mar-23
Reporting window 2	Final	31-Dec-23	31-Mar-24	Not initiated		
Reporting window 3				Not initiated		
Reporting window 4				Not initiated		
Reporting window 5				Not initiated		
Reporting window 6				Not initiated		

Navigation: Guidance | ECW Indicator Library | General information | Children Reached | Individual | Children Reached | Joint | Results Framework

The Results Template

Report on:



General application information



Number of children reached



Indicators of your results framework

Old Template

Additional results against standard indicators not in your results framework.



The diagram illustrates the transition from the 'Old Template' to the 'New Template'. On the left, under the 'Old Template' header, is a green box labeled 'AR | Application information'. On the right, under the 'New Template' header, is a green box labeled 'General information'. A large, light blue arrow points from the 'Old Template' side to the 'New Template' side, indicating the direction of the change.

- Update the **contact information** of each table of the left side (one table per grantee), including functions and email addresses
- Update the **Gender Lead Focal Point**: *This focal point ensures that gender considerations are at the forefront of the design, implementation, and monitoring phases of FERs and MYRPs.*





General/Application Information tab (2/2)

In the General/Application Information tab: Enter **contact details of the person in charge of the reporting** as well as the **submission dates**

Old Template

Reporting requirement table		YY)								ECW A
		AUTO	Set by ECW	TEXT	Email	TEXT	Date (DD-MMM-YY)			
Report Year	Type of reporting	Reporting period	Submission Deadline	Lead Author Name	Lead Author's Email	Lead Author's Organisation	Submission Date	Submission confirmation link	M&E review	
Reporting window 1	Progress	30-Jun-21						Open form	Not approved	
Reporting window 2	Annual	31-Dec-21	31-mars-22	Mary Robert	m.robert@grantee.org	ORG	11-Apr-22	Open form	Approved	
Reporting window 3	Progress	30-Jun-22						Open form	Not approved	
Reporting window 4	Annual	31-Dec-22						Open form	Not approved	

Fill out the online form to confirm your submission

New Template

				GRANTEE SECTION				ECW ADM	
Report Year	Type of reporting	Reporting period up to	Submission Deadline	Submission status	Submitter email	Submission date	Submission confirmation link	M&E review	
Application	Application	N/A	N/A	Submitted			N/A	Approved	
Reporting window 1	Annual	31-Dec-23	31-mars-22	Not initiated			Open form	Not approved	
Reporting window 2	Annual	31-Dec-24		Not initiated			Open form	Not approved	
Reporting window 3	Final	31-Dec-25		Not initiated			Open form	Not approved	

Select the appropriate status of your submission, once complete select "submitted"

Children reached (1/2)



- Collects data on the total number of children and adolescents targeted and reached by individual grantees (ind) and all grantees together (joint)
- Two tabs to fill out when multiples grantees; one to fill out when single grantee:

Multiple Grantees

Fill out both tabs

Children Reached | Individual

This sheet is **ONLY** to be completed for grants with multiple grantees.
DO NOT fill in this sheet if you are the only grantee.

Only one grantee

Fill out only one tab

Children Reached | Joint

This is to be completed by grants that have BOTH joint and individual grantees. Fill in **ONLY** this sheet if you are the only grantee.

Children reached (2/2)

- Enter the total number of children reached **since the programme started** for each level of disaggregation
- For grantees that report for the second time : **overwrite** on your previous results
- Use the comment box below each table if need be
- For every table you fill out/edit: **Enter the date of your reporting**

New Template

- Joint and Ind tab: Top right of each table

MANUAL	
Date of reporting update:	15-Mar-23 <small>dd-mmm-yy</small>

Old Template

- Joint tab: Top right of the table
- Ind tab: below each table

MANUAL	
Date of reporting update: (dd-mmm-yy)	15-Mar-23

GRANTEE 1 - Children and adolescents reached

TOTALS			Grant reference number		ECW-GRN-12-2022		Grantee organization		STC	
4,430	TARGET									
2,087	CHILDREN AND ADOLESCENTS REACHED									
LEVEL OF EDUCATION AND SEX BREAKDOWN										
			Pre-Primary (41% of children reached)		Primary (47% of children reached)		Secondary (11% of children reached)		Unknown level of education	
			F	M	F	M	F	M	F	M
FORMAL EDUCATION										
Number of girls, boys, and adolescents (3-18 years old) reached with ECW assistance through formal education	Refugee	Target	50	60	452	456	120	103		
		Reached	-	5	56	45	103	124		
	IDP	Target			60	50				
		Reached			46	33				
	Other affected populations (including Host populations)	Target	462	556	746	695	300	320		
		Reached	452	403	456	352	12	-		
	Type of beneficiary unknown (choose only if you don't know the category of beneficiaries)	Target								
		Reached								
	TOTAL	Target	512	616	1,258	1,201	420	423	-	-
		Reached	452	408	558	430	115	124	-	-
Children with disabilities (cross-cutting: for all type of beneficiaries)	Target			30	50	66	142			
	Reached			10	50	20	33			
NONFORMAL EDUCATION										
Number of girls, boys, and adolescents (3-18 years old) reached with ECW assistance through non-formal education	Refugee	Target								
		Reached								
	IDP	Target								
		Reached								
	Other affected populations (including Host populations)	Target								
		Reached								

Results should cover the entire duration of the programme: since beginning up to 31 December 2022



Results Framework

- In the correct reporting window enter your results for each indicator of your results framework
- Add additional results/indicators from narrative below the RF

New Template

Results Framework

One column for indicator

NUMBER	DROPDOWN	TEXT	DROPDOWN FOR OUTPUTS ONLY OR TEXT
Numbering	Level	Result statement	Indicator (Select from dropdown or write directly your programme specific indicator)
1	Outcome	The most vulnerable boys and girls, including adolescents have equitable access to inclusive and quality learning opportunities	Number of boys and girls enrolled across different levels in formal and non - formal education
1.1	Output	Refugee girls and boys, including adolescents are integrated in the national education system	Number of boys and girls, including adolescents enrolled in the national education system by educational level
1.2	Output	Girls and boys, including adolescents have access to non-formal education programmes based on their needs	Number of boys and girls, including adolescents enrolled in NFE programmes (i.e., ECE in child friendly spaces, catch up, remedial classes and language programmes)
1.3	Output	Girls and boys, including adolescents are provided with learning materials and devices	Number of conflict and/or crisis affected boys, girls and adolescents provided with individual learning materials

All numbers should be cumulative since inception. For MYRPs this is based on ECW seed funds.

ANNUAL REPORTING - Covers from 15-Mar-22 to 31-Dec-22				
NUMBER	NUMBER	NUMBER	NUMBER when relevant	TEXT
Total	Female	Male	How many are adapted/ accessible?	Comments

AR | ECW Standard Indicators

Results should cover the entire duration of the programme: since beginning up to 31 December 2022



Old Template

AR | Results Framework

Two columns for indicators

Outcome / output number	Level (Outcome/ Output)	TEXT	DROPDOWN	Text, leave blank if an ECW Indicator is chosen
		Result statement	ECW Standard Indicator - Select from dropdown or select "Other program-specific indicator" and add it -->	Grantee's Own Program Specific Indicator
1	Outcome	Increase number of girls / boys and young people enrolled or maintained in pre-primary, primary, secondary and non-formal education with the support of ECW during the program	Enter a grantee selected Program Specific Indicator -->	number of girls and boys in pre- primary , primary, secondary schools and non-formal education reached with ECW assistance through access or retention
1.2	Output	Increased access and retention to education for crisis-affected girls and boys	Enter a grantee selected Program Specific Indicator -->	Number of new out-of-school children (aged 14 to 18) who have access to vocational training with the support of ECW
1.2	Output	increased access and retention to education for crisis-affected girls and boys	Number of gender-responsive and inclusive latrines constructed or rehabilitated	

Up to 31-Dec-22 - Achieved/Reached					
NUMBER	NUMBER	NUMBER	NUMBER WHEN RELEVANT	TEXT & DATA	TEXT
Total	Female	Male	Adapted/ Accessible	Other levels of disaggregation	Comments

AR | ECW Standard Indicators

Results Framework

- **Results are cumulative: What does it mean?**

- Do not leave the cells of the reporting window for 2022 empty if you entered results in previous reporting windows
- Results entered in the reporting window for 2022 = results of 2021 + additional results of 2022

Example 1 : 4 classrooms (and TLS) built at the end of 2021, an additional 15 were built during 2022. Total cumulative results to enter in the section 'up to 31 dec 2022' = 20 (4+15)
Always control for double counting when entering your results up to 31 Dec 2022

Example 2: If there are no additional children supported by transportation in 2022, report the results from 2021 in the section for 2022

DROPDOWN	Text, leave blank if an ECW Indicator is chosen	Up to 31-Dec-21 - Achieved/Reached					Up to 31-Dec-22 - Achieved/Reached					
		NUMBER	NUMBER	NUMBER	WHEN RELEVANT	TEXT & DATA	TEXT	NUMBER	NUMBER	NUMBER	WHEN RELEVANT	TEXT & DATA
ECW Standard Indicator - Select from dropdown or select "Other program-specific indicator" and add it -->	Grantee's Own Program Specific Indicator	Total	Female	Male	Adapted/ Accessible	Other levels of disaggregation	Comments	Total	Female	Male	Adapted/ Accessible	Other levels of disaggregation
	Number of learners accessing education programs	300	140	160		refugees: 100 g, 120 b, IDP: 30 g, 60 b,		4,000	2,000	2,000		30% are on pre-primary, 48% are refugees, 1200 children with a
Number of classrooms (including in temporary learning spaces) built or rehabilitated		4			4.00		Example 1	20			50.00	
# of children and adolescents receiving school transportation		560	260	300			Example 2	560	260	300		
Number of caregivers who perceive education for girls to be important on a scale from 1-5		295	156	139								

Last year's results : Cumulative results up to 31 dec 2021

This year's results : Cumulative results up to 31 dec 2022

Results Framework

- Compulsory disaggregation to provide, when relevant for your indicator

Gender disaggregation
(*sum female + male = Total*)

DROPDOWN	Text, leave blank if an ECW Indicator is chosen	Up to 31-Dec-22 - Achieved/Reached				
		NUMBER	NUMBER	NUMBER	RELEVANT	TEXT & DATA
ECW Standard Indicator - Select from dropdown or select "Other program-specific indicator" and add it →	Grantee's Own Program Specific Indicator	Total	Female	Male	Adapted/ Accessible	Other levels of disaggregation
	Number of learners accessing education programs	4,000	2,000	2,000		30% are on pre-primary, 48% are refugees, 1200 children with a
Number of classrooms (including in temporary learning spaces) built or rehabilitated		20			18.00	
	# of children and adolescents receiving school transportation	560	260	300		
Number of teachers / administrators trained		75	35	40		
Number of gender-responsive and inclusive latrines constructed or rehabilitated		20			20.00	
	Number of ECW supported learning spaces that have an adopted and signed code of conduct for teachers					

Adapted/accessible
(20 classrooms built, how many of those are adapted/ accessible to children with disabilities?)

Results Framework

Indicator: “Number of teachers / administrators trained”



Count all the teachers/administrators trained (in all topics together).
Make sure you count teachers once if they have been trained multiple times or on multiple topics

ECW Standard Indicator - Select from dropdown or select "Other program-specific indicator" and add it →	Grantee's Own Program Specific Indicator	Total	Female	Male
Number of teachers / administrators trained		200	100	100
	Number of teachers trained on psycho-social support topics	60	30	30
Number of conflict and/or crisis affected boys, girls and adolescents (3-18 year olds) reached with individual learning materials		3,000	1,800	1,200
Number of teachers / administrators trained on Gender specifics topics		200	100	100

*In this Results Framework:
200 teachers trained in Gender topics, and 60 of the 200 are trained in MHPSS. The total number of teachers trained (regardless of the topics) is 200.*

Standard Indicators

Old Template



ECW Results Template
Application and Reporting - ECW Standard Indicators

Update this sheet every reporting window denoted in the 'report information' tab in the appropriate section for each indicator. If data is not available, leave the cell blank and include information in the comments column. Input numbers only without changing the formatting. This is machine-read. Do not enter text/ words.

All number should

ECW STANDARD INDICATORS							Ba			
Guidance	Level (Output)	Results Statement (from program results framework)	Indicator - See guidance by clicking indicator cell	Indicator data status	Contributing Agencies	Means of Verification	Year of Baseline	Baseline Total	Baseline female	Baseline Male
For FERs and YRPs: ECW STANDARD INDICATORS (fill only the ones relevant to your programme see guidance)	Output	Conflict and/or crisis affected boys, girls and adolescents (3-18 year olds) receive quality learning materials	Number of conflict and/or crisis affected boys, girls and adolescents (3-18 year olds) reached with individual learning materials	Data in this row is not needed as this indicator is already included in the Results Framework						
	Output	Teachers / administrators are recruited / financially supported	Number of teachers / administrators recruited / financially supported.	Please enter data in this row -->						
	Output	Conflict and/or crisis affected boys, girls and adolescents (3-18 year olds) receive quality school feeding	Number of conflict and/or crisis affected boys, girls and adolescents (3-18 year olds) who receive ECW-supported school feeding	Please enter data in this row -->						
	Output	Children and/or adolescents receiving cash transfer for education	Number of boys, girls, and adolescents in ECW-supported communities receiving cash transfers for education	Please enter data in this row -->						
	Output	Classrooms are (including temporary learning spaces) built or rehabilitated	Number of classrooms (including in temporary learning spaces) built or rehabilitated	Data in this row is not needed as this indicator is already included in the Results Framework						
	Output	Learning environments (including temporary learning spaces) are supported with education materials	Number of classrooms supported with teaching and learning materials to enhance the learning environment	Please enter data in this row -->						

- When standard result(s)/indicator(s) are relevant to your grant/program, enter your results for each of the standard indicators listed in the correct reporting window, even when the standard indicator was not originally in your results framework.

- There is **no need to (re)enter the standard indicator values in the standard indicator tab if they are already included in the results-framework tab.**

- The relevant row automatically blurs in the standard indicator tab when a standard indicator is already reported on in the results tab.

Results should cover the entire duration of the programme: since beginning up to 31 December 2022

Gender Lead Organization reporting

6 MYRPS ONLY

New Gender considerations for the next reporting

- For 6 MYRPs only : One specific reporting on indicators related to the 5 pillar functions of the GLO.
- A separate reporting template is being finalized and will be shared shortly to these 6 MYRPs

Bangladesh	Plan International
Burundi	UNICEF
Lebanon	UNICEF
Libya	UNICEF
Pakistan	VSO & PAGE
Sudan	SCI

2021: ECW introduced the Gender Lead organization function

- Throughout Implementation phase:
 - ✓ Support the overall implementation of the MYRP in a transversal manner
 - ✓ Use resources allocated in the MYRP seed funding budget for gender capacity strengthening
 - ✓ Ensure technical support, capacity strengthening, monitoring, and knowledge management/production

The must do's !



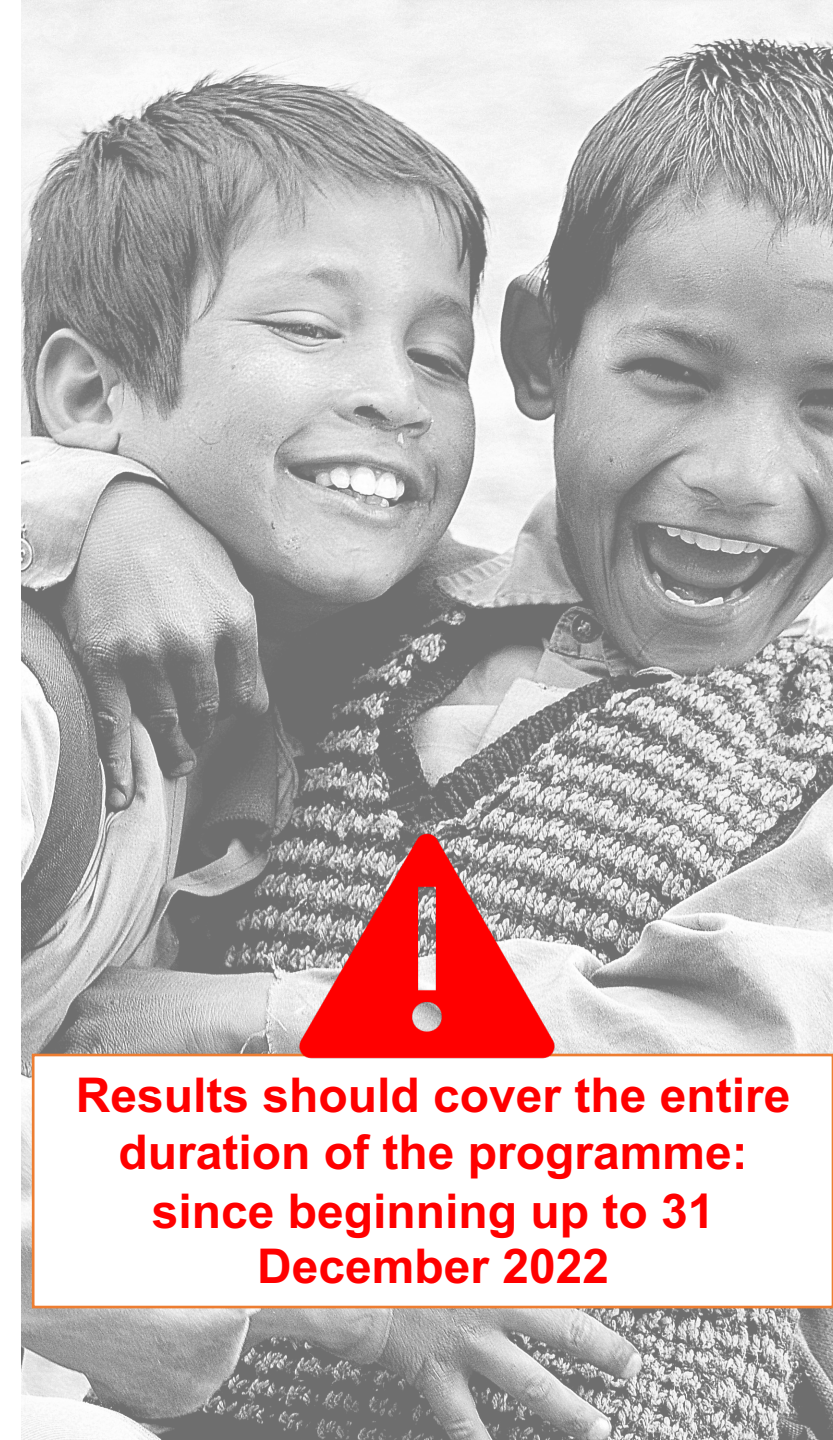
'Children targets and reached' tab

- Always provide the **disaggregation by gender**, school level (pre-primary, primary, secondary), and population group (IDP, refugee, conflict-affected) in separate cells.
- Overwrite on your previous reach data if you are not reporting for the first time



'Results framework' (outputs and outcome) & 'standard indicator' tab

- Always disaggregate **results by gender when relevant**, make sure the sum is equal to the total!!!
- Indicators about learning materials, classrooms, latrines...: always indicate how many are **adapted/accessible** to children with disabilities
- Use comment boxes for:
 - Disaggregation by population group, education level and other if relevant
 - Explanation of why there are no results, or any additional information
- **Do not modify the template** format.
- Information and figures in both narrative and results templates should be **consistent (they should be aligned)!**
- Make sure the **unit of measurement is correct** for each indicator.
- Indicator : Number of teachers/administrators trained -> count all the teachers trained, all topics



Results should cover the entire duration of the programme: since beginning up to 31 December 2022



Finance Template



Gender targeted = yes?

To select 'yes', **you must have selected one of the 4 gender-targeted intervention areas** in the drop-down menu:

Gender targeted access and learning environments intervention

Interventions that address the space-related barriers to learning among marginalized groups.

Examples include:

- Menstrual hygiene kits
- GBV risk mitigation measures
- Girls' clubs

Gender targeted participation, empowerment, and coordination

Interventions that explicitly seek to involve and empower marginalized populations

Examples include:

- Girls' peer-led education and girl-led community action
- Support to young mothers' groups

Gender targeted systemic barriers (policies/social norms)

Interventions aimed at provoking change at the systemic level

Examples include:

- Policies (e.g., admittance of married or young mothers)
- Structure and resources (support to MoE Gender Unit [human and financial], gender-responsive data management system)
- MoE National gender-responsive curriculum

Gender targeted teaching and learning

Interventions that aim to mobilize the involvement of marginalized populations in teaching and learning settings

Examples include:

- Teacher training and teacher practices
- Teacher and governance attitudes and practices

Disability marker = neutral, adapted or targeted?

1 – Adapted/accessible

You should select 'adapted/accessible' **if the intervention is directly related to adaptations related to persons with disabilities.**

Examples include:


- rehabilitating the physical environment to enable access for persons with disabilities.
- training teachers on meeting the individual needs of certain persons with disabilities.

2 - Targeted

You should select 'targeted' **if persons with disabilities are directly targeted by the intervention.**

Examples include:

- increase the participation of children and young learners with disabilities in mainstream education.
- develop capacities of educators in inclusive education with focus on the inclusion of children and young people with disabilities.



Additional Reporting Information

Deadlines (Final vs Annual)

Grant End Date	Final Report	Annual Report
Between Jan 1 and Sept 30 of a given calendar year	<ul style="list-style-type: none">Within 6 months of the completion of programme activities funded by the grant, a final programmatic report covering the entire period of the grant is required. At that time, please update also the finance template on ECW SharePoint.	<ul style="list-style-type: none">No Annual Report is required if the final report is submitted by the due date.
Between Oct 1 and Dec 31 of a given calendar year	<ul style="list-style-type: none">Within 12 months of the expiry or termination of the grant, a final financial report covering the entire period of the grant is required in the standard reporting format provided by the Fund, certified by the Chief Financial Officer or equivalent officer of the grantee.	<ul style="list-style-type: none">If Final Report is submitted before March 31 of the following calendar year, Annual Report is waived.If Final Report is not submitted before the end of March 31 of the following calendar year, Annual Report is also required and should be submitted before the end of March of the following calendar year.



No reports will be accepted after March 31 !!



New changes and useful links/resources

- Progress report (mid-year report) is no longer required for any investments (Note: except for UNICEF grantees (COs) who signed GCL before Dec 2020)
- *Grants Management Handbook* for grantees (online) that includes the link to the reporting guideline. The French version will be made available by next week.
- *Finance Guideline* (to be made available soon).
- All the webinar recordings, Q&A and links to the resources will be made available in the ECW website (www.educationcannotwait.org). GM will inform participants as soon as they are uploaded.



**EDUCATION
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The global fund for education in emergencies

ECW Reporting Webinar

[Educationcannotwait.org](https://educationcannotwait.org) | [@EduCannotWait](https://twitter.com/EduCannotWait)