

General

My project started 15th May 2022 and will end 14 May 2023, what are the required reports and by when do I need to submit them?

A: By end of March, an annual report covering May - December 2022 is required. Within 6 months after project end, a final report (narrative and results) covering entire duration (May 2022 – May 2023) is required; within 12 months, the certified final financial report is required. Please refer to the Reporting Guideline.

Where can we find the reporting templates (individual grantee) as we did not receive template yet from ECW?

A: Please send an email to gm@un-ecw.org. Please provide the names and e-mail addresses of the persons to whom we should send the links to the templates. Please also provide the Grants Reference Number of the grant they are associated with.

Please share with us the contacts for the reporting focal persons so we can share the links to the reporting templates.

A: Please see the answer of the above question.

How to apply for the reprogramming request please?

A: Please refer to the [Grants Management Handbook \(English\)](#) where you can find more details.

Please clarify the difference between direct-grantees and sub-grantees.

A: A “direct” grantee is a direct recipient of ECW funds who signed the Grant Confirmation Letter sent by UNICEF. A sub-grantee is an organization (implementing partner) who has received ECW funds through the direct grantee. Each direct grantee is responsible for its own financial report on the ECW funds vis-à-vis ECW. The direct grantee must include the total ECW funds transferred to sub-grantees/implementing partners in the delivery chain mapping sheet. (one line per sub-grantee to be populated by the grantee). ECW does not accept any reports or queries from sub-grantees.

Will you share the recording of this call along with the PPTs?

A: Yes. They will be made available on the ECW website. We will inform the participants when they are uploaded.



Will you share the template?

A: Please write to gm@un-ecw.org with the Grant Reference Number and the names + email address of the persons whom you would like us to grant access.

Are we notified by the online system who will be the lead grantee for a certain report?

A: No. The lead grantee is selected during the application stage by the grantees themselves when multiple grantees are approved to address the same crisis in a given country. If you have not reported to ECW who the lead grantee is or if you so not know which organization is, please contact gm@un-ecw.org. In the template, it should be clearly outlined who the lead is.

Where can we find the reporting template if we have not received it?

A: Please send an email to gm@un-ecw.org. Please provide the names and e-mail addresses of the persons to whom we should send the links to the templates. Please also provide the Grants Reference Number of the grant they are associated with.

After filling out the JotForm, is it safe to assume that our reports have been well received?

A: Not quite. The JotForm is a notification system for ECW. After filling out the finance, results and narrative templates, you can fill out and submit the JotForm to confirm you completed your reporting. Before doing so, please-ensure you select the correct submission status in the dropdown menu of the “General Information Sheet” of the finance and results templates (make sure you select “Submitted”). Once your submission is complete, we will start the quality assurance review of your reports. If we need further info, we shall reach out to you.

Can more than one person work on the online template? can the draft be revised online?

A: Yes. Many people could work on the same online template if they have access to the document. Changes are saved automatically. However, the person in charge of the report must make sure that the latest version is online when he/she is notifying ECW.

Are there separate links to access narrative, result and finance templates? or one link to access all.

A: Yes, separate links. For this reason, you may wish to provide the name and the email address of the person who would be responsible for each template.

In Cox's Bazar, there are 3 consortiums/grantees under the MYRP 2022. Do all 3 grantees report jointly for the narrative reporting and RFW, but individually for the financial reporting?



A: That is correct, but Bangladesh MYRP has more than 3 grantees (5 grantees in total), so please work with all others to submit one narrative and results as Bangladesh MYRP

Is there any bi-annual reporting? or it is only annual reporting?

A: There will be no bi-annual or progress report as from next year. Only annual and final reports are required. However, some UNICEF offices who signed the grant confirmation letter before Dec 16, 2020 are still required submit a progress (bi-annual) report until the end of the grant.

Please if I get you well, for Grantees that are reporting for the second year, we will be expected to report cumulative achievement of both year 1 and 2, in the second year?

A: Yes, all results are cumulative. If you trained 50 teachers in year 1 and 50 additional teachers in year 2 then total to report in year 2 is 100. If you don't train more teachers in year 2 then you report the same results in year 2 as in year 1: 50

Could you give the contact email address for communication?

A: gm@un-ecw, or please use the [online question form](#) once it is rectified next week

Is there a specific link to submit the result template/report?

A: There is no specific link. Rather, you receive the link to the template, you fill the template by using the web app and notify us that you completed. The template is linked to our database, hence no "submission" but you need to use the [online form](#) to notify that you completed the report.

Is it possible to access and download the tools for use before the reporting period, especially we want to discuss this with sub-grantees?

A: Yes, it is possible to download the templates and use them for offline discussion and collaboration with sub-grantees. However, please note that only the templates that are filled and finalized online by the responsible direct grantee of ECW are accepted. No templates prepared offline are accepted and ECW will not consider any offline reports sent to us as attachments.

Programs that started before 2022 need to use old templates and should submit narrative final report offline, financial report offline and results framework online. Is that understanding, correct?



A: The reporting has to be done online exclusively regardless of when the grant started. If you started in 2022 you will receive the link to the new template. If you started before 2022 then you will receive the link of the old template. And, the reports shall be populated and submitted online. You fill up online and it is automatically saved on our platform. Once your completion is final you can submit the JotForm.

There will be no quarterly or semi-annual reporting; only annual and final reporting, right?

A: Correct, one annual report every year due in March and one final report to submit at the end of the grant. For the semi-annual or progress report, however, there are still some grants that still need to submit it. We will reach out to them individually.

Will you need the additional report to be prepared for the gender lead organization?

A: Yes, there is a specific reporting for 6 MYRPs on the GLO. We will share this reporting materials in due time for these 6 MYRPs. It has to be completed by the GLO.

Follow-up: The organizations that did not appear in the list do not have to give GLO reporting?

A: Correct - only the 6 MYRPs organizations: Plan International in Bangladesh, WVI in Burundi, UNICEF for Lebanon, UNICEF for Libya, VSO & PAGE for Pakistan, SCI for Sudan

Final report is expected how long after the grant closure?

A: For narrative and results, within 6 months from the grant end date, the certified financial is within 12 months from the end date. You will find more details in the guideline, which will be made available online next week.

Is there a difference between grantee and sub grantee?

A: A grantee is a direct recipient of ECW funds who signed the Grant Confirmation Letter sent by UNICEF. A sub-grantee is an organization (implementing partner) who has received ECW funds by the direct grantee. Each direct grantee is responsible for its own report vis-à-vis ECW. The sub-grantees do not report to ECW, but to their respective donors (i.e. ECW grantees or direct recipients of ECW funds).

Our grant started in April and we are projecting to not be fully spent by December. Will this have any effect on the grant payment we receive next year for 2023?



A: There will be an assessment of the programme (Annual Performance Assessment or APA) between ECW and your organization (grantee) regarding the achievements made during the 1st year. At that point, there will be also an assessment of how much funds will have been spent. This assessment will have an impact on the subsequent payment. If, however, the funds are getting low before APA, please contact your ECW focal point or us gm@un-ecw.org.

I would like to know if the templates can be sent for this year in case it is different from last year.

A: The templates for this year's annual report (due in March 2023) are different from those of last year's annual report (completed in March 2022). Please send us the names and the email addresses of persons together with the Grant Reference Number to whom we can send the link. Email: gm@un-ecw.org

Is there a different template for AF, and what are the differences if so?

A: AF grants have a different narrative template. They have to report on the analysis context, their contribution to ECW Systemic Outcomes systemic results, their lessons' learnt and human interest stories. We will send you the link to the AF narrative template. The finance template is the same and the results template is not required for AF grants.

I would like to know if the templates (narrative and result) remain the same for AF projects?

A: For AF, the Results template is not required. The narrative template for AF grants are required.

What are the differences between the example templates being shown (MYRP and FER) and the Acceleration Facility reports - narrative and results?

A: The acceleration facility only has a separate narrative template. The results template is not required for AF grants.

Will you be providing guidance for AF grants?

A: For AF grants, only narrative and financial are required. No results template to be submitted. The narrative template is different from other investments (MYRP and FER) while the finance template is the same.

So, annual report does mean a report submitted by the end of the calendar year; it may not mean waiting until 12 months are completed?



A: Yes, it does not mean 12 months after start date. All annual reports are due by March 31 and cover the period of the previous calendar year, i.e. 2022 - even if the grant started during the middle of the year or in November or December 2022.

Is it at the discretion of grantees to choose if they want to use new or old templates or there are specific grantees that should be using either new or old template?

A: No. Grantees who will report for the first time on their grant will use the new template format. We have transitioned the targets and results framework submitted at application stage by those grants to the new templates. Grantees that already reported to ECW for their grants' results, will keep using the same template that they used last time. You receive the link to access your correct template format in due time.

Can there be more than 1 person to work on the online template from the agent side?

A: Yes. Just share with us (gm@un-ecw.org) all the contacts (name + email address) for each type of template (narrative, results, finance) who need to access the templates and we shall grant them. Then you can all work online at the same time

Kindly clarify if sub grantees should submit their own individual reports?

A: No. Sub-grantees do not submit reports to ECW. Direct grantees (direct recipient of ECW funds) submit the total ECW funds transferred to sub-grantees/implementing partners in the delivery chain mapping sheet. Please note that ECW does not accept any questions or report information from sub-grantees. The sub-grantees should contact their respective donors, i.e. ECW's direct grantees.

If grantee started in June this year, do we still report on annual report for narrative and result framework?

A: Yes. If your grant started in June this year. You are still required to submit an annual report (narrative, results and finance) covering the period from the start date till Dec 31, 2022.

So, we have got, narrative final report, financial report, and results framework. Which one is online, and which one is offline? Please clarify.

A: All report templates are online. There are no offline templates. You should receive a link to each template. If you do not have the link, please contact gm@un-ecw.org with your name, email address and Grants Reference Number. If you need to add another colleague(s) of yours to use the templates, please also include his/her name and email address, and which template would he/she need access to.



Where should we report on comms, advocacy, and visibility for MYRP Consortia?

A: The narrative template has a section “human interest stories” (Section #6).

As an implementing partner of SCI Bangladesh’s, will we (implementing Partner) get the access to report?

A: No. ECW gives access to the online templates only to the direct recipients (direct grantees) of ECW funds. Even if the direct grantees request a link to their grantees (sub-grantees to ECW), ECW does not provide the access to avoid any confusions. Please report directly to your “donor” (SCI Bangladesh) and not to ECW.

Will all grantees be notified on the fact that there are no progress reports to be delivered from Jan 2023 onward?

A: Yes. We will also notify those exceptional cases individually.

Does it mean that in case of consortium arrangement it is only the financial report that can be submitted individually, but the narrative and results is submitted jointly by the lead grantee?

A: Yes. The financial report is required for all grantees individually regardless of whether your organization is part of the consortium.-If you are part of the consortium, we expect one narrative report and one results report per consortium. If in doubt whether, just reach out to us on gm@un-ecw.org and we shall advise.

Can you share the ECW website link here?

A: Here is the link to the [ECW Website](#). The reporting page, gathering all guidance and reporting material will be shared to all webinar participants in due course.

Do we also include information on subgrantees in the general Information tab?

A: No, you should only include the names and emails addresses of the person from ECW direct grantees.

Narrative & Results

Is there a different template for AF, and what are the differences if so?



A: AF grants have a different narrative template. They have to report on the analysis context, their contribution to ECW Systemic Outcomes systemic results, their lessons' learnt and human interest stories. We will send you the link to the AF narrative template. The finance template is the same and the results template is not required for AF grants.

Does the results report also go the same time as narrative and financial or it has different reporting timelines?

A: All the elements of the annual report should cover the period from January to December 2022. If the grant started during the middle of the year, the report should cover from the start date till Dec 31, 2022.

Since the narrative reporting is cumulative, should the results be reported cumulatively or annually?

A: All the results should be reported cumulatively: all the children you reached since the beginning of the programme up to 31 December 2022. The same rule applies for outputs results

What are the differences between the example templates being shown (MYRP and FER) and the Acceleration Facility reports - narrative and results?

A: The acceleration facility only has a separate narrative template. The results template is not required for AF grants.

In the general information tab of the results template, do we indicate the Gender lead focal point (Gender FP) even if we don't have a gender Lead focal point?

A: ECW direct-grantees are required to identify a Gender Focal Points within the organization to ensure that gender considerations are at the forefront of the design, implementation, and monitoring phases of FERs and MYRPs. Please provide the name and email address of the person ECW can contact.

I already reported for ECW for my grant, do I have to report on the Standard Indicator tab?

A: If you already reported for this grant in the past, it means you are using the old results template format¹: this template has the standard indicator tab. You must report in this tab. Do not report on indicators in this tab if you already reported on the same indicator in the results framework tab. In the Standard Indicator tab, make sure you report on the indicators you already reported on last time. Results are cumulative: covering the beginning of the programme up to 31 dec 2022.

Can you kindly repeat the training example?

A: teachers training: Depending on your programme, there are indicators in your results framework to indicate number of teachers/administrators trained in different topics (MHPSS, Gender, pedagogy). You can report separately the number of teachers trained by topics. However, you must report on the general indicator: Number of teachers/administrators trained = it should be the total number of teachers/administrators trained all topics together. These results cannot be lower than the teachers trained in MHPSS for example.

How can we differentiate between general and specific indicator?

A: Teachers trained is a general indicator because it does not focus on any specific topic. Teachers trained in MHPSS is on MHPSS. That is more specific.

Financial

How do we treat end of 2021 open commitments if they have been expended in 2022? Will these still be reflected as open commitments under 2021?

A: Please overwrite the open commitments from 2021 with the open commitments end of 2022.

In case of budget revision, what are the guidelines around the budget flexibility? Are we allowed to move funds between the outputs falling under the same outcome?

A: You are allowed to shift between outputs within an outcome. Reallocation between outcomes exceeding 20% requires a pre-approval from the ECW secretariat. Also, the operation costs must not exceed more than 20% of the total budget. If so, the pre-approval is required.

Where do we budget for programme operation costs like travel cost, per diem as these are not support costs?

A: Programme related costs such as travel and per diem should be included and counted as part of the outcomes and outputs that they are related to.

Is there any limit to how many people can access this live financial report?

A: There is no limit to the number of people who can access the reporting template online.

Are there certain cost categories that require donor approvals?



A: No. There are no cost categories that require ECW's approval.

Are we able to add or delete the row?

A: No. Grantees should not make structural changes to the template. If you have +15 outputs, please send us an email to finance@un-ecw.org.

Can you please give us the email of the person you are mentioning for the finance template?

A: finance@un-ecw.org; [Report Question online form](#)

If we have more than three outputs against one outcome? Then how we will put?

A: Usually, there is more than 1 output per outcome. You just need to list your outcomes and outputs in the programme costs table (e.g., in the outcomes column, you might have outcome 1 repeated 3 times for output 1.1, output 1.2. and output 1.3.)

Can you please repeat the percentages that cannot be surpassed when revising the budget?

A: 20% for operational costs and 7% for indirect costs. If you need to revise the programme costs, the variation reallocation between outcomes exceeding 20% requires pre-approval from the ECW secretariat.

I presume on the delivery chain mapping; we are reporting the actual costs incurred or is it just the funds transferred regardless of whether it's liquidated or not?

A: It's funds transferred regardless of whether it's liquidated or not.

What if our outcomes are more than existing rows?

A: Please send an email to finance@un-ecw.org. We will analyse your situation individually.

How flexible is it to revise the budget regarding the budgeted amount between outputs/outcomes?

A: If you need to revise your budget, you are allowed to shift between outputs within an outcome. Reallocation between outcomes exceeding 20% requires pre-approval from the ECW secretariat.



If we have more output against one outcome where there is no option to add or insert. Please describe.

A: Usually, there is more than 1 output per outcome. You just need to list your outcomes and outputs in the programme costs table (e.g., in the outcomes column, you might have outcome 1 repeated 3 times for output 1.1, output 1.2. and output 1.3.)

Do supply chain mapping include grantees, sub grantees or both?

A: In the delivery chain mapping you should report on your sub-grantees/implementing partners. You should not list yourself in the DCM sheet.

What is budget line item flexibility 15% between outputs or 20%

A: if you need to revise your budget, you are allowed to shift between outputs within a specific outcome (no requirements) as necessary. However, reallocation between outcomes exceeding 20% requires pre-approval from the ECW secretariat.

We have 10 outputs on one outcome. How will we put it as there are no option to add or insert rows?

A: Please send an email to finance@un-ecw.org. We will analyse your situation individually.

If there are more outcomes than the given rows, what we will do?

A: Please send an email to finance@un-ecw.org. We will analyse your situation individually.

What is the line item flexibility please and how will that be monitored in this report?

A: if you need to revise your budget, you are allowed to shift between outputs within an outcome. Reallocation between outcomes exceeding 20% requires pre-approval from the ECW secretariat.

Can you please clarify/present how you want the doc to be signed?

A: You can add a picture to the general information sheet. Insert > picture

Séminaire en Ligne en Français

Questions générales

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Les canevas sont-ils disponibles en français ?

Réponse : Les canevas de rapport narratif, financier et de résultats sont tous en anglais.-Vous pouvez toutefois les remplir en français si vous souhaitez.

Doit-on continuer d'utiliser l'ancien canevas pour ceux qui ont déjà rapportée ?

Réponse : Si vous avez déjà fait un rapport auparavant, tel que le rapport 2021 avant fin mars 2022, vous pouvez continuer à utiliser l'ancien modèle. Vous utiliserez donc le même lien que lors de votre précédent rapport.

Comment faire une requête pour accéder au canevas de rapportage ?

Réponse : Veuillez envoyer les noms et les adresses courriels des personnes responsables du rapport. Veuillez également préciser le numéro de référence de la subvention (GRN). gm@un-ecw.org

Est-ce que les sous-sous-ventionnés doivent rapport ?

Réponse: Seul les subventionnés direct (grantees) d'-ECW rapportent sur les canevas. En revanche, les informations rapportées doivent aussi prendre en compte les bénéficiaires atteints par les sous-sous-ventionnés (sub-grantees). Les grantees doivent coordonner l'exercice de rapportage de tous leurs sub-grantees.

Canevas de rapportage des résultats

Parmi plusieurs bénéficiaires (grantees) approuvés en même temps pour un pays et une crise spécifiques, comment les bénéficiaires non principaux (non-lead grantees) partagent-ils les informations et les données avec le bénéficiaire principal (lead grantee)?

Réponse : Les liens vers les canevas de rapport conjoint (narratif et résultats) peuvent être fournis aux bénéficiers principal et bénéficiers non principaux. Ensuite, ils peuvent travailler ensemble en ligne ou de la manière bilatérale qu'ils préfèrent. Cependant, veuillez noter que le bénéficiaire principal est responsable de la copie finale des canevas et il doit aviser l'ECW qu'ils sont terminés.

Peut-on accéder au canevas pour se familiariser avec son contenu sans pour autant faire de modification d'ici la prochaine période de rapportage ?

Réponse : Oui, nous n'avez pas encore reçu votre accès, vous pouvez directement contacter : gm@un-ecw.org -en précisant le numéro de subvention (GRN).

Les chiffres sur les personnes atteintes sont cumulatifs, cela signifie-t-il que les chiffres sur les cibles sont cumulatifs ?

Réponse : Oui. Les cibles sont établies pour toute la durée du programme.

Est-ce qu'il serait possible d'autoriser à ceux qui le souhaitent de travailler offline et de sauvegarder après les rapports en ligne ? Donc leur partager le lien où charger les rapports ?

Réponse : Il est possible de télécharger le canevas à partir du menu « Fichier » afin de coordonner la collecte de résultats. Cependant le rapportage final devra se faire sur le canevas en ligne partagé par le secrétariat d'ECW : si vous travaillez hors ligne, pour soumettre votre rapport à ECW, vous devrez réouvrir les modèles en ligne et copier-coller les informations de la version hors ligne vers la version en ligne.-Notez qu'aucun rapport envoyé par mail ne sera accepté.

Peut-on accéder au canevas de résultats en version Française ?

Réponse : Le canevas de résultats est en anglais uniquement, nous n'avons pas encore développé de version française. Cependant il est possible de faire le rapportage en français.

Canevas de rapportage financier

Le total du budget concerne l'année de rapportage ou le budget total de toutes les années de la subvention ?

Réponse : Le budget total concerne le budget total de la subvention approuvée, c'est-à-dire de toutes les années couvertes par la subvention.

Est-ce que tous ces documents peuvent être traduit en français ?

Réponse : Nos équipes travaillent au -développement de canevas en français, mais pour cette prochaine période de rapportage, nos canevas sont en anglais. En revanche, vous pouvez rapporter intégralement en français.

Dans la colonne "Certified by", qui est habilité à certifier ?

Réponse : Il est certifié par un officier responsable conformément à la politique de votre organisation. Il peut s'agir de l'agent des finances ou du directeur du pays ou de quelqu'un au siège.

Est-ce permis d'insérer une ligne si l'on constate qu'il y eu un oubli de budget ?

Réponse : Oui c'est possible, en revanche, il conviendra notifier nos équipes à l'adresse:
finance@un-ecw.org

Pour les subventionnés qui ont déjà rapportées l'année passée et pour qui, le budget était déjà rempli, faudra-t-il faire la mise à jour ?

Réponse : Si le budget était déjà rempli l'année passée, il sera disponible cette année aussi, nul besoin de le mettre à jour.

A quel niveau sommes-nous autorisés à déplacer le budget à 20% ?

Réponse : C'est au niveau de résultats (outcome)

Avez-vous prévu des modalités de décaissement ? Quel taux faut-il atteindre pour recevoir la seconde tranche ?

Réponse : Si votre subvention est PPR (MYRP), vous devez réaliser une évaluation annuelle des performances (APA) chaque année avec le secrétariat d'ECW pour être admissible au versement suivant. Veuillez contacter gm@un-ecw.org pour plus de détails.

Qu'elle est la procédure d'utilisation des reliquats des activités vers d'autres outputs ?

Réponse : Vous pouvez déplacer le solde entre les « outputs » dans un résultat « outcome » donné comme vous le souhaitez. Cependant, vous ne pouvez pas déplacer le solde entre les résultats si la variance au niveau du résultat est supérieure à 20 %.

Les frais administratifs doivent être inférieur à 7% du total, est-ce inférieur ou égal?

Réponse : 7% est le maximum accepté par ECW