



## ECW Reporting General Guideline

### A. Required Reports

Education Cannot Wait (ECW) is a global fund for education in emergencies and protracted crises. ECW is hosted by UNICEF as Fund Custodian. Grant Confirmation Letter (GCL), a grant agreement, is signed by UNICEF and respective ECW grantees. The GCL states grantee reporting requirements (Attachment B, Section III). UNICEF Fund Support Office (FSO) manages grantee reporting schedules to ensure adherence to the GCL. The reporting requirements cannot be changed without getting approval from all contributing donors since it is a multi-donor fund.

#### **Annual Report**

Within ninety (90) days of the end of each calendar year during the term of the grant an annual report is required regardless of the grant start date. The annual report should include the following elements and the reporting should be made as described below in Section C:

1. A programmatic report describing an updated contextual analysis, an update of progress made, and lessons learned covering the previous calendar year period (January to December).
2. An update of the cumulative number of children reached by the end of December of the previous calendar year.<sup>1</sup>
3. An update on the cumulative results achieved against the results framework and ECW standard indicators by the end of December of the previous calendar year.
4. An annual financial statement setting out the grant funds received, and the use and expenditure of such funds. The financial statement should be certified by the Chief Financial Officer or equivalent officer of the grantee.<sup>2</sup>

#### **Final Report**

1. Within six (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. The reporting should be made as described below in Section C.
2. Within twelve (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

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<sup>1</sup> Regardless of the start date, even during the mid- to the end of the year, Annual Report is mandatory.

<sup>2</sup> An electronic signature directly inserted on the template is acceptable for Annual Report. Otherwise, please print out the template, sign and pdf it, and send it to [finance@un-ecw.org](mailto:finance@un-ecw.org) as an email attachment. For UNICEF grantees, please note Section F.



format provided by the Fund, certified by the Chief Financial Officer or equivalent officer of the grantee.<sup>3</sup>

### **Progress Report**<sup>4</sup>

A progress (interim) or a mid-year report is no longer required for any investment windows (AF, FER, MYRP) except for UNICEF grants whose Grant Confirmation Letter (GCL) was issued before December 16, 2020, as described in the footnote #4 below. If unsure, please contact ECW Grants Management ([gm@un-ecw.org](mailto:gm@un-ecw.org)).

## **B. Important Note on Annual and Final Reports**

In principle, there should be no further reporting requirements after the Final Report date. In this regard, grants whose end date is between October 1 and December 31 of a given calendar year, Annual Report would be required (due end of March of the following year) before the deadline of Final Report as per the GCL. As these two reports have overlapping periods to report, if **Final Report** is submitted before the end of March of the following calendar year, Annual Report may be waived. In summary, please refer to the below table:

Grant End Date	Final Report	Annual Report
<b>Between Jan 1 and Sept 30 of a given calendar year</b>	Final Report is required as per Section A above.	No Annual Report is required by the end of March of the following year.
<b>Between Oct 1 and Dec 31 of a given calendar year</b>	Final Report is required as per Section A above.	If Final Report is submitted before March 31 of the following calendar year, Annual Report is waived. <sup>5</sup>
		If Final Report is <u>not</u> 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.

## **C. Report templates and grantee report file/folder in ECW SharePoint**

<sup>3</sup> For the certified final financial report, no electronic signature is accepted. Please print out the template, sign and pdf it; and send it to [finance@un-ecw.org](mailto:finance@un-ecw.org) as an email attachment. For UNICEF grantees, please note Section F.

<sup>4</sup> For grants whose Grant Confirmation Letter (GCL) was issued before December 16, 2020, the progress report requirement under Section III Reporting differs from what it is articulated in this guideline. Grantees with this version of GCL (pre-Dec 16, 2020) should submit a progress report within thirty (30) days of the end of each six-month period commencing from the start date of the grant. If a progress report is due before 30<sup>th</sup> of June or after 30<sup>th</sup> of October of a given calendar year, please consult with ECW Secretariat Grants Management in view of the annual/final reports that may overlap the same reporting period.

<sup>5</sup> For UNICEF grantees: In such case, since FSO will not make corresponding changes in VISION, please contact ECW Secretariat Grants Management.

Three types of report templates must be completed depending on the reporting period:

- **Narrative Template:** Description of the results achieved
- **Finance Template:** Expenditures reporting as well as Delivery Chain Mapping
- **Results Template:** Reporting on number of children reached and results achieved against the results framework and ECW standard indicators

Please refer to the below table for what to report for the different reporting periods:

Template	Progress Report	Final Report	Annual Report
<b>Narrative Template</b>	Not required	Yes <sup>*,**</sup>	Yes <sup>*,**</sup>
<b>Finance Template</b>	Not required	Yes, all the blue tabs Please see below (6) regarding the certified financial report	Yes, all the blue tabs Please see below (6) regarding the certified financial report
<b>Results Template</b>	Not required	Yes, all the blue tabs for FER and MYRP grants. For AF grants, the results template is not required.	Yes, all the blue tabs for FER and MYRP grants. For AF grants, the results template is not required.

\* Although the format of the narrative template to be used for both final and annual reports is identical, grantees are expected to use a separate template file for final and annual reports. In other words, one narrative template file for the final report and another narrative template file for the annual report.

\*\* The narrative report is cumulative in a sense that the previous years' report (= up till the previous reporting year) be revised to include new elements/activities implemented during the reporting year. However, a new, blank narrative template is to be used for each year's reporting.

The procedure for reporting to ECW is as follows:

1. Upon approval of the grant, ECW Secretariat creates an ECW SharePoint folder dedicated to the grant and saves all grant-related files in the folder including report templates. Subsequently, the link to the report template files is sent to the grantee, which can be viewed and edited by using a web browser.
2. When multiple grants (grantees) are approved as part of the same programme (e.g. MYRP) or the same thematic area (e.g. COVID-19) in a given country, the lead reporting grantee (organization), as agreed during the application stage, becomes the custodian of and responsible for all the report template files stored in the SharePoint folder.<sup>6</sup> However, access to each specific report template file is shared with all the grantees approved at the same time in order for them to work jointly.<sup>7</sup>
3. When the reporting due date for the respective report (progress, annual, final) approaches, the grantee(s) fill in/add/revise information in the template files (Excel for Finance and Results; and Word for Narrative) by directly opening the file in a browser.

<sup>6</sup> Please refer to Section E regarding how to determine a "lead" grantee (organization) for joint reporting.

<sup>7</sup> Since individual grantees (organizations) need to submit its Finance Template, each grantee receives a link for its own Finance Template.

4. For Narrative Template, a separate template in MS Word format is made available online to the grantee(s). The narrative report should be written jointly if multiple grantees work together as part of the same programme as mentioned in above (2).<sup>8</sup>
5. Upon completion of the additions/revisions of the report, all grantees including UNICEF grantees, even those who submitted their Results Template and/or Narrative Template through the lead grantees, are requested to notify ECW Secretariat by using this [online form](#). Please note that the submission via this online form is the **formal proof of the report submission**.
6. A certified financial report is required for both Annual and Final Reports as mentioned above. Kindly refer to the below table for specific guidelines when submitting the certified financial report.

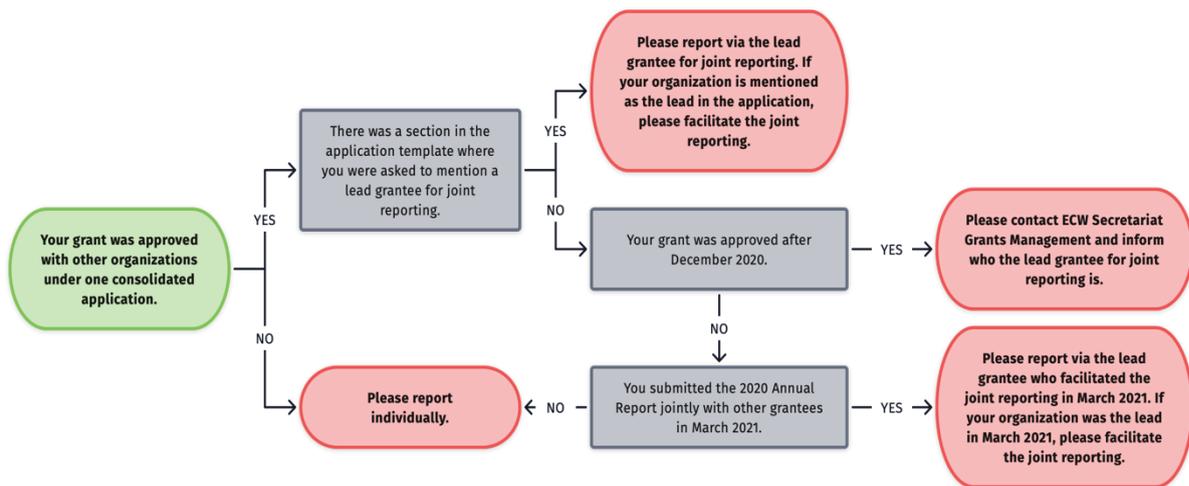
Grantee	Annual Financial Report	Final Financial Report
<b>Non-UNICEF Grantees</b>	<ul style="list-style-type: none"> <li>• Complete the Finance Template by using a web app.</li> <li>• If E-signature is available, insert the signature directly onto the template.</li> <li>• If E-signature is not available, download the template from the SharePoint folder. Print and sign it; scan it as a PDF document. Finally, send it to <a href="mailto:finance@un-ecw.org">finance@un-ecw.org</a> as an email attachment.</li> <li>• If certification is done by HQ or a parent organization, a certified report made by HQ or a parent organization is accepted. Please send it to <a href="mailto:finance@un-ecw.org">finance@un-ecw.org</a>. However, ECW requests all grantees to complete the finance template in the SharePoint folder in addition to the certified report from HQ or a parent organization.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete the Finance Template by using a web app.</li> <li>• E-signature is not accepted.</li> <li>• Download the template from the SharePoint folder. Print and sign it (if available, also stamp it); scan it as a PDF document. Finally, send it to <a href="mailto:finance@un-ecw.org">finance@un-ecw.org</a> as an email attachment.</li> <li>• If certification is done by HQ or a parent organization, a certified report made by HQ or a parent organization is accepted. Please send it to <a href="mailto:finance@un-ecw.org">finance@un-ecw.org</a>. However, ECW requests all grantees to complete the finance template in the SharePoint folder in addition to the certified report from HQ or a parent organization.</li> </ul>
<b>UNICEF Grantees</b>	<ul style="list-style-type: none"> <li>• Complete the Finance Template by using a web app.</li> <li>• ECW Secretariat receives the financial report certified by the Comptroller from UNICEF.</li> <li>• ECW requests all UNICEF grantees (Offices) to complete the finance template in the SharePoint folder even though ECW receives the certified financial report from UNICEF HQ.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete the Finance Template by using a web app.</li> <li>• ECW Secretariat receives the financial report certified by the Comptroller from UNICEF.</li> <li>• ECW requests all UNICEF grantees (Offices) to complete the finance template in the SharePoint folder even though ECW receives the certified financial report from UNICEF HQ.</li> </ul>

<sup>8</sup> If the narrative report is written jointly, the lead agency is responsible for coordinating and making inputs and changes in the template similar to Results Template.

## D. Note on lead grantee for joint reporting

ECW requires all the grantees to write a report (Narrative and Results) jointly with other ECW grantees where applicable as mentioned in Section C (2) above. The lead agency (grantee) is responsible for facilitating the joint reporting process and ensuring that the jointly written template files are saved in the ECW SharePoint folder.

To determine whether the joint reporting is required and who the lead grantee may be, please refer to the following:



## E. Important note for UNICEF grantees

In accordance with the UNICEF donor reporting policy, all UNICEF grantees must upload their reports to the donor reporting portal. In this connection, kindly upload the online report notification form as the report to the portal. Alternatively, a downloaded copy of the report from the SharePoint folder can be uploaded.

Kindly note that the reporting due dates are in accordance with the fully executed agreement, i.e. GCL, and are entered in SAP by FSO except for Progress Report as mentioned-above.<sup>9</sup> The dates cannot be changed unless in the case of approved cost or no-cost extensions.

For any clarifications and questions regarding the reporting due dates, please contact the ECW Grants Management (GM) Team before taking any actions with DFAM FSO. The GM Team will advise UNICEF grantees how to comply with the requirements indicated by the system.

<sup>9</sup>As mentioned above, while the due dates of Annual and Final Reports are entered in SAP as they are required by GCL, ECW requests each UNICEF Office to take note of the due date(s) of Progress Report, which is required by ECW and whose due dates hence are not entered in SAP.



## **F. Questions on the Reporting Templates and Process (for all Grantees)**

For any questions regarding the templates and the process, including any technical issues, please use this [online contact form](#) to reach ECW Secretariat. Please do not send an email to individual ECW staff members for any questions except UNICEF grantees wish to reach out to the ECW Grants Management Team for issues mentioned in Section F above. Also, please do not send report template files via email to ECW Secretariat except when a PDF copy of the certified financial report needs to be sent to [finance@un-ecw.org](mailto:finance@un-ecw.org) as mentioned in Section C (6) above.