

SAMPLE REPORT – FOR PORTFOLIO PURPOSES ONLY

All donor names, NGO names, project names, budget amounts, district names, partner names, and specific numbers have been redacted to protect confidentiality. The report is only a small part of the annual report.

Annual Report (Reducted)

2. Executive Summary

Government of Sindh (GoS) is implementing a six-year Accelerated Action Plan (AAP) for Reduction of Stunting and Malnutrition to bring down provincial stunting rate from 48% to 40% by 2021. The [Donor Name] is supporting GoS in AAP through a multi-year programme comprising of three components i.e. [Component 1], [Component 2], and [Component 3]. [Lead NGO Name], along with co-applicants including [Partner NGO 1], [Partner NGO 2], and their implementing partners, is leading [Component 2]. [Component 2] is aimed at sustainably improving the nutritional status of children under five (U5) and of Pregnant and Lactating Women (PLW) in Sindh in line with the second target indicator of the SDG Goal No 2. Overall, [Component 2] is supposed to provide nutritional support to children U5Y and PLWs in [Number] districts of Sindh province.

This report presents progress for the first year i.e. [Start Date] to [End Date]. During the first year, [Lead NGO Name] and its partners have successfully obtained permissions from the federal, provincial and local governments for almost [Number] districts. The Ministry of Interior, through MoU with [Lead NGO Name], has allowed access to [Number] of the [Total Number] target districts while [Lead NGO Name] is still negotiating for access to other [Number] districts i.e. [District Name 1] and [District Name 2]. The provincial authorities have so far issued NOCs for [Number] districts while NOC for [District Name 3] is still under process. However, implementation of the programme activities in this district has already started as per verbal commitment of the District Government.

[Lead NGO Name] successfully obtained NOCs for SMART Survey in all [Number] districts as allowed by the Ministry of Interior. [Lead NGO Name] recruited enumerators and other staff for data collection and trained them as per plan. By the end of the first year, [Lead NGO Name] has concluded data collection phase of SMART Survey in all those districts while data cleaning and analysis is currently underway.

[Lead NGO Name] and its partners have initiated field level activities in [Number] districts including [District Name 4], [District Name 5], [District Name 6], [District Name 7], and [District Name 8]. By the end of the first year, the programme has established [Number] OTP sites and recruited [Number] Community Health Workers as well as [Number] Community Health Supervisors for outreach activities. The OTP and outreach staff have been trained through a Training of Trainers followed by cascade trainings at district level. During the first year, the programme staff has screened a total of [Number] children and [Number] PLWs. Out of them, [Number] children were identified with SAM while [Number] with MAM. Overall, [Number]

children between ages of 6-24 months were referred to OTP sites for treatment of SAM. Similarly, [Number] children were referred for treatment of diarrhoea to nearby public health facilities. The outreach staff also conducted awareness sessions on IYCF, health and hygiene and engaged [Number] women. Besides this, [Lead NGO Name] has drafted SBCC strategy, IEC material, and mass awareness messages which the Core Communication Group (CCG) and AAP are reviewing.

[Lead NGO Name] has also procured essential supplies such as RUTF, F-75 and F-100 for [Number] years; and ReSoMal, and MNP for [Number] years along with NSC medical kits, MUAC tapes, equipment and furniture. [Lead NGO Name] has also selected NSC partners and agreement signing is under process.

For strengthened coordination at all levels, the programme has established multiple working groups within the partners and district level committees with the local government authorities.

3. Results and Activities (Fully Redacted)

Government of Sindh (GoS) through the Planning and Development Department (PDD) is implementing a six-year multi-sectoral Sindh Accelerated Action Plan for Reduction of Stunting and Malnutrition (AAP) – from [Start Year] to [End Year]. Primary objective of AAP is to reduce stunting rate from existing [Percentage] percent to [Percentage] percent in Sindh province by [Year]. The [Donor Name], under the [Donor] Commission Action Plan on Nutrition [Year], is supporting GoS in addressing the issue of malnutrition. [Donor Name] has approved a programme to be implemented in [Number] districts of Sindh. The programme has three major components.

Component	Description
[Component 1]	[Description 1]
[Component 2]	[Description 2]
[Component 3]	[Description 3]

Under contract number [Contract Number Redacted], the [Donor Name] and [Lead NGO Name] have agreed that the latter will lead the implementation of [Component 2] of the programme. [Lead NGO Name] is working with following co-applicants to implement this grant:

1. [Partner NGO 1] for outreach in [Number] districts with [Number] sub-partners
2. [Partner NGO 2] for outreach in [Number] districts with [Number] sub-partners
3. [Partner NGO 3] OTPs in all [Number] districts and outreach in [Number] districts
4. [Partner NGO 4]
5. [Partner NGO 5]

6. [Partner NGO 6]
7. [Partner NGO 7]

As per the proposal and agreement with [Donor Name], the partnership structure to implement the action with their specific roles and locations is given in the following table:

Partnership Structure (Redacted)

District	Outreach Partner	# of CHWs	OTP Partner	# of OTPs	NSC Partner	# of NSCs
[District Name Redacted 1]	[Partner Redacted 1]	[Number]	[Partner Redacted 1]	[Number]	To be decided	[Number]
[District Name Redacted 2]	[Partner Redacted 2]	[Number]	[Partner Redacted 2]	[Number]	To be decided	[Number]
[District Name Redacted 3]	[Partner Redacted 3]	[Number]	[Partner Redacted 3]	[Number]	To be decided	[Number]
[District Name Redacted 4]	[Partner Redacted 4]	[Number]	[Partner Redacted 4]	[Number]	To be decided	[Number]
[District Name Redacted 5]	[Partner Redacted 5]	[Number]	[Partner Redacted 5]	[Number]	To be decided	[Number]

District	Outreach Partner	# of CHWs	OTP Partner	# of OTPs	NSC Partner	# of NSCs
[District Name Redacted 6]	[Partner Redacted 6]	[Number]	[Partner Redacted 6]	[Number]	To be decided	[Number]
[District Name Redacted 7]	[Partner Redacted 7]	[Number]	[Partner Redacted 7]	[Number]	To be decided	[Number]
[District Name Redacted 8]	[Partner Redacted 8]	[Number]	[Partner Redacted 8]	[Number]	To be decided	[Number]
[District Name Redacted 9]	[Partner Redacted 9]	[Number]	[Partner Redacted 9]	[Number]	To be decided	[Number]
[District Name Redacted 10]	[Partner Redacted 10]	[Number]	[Partner Redacted 10]	[Number]	To be decided	[Number]
Total		[Total Number]		[Total Number]		[Total Number]

As per the grant contract, the programme started on [Start Date] for a period of [Number] months. This annual report comprises of programme progress for the first year i.e. [Start Date] to [End Date].

Programme Inception

Contract Signing between [Donor Name], [Lead NGO Name] and Partners

To commence the project interventions successfully, it is mandatory to introduce programme and secure legal agreements with multiple national and provincial government authorities, funding agency ([Donor Name]) and implementing partners. During the reporting period, [Lead NGO Name] conducted following formal agreements:

- [Donor Name] and [Lead NGO Name] signed formal service agreement on [Date], for programme implementation.
- [Lead NGO Name]'s Memorandum of Understanding (MoU) with the Federal Ministry of Interior (MoI) renewed in [Month Year], which is the legal basis for [Lead NGO Name] to provide humanitarian support in [Country Name].
- [Lead NGO Name] signed operational agreement with [Partner NGO 1], [Partner NGO 2], and [Partner NGO 3] in [Month Year].
- [Partner NGO 1] and [Partner NGO 2] signed contracts with their implementing partners ([Partner NGO 4], [Partner NGO 5], [Partner NGO 6], and [Partner NGO 7]) in [Month Year].
- [Lead NGO Name] and the Ministry of Health and Population Welfare, the Government of Sindh signed the Memorandum of Understanding in [Month Year]. Through the MoU, [Lead NGO Name] and the Ministry have agreed to implement [Component 2] in [Number] districts of the province from [Month Year] while in [Number] overlapping districts from [Month Year].
- [Lead NGO Name] received No-Objection Certificates (NOCs) for programme implementation for [District Name Redacted 1], [District Name Redacted 2], [District Name Redacted 3], [District Name Redacted 4], and [Number] overlapping districts including [District Name Redacted 5], [District Name Redacted 6], and [District Name Redacted 7] in [Month Year].
- NOC for [District Name Redacted 8] could not be secured as yet, [Lead NGO Name] team is in continuous contact with district authorities. However, verbal commitment from district authorities has been secured and district level authorities are on-board.
- NOC received for SMART assessment in [Number] districts in [Month Year].

Before signing contracts, as aforementioned, a thorough due-diligence process was conducted for the partner organizations and partnership agreements were signed. The following table elaborates on the process:

Date	Partner	Capacities Assessed
[Date]	[Partner NGO 1]	Human resource management, financial management, administration, governance, knowledge management, engagement with stakeholders, achievements and challenges, programme management, sustainability

Date	Partner	Capacities Assessed
[Date]	[Partner NGO 2]	Same as above
[Date]	[Partner NGO 3]	Same as above

These partners further assessed the capacities of their sub-partners to reduce program risk and strengthened organizational capacities.

Staff Recruitment and Embarking

[Lead NGO Name] initiated recruitment process of [Component 2] and embarked key staff in [Month Year]. By the end of the first year, [Lead NGO Name] has recruited [Percentage]% of the proposed staff while the implementing partners have also completed recruitment of key staff at provincial and district level to initiate the action at ground level.

Development of Technical Strategies, Manuals and Trainings

To capacitate partners for implementation of the action, [Lead NGO Name] developed Project Scoping Document (PSD), which includes intervention modalities, CMAM protocols, and working mechanisms. To channelize the MEAL activities, the programme has developed a comprehensive Monitoring Evaluation Accountability & Learning (MEAL) Strategy and Plan. Similarly, the programme has also designed Information Management (IM) Strategy. IM strategy was built on previous learning, encompasses individualized patient records from OTP and NSC level, and include household integration data of outreach, building upon community network structures formed and organized by previous projects. Besides, IM system and tools for reporting and record keeping developed in consultation with the implementing partners. [Lead NGO Name] has also developed a training manual on Management Information System in order to capacitate the staff of partners and [Lead NGO Name] on IM.

[Lead NGO Name] has actively participated in development of a Joint Communication Strategy for [Component 1], [Component 2], and [Component 3] with a common approach towards creating optimal effect of communication key messages on the target groups of the programme. The strategy was finalised in [Month Year] and shared with [Donor Name] for feedback. The programme team has developed IEC messages in alignment with the communication strategy's objectives and approach.

Provincial Office, Sub-Provincial Office/WH, District Offices/WH Open

[Lead NGO Name] has established provincial and sub-offices at [City Name 1] and [City Name 2] respectively. [Lead NGO Name] has also established a warehouse for safe storage of the

programme supplies at [City Name 2]. The programme team is actively working to establish sub-office in [City Name 3], which is expected to be completed in [Month Year]. The sub-offices will increase proximity with the district offices, which the partners have already established in [Number] districts. During this period, partners also established their offices and furnished warehouses at district level.

To be Continued.....