Choose an item. **Report**

|  |  |
| --- | --- |
| **Administrative Information** | |
| Appeal Name | Click here to enter text. |
| Appeal ID | Click here to enter text. |
| Country | Click here to enter text. |
| Appeal start date | Click here to enter text. |
| Lifespan of Appeal (months) | Click here to enter text. |
| Reporting period | Click here to enter text. |
| Members involved in Appeal | Click here to enter text. |

**Section 1: Change and Amendments (max.500 words)**

*A) Please write any changes in the operational context from the original situation which leads to challenges or constraints faced that influence the ability to implement the project and reach the planned targets.*

*\*Please note that this is a cut and paste from the last tab on the situational reports (SitReps)*

Click here to enter text.

*B) Please describe and risk management / risk mitigation measures put into place to deal with the change in operational context; i.e. what decisions were taken and actions put into place to ensure that successful project implementation despite the changes in operational context.*

Click here to enter text.

*C) Please describe any proposed amendments needed in programming as result beneficiary consultations & feedback and/or changes in operational context.*

Click here to enter text.

**Section 2: Progress and Deviations (max.500 words)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Item*** | ***Target***  ***(original)*** | ***Actual***  ***(to date)*** | ***Deviation (+/-)*** | ***Justification*** |
| Geographical scope of operations | Click here to enter text. | Click here to enter text. | Choose an item. | Click here to enter text. |
| Beneficiaries description and coverage | Click here to enter text.  *State the number of beneficiaries to reach over the entire project lifespan disaggregating when possible by age and gender.* | Click here to enter text.  *State the number of beneficiaries reached to date disaggregating when possible by age and gender.* | Choose an item. | Click here to enter text. |
| ***Item*** | ***Target Action***  ***(original)*** | ***Actual Action***  ***(to date)*** | ***Deviation (+/-)*** | ***Justification*** |
| Humanitarian Advocacy | Click here to enter text. | Click here to enter text. | Choose an item. | Click here to enter text. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Item*** | ***Target***  ***(original project targets)***  *For entire lifespan of the project* | ***Target***  ***(This reporting period)***  *For this reporting period* | ***Cumulative target reached***  ***(to date)***  *Actually reached to date* | ***Deviation (+/-)*** | ***Justification***  *List/Describe reasons why there is a deviation between planned and implemented* | | ***Lessons learned***  *List, if any, lessons learned linked to the specific outcome* |
| Outcomes/Outputs  Outcome A  Output A.1.  Output A.2.  Output A.3.  Outcome B  Output B.1.  Output B.2.  Output B.3. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Choose an item. | Click here to enter text. | | Click here to enter text. |
| ***Item*** | ***Same as planned***  ***(Yes / No)*** | ***Explain Deviation*** | | | | ***Lessons learned*** | |
| Implementation plan (timeline)  *Any major changes (delays) to the overall implementation plan?* | Choose an item. | Click here to enter text. | | | | Click here to enter text. | |
| Finance (budget expenditures)  *Any major changes (over expenditures / under expenditures) to the overall Budget and expenditure plan?* | Choose an item. | Click here to enter text. | | | | Click here to enter text. | |

**Section 3: Appeal Impact (max.500 words)**

*A) Please write any observable and tangible effects/impacts that the Appeal has on cross-cutting issues*

Click here to enter text.

*For example on the following: Gender / GBV, Environment / Climate change, Child protection, Resilience, Social inclusion, etc.*

*B) Please write how the affected population participated in the Appeal and what are some of the observable and tangible effects/impacts that the Appeal has on sustainability and ownership*

Click here to enter text.

*Can also discuss transition (LRRD) and exit strategy*

**Section 4: Visibility - Total ACT Response + Coordination (max.500 words)**

1. *Provide brief summary of activities of ACT members inside and outside the appeal, in order to capture in summary form the total ACT response, including updating the information provided in latest SitRep.*

Click here to enter text.

1. *Describe any efforts (successes and challenges) in coordinate with the host government, other relevant organizations and the broader humanitarian system, including the cluster system. Explain, how did this positively affected the implementation of the project and the ACT Alliance’s reputation.*

Click here to enter text.