

Reporting

Situation Report

Situation reports provide concise, up-to-date, and accurate information about the humanitarian situation and the ACT Alliance response. It is essential that the report include details related to the ACT Alliance response and humanitarian assistance provided to communities. The Requesting Member prepares regular situation reports that are distributed to all members by the ACT Secretariat.

Frequency & Timing

Following activation of a response, the Requesting Member and ACT Secretariat will agree as to the frequency of situation reports reflected in the appeal document. This frequency should be revised as an operation evolves with situation reports commonly being more frequent in the first month of a humanitarian response operation. It is common for the ACT Alliance to issue situation reports every week at the start of a new sudden onset humanitarian response. As the response operation stabilises, reports can be issued once every two weeks then quarterly. For all ACT humanitarian responses, a situation report should be issued at a minimum once a month.

RRF Requirement

For RRFs, in conjunction with monthly situation reports, a situation report must be provided at the end of the first month following the emergency or one month following the project start date.

Interim report

Interim progress reports, both narrative and finance variance reports, are submitted by the requesting members at a date indicated in the published appeal, halfway through a one-year appeal, or every six months for a multi-year appeal. The interim reports will be followed by a monitoring visit from the secretariat.

Final Report

RRF and Appeal final reports (including financial reports) must be submitted to the ACT Secretariat 60 days after its project end date. Failure to submit reports on agreed deadlines will result in non-compliance measures.

Audit Report

Projects with funding of over USD50,000 will require a project audit report submitted 90 days after the project period ends.

Project Completion Report

A project completion report will be drafted by ACT secretariat led by the humanitarian programme officers summarizing the project context, response, implementation, financial management, and learning. This project completion report will be forwarded to all project stakeholders.

The SitRep, Interim, and Final reports will be shared within ten days after the published reporting deadline to the funding members after being reviewed by ACT secretariat.

References and Templates

SitRep Template

Appeal Interim Report Template

Appeal Final Narrative Report Template

RRF Final Narrative Report Template

Project Completion Report Template