

Guidance Note: Project Reporting

Contents[Situation Report](#)[Interim Report](#)[Final Report](#)**Introduction**

RRF and Appeals have three distinct reports to complete throughout the project life cycle. RRFs require Situation Reports, and a Final Report, while Appeals in addition require Interim Reports.

All reports are to be completed by the Requesting Member, with support from the Forum Coordinator. In the absence of a Forum Coordinator or in the case of multiple country appeal, the task group should assign an Appeal coordinator. All requesting member reports need to be consolidated into one report under the same RRF or Appeal code.

The ACT Alliance Humanitarian Programme Officer:

- Accompanies requesting members in the preparation of the reports
- Provides clarity on the reporting schedule and requirements for each project to the Implementing Member, Forum Coordinator, and Appeal Coordinator.
- Check narrative, results framework, against the proposal, and raises queries as needed.
- Provides feedback on the reports to the requesting members

The ACT Alliance Humanitarian Finance Coordinator:

- Accompanies requesting members in the preparation of the reports
- Checks financial reports, against the proposal and budget, and raises queries as needed.
- Provides Implementing Members and Forum Coordinators with details on received funds and funds pledged for a specific appeal.
- Disseminates the narrative, financial, and audit reports to donors who funded the appeal

The Forum Coordinator:

- Review and consolidates the requesting members narrative and financial reports
- Keep track of reporting requirements and deadlines
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Below guidelines provide information to requesting members and ACT Alliance Secretariat on drafting the reports.

Situation Report**Purpose**

The guidelines provide instructions for completing a Situation Report (SitRep) based on the accompanying template, ensuring comprehensive and accurate reporting of an ongoing project. A SitRep is essential for communicating critical information to stakeholders, including updates on

project progress, challenges faced, and resource needs. Situation Reports are only narrative and does not contain expenditure updates.

By following these guidelines, implementing members will be able to capture relevant data systematically, facilitate informed decision-making and enhance collaboration among team members. This document serves to streamline the reporting process, promote clarity, and ensure that all necessary information is included for effective communication and response strategies.

This document is read in conjunction with the Situation Report templates.

Section: Name of the ACT Member

Include all implementing members names.

Section A: Highlights

List up to five key strategic points to share with the ACT Alliance network. Focus on significant achievements, challenges encountered, lessons learned, key partnerships formed, and any urgent needs or upcoming opportunities. This will ensure that essential information is communicated effectively, fostering collaboration and informed decision-making within the network.

Significant Achievements

In the humanitarian project, achievements are often measured by the lives saved, people assisted, and the restoration of dignity for vulnerable populations. Key areas to highlight include:

- **Response Efforts:** Summarize major interventions such as emergency aid distribution (food, water, shelter), medical assistance, or post-crisis recovery. Include quantitative data such as the number of participants reached, communities supported, and supplies distributed.
- **Capacity Building:** Highlight programs that empowered local communities through training or resource development, enabling them to better respond to future crises.
- **Impact:** Discuss the long-term positive outcomes for the communities, such as improved health, increased resilience, or enhanced livelihoods.
- **Recognition:** If the operation received awards, international recognition, or successfully influenced policy, this is a critical achievement to include.
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Challenges Encountered

Projects frequently face significant challenges due to the complexity and volatility of crisis environments. Common obstacles may include:

- **Security and Access:** Discuss issues such as conflict, political instability, or natural disasters that limited access to affected areas or endangered staff and volunteers.
- **Logistical Constraints:** Explain difficulties in transporting aid due to infrastructure damage, fuel shortages, or harsh terrain, which may have delayed or disrupted delivery.
- **Funding Gaps:** Address any shortfalls in financial resources, leading to a reduction in the scale or duration of operations.
- **Cultural and Political Barriers:** Highlight challenges in navigating local cultural practices, governance structures, or legal frameworks, which may have slowed down or complicated interventions.
- **Coordination:** Managing multiple stakeholders and coordinating efforts across different humanitarian organizations and governments can be a challenge, particularly when operational protocols differ.

Lessons Learned

Every humanitarian mission provides critical insights for improving future operations. Some lessons to reflect on might include:

- **Adaptability:** The need to remain flexible in rapidly evolving environments, especially in responding to changing circumstances like worsening conflict, unexpected displacement, or secondary crises (e.g., disease outbreaks).
- **Community Engagement:** The importance of involving local communities early in the process to better understand their needs and empower them to take ownership of certain aspects of the response.
- **Partnership Synergies:** Highlight how effective collaboration with local organizations or global partners improved operational efficiency and reached more people.
- **Preparedness and Pre-positioning:** Emphasize the value of disaster preparedness measures, such as pre-positioning supplies and establishing local response networks ahead of crises, to improve the speed and scale of the response.
- **Accountability and Transparency:** Lessons learned on improving reporting mechanisms and ensuring that aid reaches the intended beneficiaries without delay or diversion.

Key Partnerships Formed

Partnerships in humanitarian operations are essential to scaling impact and ensuring sustainable solutions. Highlight key collaborations, such as:

- **Local Partnerships:** Discuss how partnerships with local non-governmental organizations, community-based organizations, and local governments helped in reaching the most vulnerable populations more effectively.
- **International Collaborations:** Include partnerships with UN agencies, international NGOs, donor governments, and private sector organizations that provided funding, technical expertise, or logistical support.
- **Public-Private Partnerships:** Emphasize collaboration with the private sector, including businesses that contributed through in-kind donations, technological solutions, or corporate social responsibility initiatives.
- **Government and Policy Partnerships:** Focus on relationships with government bodies or international entities that helped secure access to affected regions, eased bureaucratic barriers, or influenced policy change in favor of humanitarian efforts.

Urgent Needs or Upcoming Opportunities

Humanitarian operations often face evolving needs as crises develop, making this section critical for outlining immediate and future priorities:

- **Urgent Needs:**
 - **Funding:** Address any immediate gaps in financial resources required to sustain operations, particularly for ongoing emergency relief or long-term recovery programs.
 - **Human Resources:** Identify the need for skilled professionals such as medical personnel, engineers, logistics experts, or mental health support staff.
 - **Supplies and Infrastructure:** Emphasize the urgency of securing additional food, water, sanitation supplies, and shelter, or improving infrastructure like roads, hospitals, or communication networks.
- **Upcoming Opportunities:**

- **New Funding Streams:** Highlight any upcoming opportunities for grants, donor conferences, or partnerships with organizations that may provide additional resources.
- **Innovation:** Describe new technologies, methodologies, or partnerships that could enhance the effectiveness of future operations, such as data-driven decision-making tools, mobile health clinics, or renewable energy solutions.
- **Expansion of Programs:** If there are plans to scale up programs or replicate successful models in other regions, outline the benefits this could have for reaching underserved populations.
- **Advocacy Opportunities:** Discuss any upcoming events or platforms (e.g., international conferences, summits) where the organization could advocate for policy changes, additional funding, or greater international attention to a specific crisis.

Section B: Situation Overview

Describe the current conditions in the project implementation area. Outline the security situation which may impact project activities and affected population, and the humanitarian access. Outline the number of affected and/or displaced persons, their evolving humanitarian needs, and any changes to the socio political and economic situation.

Current Conditions in the Project Implementation Area

Describe the overall environment, highlighting geographic, environmental, and social factors that may influence project implementation:

- **Geographic Context:** Provide an overview of the project area, such as rural, urban, or peri-urban settings, and its proximity to conflict zones, disaster sites, or borders. Explain any natural hazards, such as floods, droughts, or earthquakes, that could be affecting the area.
- **Infrastructure:** Assess the status of local infrastructure (roads, schools, healthcare facilities, water, and sanitation systems) and its ability to support the project. For example, road damage could hinder the delivery of aid, while lack of healthcare services may exacerbate public health issues.
- **Community Composition:** Describe the composition of the population—are there indigenous groups, refugees, internally displaced persons, or vulnerable populations such as women, children, and the elderly? Include population estimates and demographic breakdowns, if available.
- **Living Conditions:** Detail the conditions in which the population is living. Are they in camps, makeshift shelters, or settled communities? Is there access to basic services like water, sanitation, healthcare, and education?

Security Situation and Impact on Project Activities

Outline the security landscape and how it affects both project activities and the population:

- **Conflict and Violence:** Describe any ongoing conflicts, insurgencies, or acts of violence that could directly impact the project. Include information on recent clashes between armed groups, political violence, or rising crime rates. Highlight how these factors affect the movement of project staff and the delivery of services to beneficiaries.
- **Safety of Staff and Beneficiaries:** Discuss security measures in place to protect staff, volunteers, and beneficiaries. Are there security checkpoints, military presence, or curfews that restrict movement? Have there been threats to the safety of humanitarian workers?

- **Security Restrictions:** Describe any restrictions on movement or access, such as government-imposed lockdowns, military blockades, or restricted zones due to the presence of landmines or unexploded ordnance.
- **Impact on Beneficiaries:** Explain how insecurity affects the population. Are people fleeing violence, leading to displacement? Are there rising casualties or injuries? Is fear of violence preventing people from accessing services or engaging with the project?

Humanitarian Access

Humanitarian access is critical for delivering aid to those in need. Detail the current state of access:

- **Access Constraints:** Discuss physical and logistical barriers to accessing the affected populations. This could include road closures, damaged infrastructure, fuel shortages, or restricted air or sea routes. For example, if seasonal rains have caused floods, access to certain regions may be cut off.
- **Permits and Bureaucratic Barriers:** Explain any administrative challenges to gaining access, such as delays in securing travel permits or government permissions to enter restricted zones. Are there checkpoints or long bureaucratic processes for delivering aid?
- **Humanitarian Corridors:** Note whether humanitarian corridors have been established, allowing aid to pass through contested areas, or if international pressure has led to improved access in certain regions.
- **Partnerships and Negotiations:** Describe efforts to coordinate with local authorities, armed groups, or international actors to secure access. Are there agreements in place to allow safe passage of project staff or supplies?

Number of Affected and Displaced Persons

Provide a clear picture of the affected population, including displaced persons:

- **Scale of Displacement:** Estimate the number of displaced persons (both IDPs and refugees), including any recent increases due to conflict, disaster, or economic hardship. Distinguish between those displaced within the region and those seeking refuge in neighboring countries.
- **Shelter and Living Conditions:** Detail where displaced persons are currently residing—formal camps, spontaneous settlements, host communities, or urban areas. Describe the living conditions, including overcrowding, access to sanitation, and shelter quality.
- **Vulnerability Profile:** Outline the specific vulnerabilities of the displaced population, such as children separated from families, pregnant women, the elderly, or people with disabilities. Are these groups receiving adequate support?

Evolving Humanitarian Needs

As conditions change, the humanitarian needs of the population may also shift. Provide an overview of the current and evolving needs:

- **Basic Necessities:** Highlight immediate needs such as food, clean water, shelter, and sanitation. Are there shortages in food distribution, and are water sources contaminated or running dry? Is there a need for winterization of shelters as weather conditions change?
- **Health and Nutrition:** Address any public health concerns, such as outbreaks of disease (e.g., cholera, malaria, or respiratory infections), malnutrition, or lack of maternal and child healthcare. Are health facilities functioning, and do they have adequate staff and supplies?

- **Protection:** Outline the protection needs of the population, especially vulnerable groups. Are there reports of gender-based violence, child labor, or human trafficking? Are displaced populations at risk of forced return or recruitment by armed groups?
- **Education:** Explain whether children have access to education and if there are efforts to provide temporary learning spaces or psychosocial support. Have schools been damaged or repurposed as shelters?
- **Livelihoods:** Describe the loss of livelihoods due to displacement or destruction of assets. Are there efforts to restore income-generating activities, support farmers, or provide vocational training?

Changes in the Socio-political and Economic Situation

Finally, assess the broader socio-political and economic context, which can have direct implications for the humanitarian situation:

- **Political Stability:** Describe any changes in the political landscape that might affect the operation. Is the government stable, or are there leadership crises, coups, or changes in policy affecting aid operations? Are there peace talks, ceasefires, or elections that could lead to improvements or deterioration in the situation?
- **Economic Conditions:** Discuss the economic challenges faced by the population. Has inflation worsened, leading to rising food prices? Are local markets functioning? Are people able to access basic goods and services, or is unemployment rising? Have sanctions or blockades worsened the economic conditions?
- **Social Cohesion:** Evaluate the level of social tension between groups, particularly in areas with displaced populations or diverse ethnic/religious communities. Is there a risk of conflict escalation, or are there efforts to promote reconciliation?

Section G: Appeal Financing

Implementing members to complete information on funds they received from the Appeal. ACT Alliance Secretariat Humanitarian Program Officer to complete section on pledges based on financial information.

Section 4: Total ACT Response

When providing summarized information about the project's current response, begin by summarizing the total number of people reached to date and specify the areas where assistance has been delivered. For example, state how many individuals received hygiene kits in each location. Clearly outline planned interventions, detailing the types of assistance provided, such as food support, healthcare services, or psychological services.

Include updates on all activities across relevant humanitarian sectors, such shelter, health, and livelihoods. Ensure your information is concise and factual, highlighting both immediate impacts and upcoming plans. This structured reporting will help stakeholders understand your project's reach and effectiveness, facilitating better coordination and support for ongoing efforts. Always use clear language and avoid jargon to ensure accessibility for all audiences.

Interim Report

Purpose

The guidelines provide instructions for completing an Interim Report based on the accompanying template, ensuring comprehensive and accurate reporting of ongoing project. An Interim Report is important for providing an update on the project, including affected population needs, operational risk and progress against project objectives.

Interim progress reports, both narrative and financial variance, are submitted, 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.

Excel Reporting Template Tabs

The reporting template has five tabs that the requesting member must complete.

1. Tab Consolidated Budget: Requesting members not to do anything in this tab during the report preparation.
2. Tab Contacts: Requesting members not to do anything during the report preparation.
3. Tab Analysis: All sections are left blank on this Tab.
4. Tab Appeal Income: Requesting member to complete all information on this Tab.
5. Tab Member 1: Requesting member to complete all information on this Tab, including Column H to J (for 1st interim report) and Column K to M (for 2nd interim report).

Section 1: Summary of the response

To outline how the project is progressing against the humanitarian situation and provide a general summary of the operation, follow these steps:

- **Assess Project Progress**: Start by describing the specific objectives of the project and how these are being met in the current humanitarian context. Highlight key activities, such as food distribution, medical aid, water, and sanitation services, or shelter provision. Mention any quantitative metrics, such as the number of beneficiaries reached, or supplies delivered and compare these with the overall needs.
- **Challenges and Constraints**: Discuss any obstacles that are affecting the project's ability to achieve its goals. This could include the security situation, which may hinder access to

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certain areas, logistical challenges like damaged infrastructure, or funding gaps that limit the scale of interventions. Explain how these constraints are being addressed or mitigated.

- **Impact on Beneficiaries:** Highlight how the project is responding to the most urgent needs of the affected population, particularly vulnerable groups such as displaced persons, women, and children. Describe how services are improving their living conditions and any positive outcomes achieved.
- **Summary of the Broader Operation:** Provide an overview of the overall humanitarian response, indicating any significant changes in the situation. Emphasize the evolving needs, ongoing efforts to scale up interventions, and the potential future direction of the project, including upcoming challenges or opportunities.

Section 2: Needs analysis

Further Details on the Humanitarian Needs of the Affected People

Provide information on how the implementing members collected information on humanitarian needs, such as through direct field assessments, community engagement, and collaboration with local and international partners. If field staff conducted household surveys, key informant interviews, and focus group discussions with affected communities, ensuring representation from vulnerable groups such as women, children, the elderly, and disabled individuals, highlight in this section. Indicate if local leaders, healthcare providers, and community representatives were consulted to gather detailed insights into the evolving needs on the ground. In areas where access was restricted due to conflict or logistical challenges, remote data collection tools, such as mobile phone surveys, what other methods were used to capture real-time information. Outline what the collected information revealed.

How the information was validated by others

Outline if the collected data was cross-checked and validated through coordination with other humanitarian organizations, including local and international NGOs, UN agencies, and government authorities. If regular coordination meetings and information-sharing platforms were used to ensure consistency and accuracy across assessments, highlight in this section.

Analysis of the Needs Against the Overall Humanitarian Situation

Outline the analysis process and what the information told us, such as if analysis revealed that the needs of the affected population are increasing, outpacing the available resources and response capacity. In conflict areas, if food security is becoming more precarious due to ongoing conflict, disrupted supply chains, and rising food prices, state in this section. This section provides information on the humanitarian impact based on the needs. Overall, the analysis may show that without a significant scale-up of humanitarian interventions and funding, the gap between needs and assistance will widen, leading to further deterioration in living conditions.

Section 3: Operational risk assessment

The operational risk assessment is an important process that helps members identify, analyze, and mitigate potential risks that could hinder the success of humanitarian operations.

How Risk Was Assessed

Risk assessment in humanitarian operations involves identifying and evaluating risks that could impact project implementation, staff safety, and the affected population. Outline the following information:

- Risk Identification: How the initial risk identification was done for security threats (e.g., conflict, violence), environmental hazards (e.g., floods, earthquakes), political instability, supply chain disruptions, and public health emergencies. Consider how internal risks like staff capacity, funding shortages, or organizational limitations were taken into consideration.
- Consultation and Data Collection: Outline how engagement with field teams, local authorities, and other humanitarian organizations to gather relevant data on potential risks. Use historical data, threat assessments, and environmental monitoring tools (e.g., weather forecasts, conflict trackers) to gather information.

The Analysis Process

Outline how once risks were identified, how the analysis on their potential impact on the operation and the likelihood of their occurrence was such as through:

- Risk Prioritization: Outline if ranking was done for risks based on their likelihood and impact. High-impact and high-likelihood risks should be prioritized for mitigation.
- Scenario Planning: Outline if developing possible scenarios to explore how identified risks could evolve. For example, if consideration was given how an escalation of conflict could affect access, or how severe weather could impact logistics.

Mitigation Actions Taken

Explain how the actions that took place to mitigate the risks, such as:

- Security Protocols: If strengthening security measures for staff and beneficiaries, such as securing safe access routes, providing security training, and establishing evacuation plans.
- Contingency Planning: If contingency plans were developed to address potential operational disruptions, such as alternate supply routes, backup resources, and flexible staffing arrangements.
- Capacity Building: If training field teams and local partners on risk mitigation strategies, including emergency response, crisis management, and early warning systems took place.
- Resource Pre-positioning: If the member pre-positioned critical supplies (food, medical, WASH materials) in strategic locations to ensure timely response in the event of disruptions.

Mitigation Actions Still Needed to Reduce Risk

Identify any remaining gaps in risk mitigation and the actions still needed to further reduce operational risks, such as:

- Enhancing Coordination: Strengthen coordination with local actors, UN agencies, and other NGOs to ensure unified and coherent responses, especially in high-risk areas. Ensure constant communication through existing cluster systems or coordination platforms.
- Information Sharing: Improve real-time data-sharing mechanisms to receive timely updates on security conditions, weather patterns, and displacement trends, allowing for proactive rather than reactive responses.
- Strengthening Local Capacities: Continue building local capacity for risk management, ensuring local communities and partners are equipped with the necessary tools, training, and resources to manage risks independently.

- Addressing Funding Gaps: Identify and address funding gaps for mitigation strategies, particularly for risk-related infrastructure improvements (e.g., road repairs, communication systems).
- Ongoing Monitoring and Adaptation: Establish a system for continuous risk monitoring, allowing for rapid adaptation of project strategies as risks evolve. Review and update risk mitigation plans regularly, especially during periods of heightened uncertainty.

Section 4: Update on the operations strategy

Outline if the operations strategy requires updates based on evolving humanitarian needs.

Section 5: Project Outcomes and Project Objectives

Define key terms to ensure clarity, such as "outcomes" (the results or impacts of the project) and "deliverables" (specific outputs or products that will be produced).

List of Deliverables

Provide a comprehensive list of all planned deliverables, including:

- Description: Briefly describe each deliverable.
- Due Dates: Indicate when each deliverable is expected to be completed.
- Status: Clearly state the status of each deliverable (e.g., completed, in progress, delayed).
- Responsible Parties: Identify who is responsible for each deliverable.

Outcomes Achieved

Detail the outcomes that have been achieved to date, focusing on:

- Qualitative Outcomes: Discuss any qualitative changes or benefits that have arisen from the project.
- Quantitative Outcomes: Provide data or metrics to illustrate the impact.

Comparison to Original Goals

Compare the current outcomes and deliverables against the original project goals:

- Alignment: Discuss how well the current outcomes align with the initial goals set for the project.
- Variances: Highlight any discrepancies or unexpected results, explaining potential reasons for these variances.

Challenges Encountered

Describe any challenges or obstacles that have impacted the achievement of deliverables or outcomes:

- Impact Analysis: Discuss how these challenges have affected project timelines, quality, or beneficiary satisfaction.
- Mitigation Strategies: Explain any strategies implemented to overcome these challenges and their effectiveness.

Next Steps

Outline the next steps for achieving remaining deliverables and outcomes:

- Action Items: List specific action items or tasks that need to be completed.
- Timeline: Provide an updated timeline for the remaining deliverables and outcomes.

Section 6: Progress against targets

Current Progress Assessment

Assess the current progress made toward each target:

- **Progress Status:** Clearly indicate whether each target is on track, ahead of schedule, or behind schedule.
- **Percent Completion:** Provide a percentage completion for each target where applicable.
- **Evidence of Progress:** Include data, metrics, or examples that demonstrate the progress made toward each target.

Analysis of Target Achievement

Analyze the level of achievement for each target:

- **Fully Achieved Targets:** Highlight any targets that have been fully met and discuss the factors contributing to their success.
- **Partially Achieved Targets:** Identify any targets that are partially met and explain the reasons for the shortfall.
- **Unachieved Targets:** Discuss any targets that have not been met, providing context and potential reasons.

Challenges and Obstacles

Identify any challenges or obstacles encountered that have impacted progress:

- **Impact on Targets:** Discuss how these challenges have affected specific targets and overall project outcomes.
- **Responses and Solutions:** Describe the strategies or actions taken to address these challenges.

Forecasting Future Progress

Provide an outlook on future progress toward remaining targets:

- **Revised Timelines:** If necessary, provide updated timelines for any targets that may need adjustment.
- **Next Steps:** Outline the next steps needed to ensure continued progress toward achieving all targets.
- **Resources Required:** Identify any additional resources or support needed to meet outstanding targets.

Section 7: Evolution of the crisis and evolving humanitarian needs

Overview of the Crisis

- Begin with a summary of the crisis's origin, including key events that triggered it (e.g., natural disasters, conflicts, political instability). Clearly outline the initial conditions that led to humanitarian needs.

Timeline of Key Developments

- Create a chronological timeline highlighting major milestones in the evolution of the crisis. Include significant changes, such as escalations in violence, shifts in political power, or the onset of economic challenges.

Impact on Populations

- Describe how the crisis has affected various populations, focusing on demographics such as children, women, the elderly, and those with disabilities. Identify specific needs that have arisen because of the crisis.

Emerging Vulnerabilities

- Highlight new vulnerabilities that have developed over time. Discuss issues such as increased displacement, loss of livelihoods, or disruption of essential services (healthcare, education, etc.).

Response Adaptation

- Explain how humanitarian responses have evolved in relation to changing needs. Discuss shifts in strategies, priorities, or areas of focus that address both immediate and long-term requirements.

Current Needs Assessment

- Conclude with a summary of current humanitarian needs, emphasizing the urgency of addressing these challenges to promote recovery and resilience in affected communities.

Final Report

The final report for an RRF and Appeal project provides information on project outcomes, impact, and any outstanding points. The report is part of the RRF and Appeal closure process.

Submission deadline

RRF and Appeals require a narrative and financial report to close the project. At the end of the project activities, the Final Report must be submitted to the ACT Secretariat no later than 60 days.

The report template contains several sections that require preparation, and information collected throughout the project cycle from Situation Reports, and Interim Reports are consolidated in the final report stage.

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Changes in the Operational Context

Any changes to the operating environment from the original project situation, that caused challenges or constraints affecting humanitarian services will be outlined in this section. Include information from beneficiary consultations and feedback.

Risk Management and Mitigation

In this section, describe in detail the risk management and mitigation measures implemented to address changes in the previous operational context. Include decisions made during the operation to respond to the changes, and actions the organization took to ensure the project completed successfully.

Geographic scope of operation

In the template table, include information on geographic scope, beneficiary profile and coverage, outcome and outputs, implementation plan and budget as it relates to original target, changes during implementation, and reasons for deviation from original plan.

RRF and Appeal Impact

Describe the observable and tangible effects of the RRF on issues such as:

- Gender/GBV
- Environment/Climate Change
- Child Protection
- Resilience
- Social Inclusion

Beneficiary Participation

- Description Required: Explain how the affected population participated in the Appeal process.
- Observable Impacts: Detail the tangible effects of the RRF on sustainability and ownership among beneficiaries.

Visibility – Total ACT Response and Coordination

- Provide a summary of activities conducted by ACT members, both inside and outside the organization, to encapsulate the total ACT Response.

Coordination Efforts

Elements to Include:

- Efforts made to coordinate with the host government and other relevant organizations.
- Experiences in engaging with the broader humanitarian system, including the cluster system.
- Assessment of how these efforts positively impacted project implementation and the ACT Alliance's reputation.