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| All recipients of the Norwegian Climate and Forest Initiatives support to civil society | Arkivkode/ File no: | Vår ref./ Our ref.: |
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| Deres/ Dykkar ref./ Your ref.: | Vår saksbeh./ Enquiries: |
|  | Marianne Haugh |
| Dato/ Date: |  |
|  | 12.02.2014 |  |

# Report templates for the Climate and Forest Initiative funding scheme for civil society 2013-2015

Dear all

It was very valuable for us to meet most of you at the Oslo REDD Exchange in October last year, and we hope 2014 has had a good start for your organisations and projects.

As discussed with you at the meeting prior to the Oslo REDD Exchange, Norad needs to strengthen its communication of overall achievements from the Climate and Forest Initiative funding scheme for civil society. We are grateful for your support in these efforts. The web-page with the overview of all projects is meant as a platform for this communication. However, the main source of information about achievements will be the annual reporting from partners.

As we have explained earlier, the reporting will be twofold. The main reporting will be through the *Template for report and accounts for organisations under the Climate and Forest initiative funding for civil society* (see attachment). This template is an updated version of the draft we sent in December last year and it follows the logic of the Project Document. Partners are expected to cover all the important achievements (outputs and, whenever possible, outcomes) in these reports.

However, we know from experience that it is challenging to compile and aggregate results from more than 40 individual project reports, where more or less similar types of results are given different values or wording. Hence, we have compiled a menu of common indicators to be tested across projects in order to standardize and enable aggregation of results for this funding scheme. These indicators are listed in the attached document called *Menu of common indicators.*

The menu of indicators does *not* represent an indication of outputs or outcomes that are considered more important than others. A long list of indicators was compiled after a mapping of the planned outputs and outcomes across the project portfolio and discussions with partners. Based on that list, Norad has narrowed it down to a short list based on the following criteria:

* Indicators should be within the issues agreed for common reporting by the partners present at the October 2013 workshop in Oslo
* The purpose of common indicators is to allow aggregation, hence only indicators relevant for multiple partners should be included
* Indicators should cover outputs and outcomes at risk of being reported in such a variety in the annual reports that they would be difficult to aggregate.

Norad, in cooperation with the Ministry for Climate and Environment, have tried to limit the number of indicators included in this pilot in order to avoid overburdening partners. Some important and straightforward indicators discussed earlier (at the partner workshop in Oslo) are taken off the list since there is most likely only one or a few partners are able to report on each, hence no urgent need to standardize. Other potential indicators turned out too complicated to standardize in a meaningful way at this point, or we expect them to be reported in the individual annual reports.

Learning from this pilot will provide input to further development of the reporting regime. We appreciate your time and effort to help us with this. If you have any questions regarding the reporting on your specific project or to the reporting using the list of aggregated indicators, please do not hesitate to contact your desk officer/contact person in Norad.

Yours sincerely,

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| Vigdis Halvorsen  |  |
| Assistant Director | Marianne Haugh |
|  | Senior Adviser |

Attachments:

* Template for report and accounts for organisations under the Climate and Forest initiative funding for civil society (doc.)
* Menu of common indicators (doc.)