 **Annual progress report for NORHED projects**

***Revised template 2017***

 **Reporting year (mm.yy-mm.yy)\_\_\_\_\_\_\_\_\_\_**

Norwegian Agency for Development Cooperation

Pb. 8034 Dep.

NO-0030 OSLO

Norway

postmottak@norad.no

The report should be sent by e-mail to postmottak@norad.no, with copy to your desk officer. Please make reference to the project agreement number in the subject field.

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| **1. Project information** |
| Agreement title |
| Agreement number | Total amount granted from Norad (NOK) |
| Project financial year (dd.mm – dd.mm) | Agreement period yyyy-yyyy (including extension if granted by Norad) |

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| **2. About the grant recipient and partner(s)** |
| **2.1 Contact information of grant recipient**  |
| Name of institution and unit |
| Project coordinator | Email | Telephone |
| **2.2 Cooperating partner(s)**  |
| Name of institution and unit | Project coordinator | Email | Telephone |
| Name of institution and unit | Project coordinator | Email | Telephone |
| Name of institution and unit | Project coordinator | Email | Telephone |
| Name of institution and unit | Project coordinator | Email | Telephone |

*Please add rows if needed.*

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| **3. Project implementation** |
| **3.1 Brief project summary (intended outcomes)** |
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| * 1. **Project status and key achievements**

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| Highlights from **previous reporting:**Brief summary of key achievements and main challenges in previous years:Highlights including **reporting year:**Brief description of results (on any level of the results chain), and successes which the project has achieved in the reporting year:Brief assessment of project progress to date related to intended project outcomes: |
| **3.3 Deviations and need for adjustments**  |
| Brief description of any deviations from the approved plans for the reporting year, and how these may affect the project’s results:Brief description of measures undertaken to manage deviations during the reporting year:Assessment of the need for adjustments to work plan and budget for the coming period: |
| **3.4 Partnership**  |
| Brief description of strengths, challenges and opportunities experienced through the collaboration during the reporting year: |
| **3.5 Risks, challenges and mitigation**  |
| Brief description of the management of previously identified risk factors and challenges to the project, internal and external, including financial irregularities, and any potential consequences for the project identified during the reporting year:Describe any new risk factors and challenges that have been identified during the reporting year, and how these will be managed: |
| **3.6 Cross-cutting issues**  |
| Brief description of project achievements and challenges regarding gender equality and gender mainstreaming during the reporting year:Brief description of efforts to avoid negative impacts related to the environment, human rights and conflict sensitivity during the reporting year:  |
| **3.7 Project efficiency**  |
| Brief description of the project’s efficiency (how efficiently resources/inputs are converted into outputs, i.e. value for money) during the reporting year: |
| **3.8 Use of funds**  |
| Brief description of the use of funds compared to the approved budget during the reporting year, referring to the financial report, and commenting on over- and under-spending on specific budget lines where relevant:  |
| **3.9 Other funds**  |
| Financial (cash or in kind) contributions to the project from other sources during the reporting year (if relevant), stating amount and source:  |

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| **4. Reporting on standard indicators for the NORHED programme**  |
| **4.1 Number of new/revised Bachelor/Master/PhD programmes/modules supported by NORHED (please include all to date)****4.2 Number of Bachelor/Master/PhD programmes/modules supported by NORHED with gender perspectives included**  |
| **Name of university and unit hosting the programme/module** | **Level (BA/MA/PhD)** | **Indicate if programme or module** | **Name of programme/module to be established/revised**  | **New or revised?**  | **Year of approval of programme/module** | **Are gender perspectives included?** **- Yes****- No** | **Achivements to date (Number of new/revised programmes/****modules)** | **Targets final year** **(Number of new/revised programmes/****modules)** ***[SHOULD BE THE SAME EVERY YEAR]*** |
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|  1. **Is the number of new/revised programmes/modules in line with the project plan and timeline? Please confirm or explain any deviations:**

**2. Please describe briefly for each new or updated programme or module:** * The new/revised items (including aspects not fully captured above, such as a programme becoming research-based / the mainstreaming of particular issues / pedagogical approaches at unit or at whole institution):
* How gender perspectives have been included:
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| **4.3 Capacity to enroll and graduate students in NORHED supported programmes (Bachelor/Master/PhD)**  |
| **Please note:** If a new programme is being established or a current programme is being revised and has not resulted in enrollment at the time of reporting, you should report “0”. The enrollment will be captured in next year’s report or later. |
| Programme name and partner institution (LMIC only) | **Level:** BA/MA/PhD | **Achievements reporting year**  | **Total achievements from project start, including reporting year**  | **Targets final year*****[SHOULD BE THE SAME EVERY YEAR]*** |
| Number of **new** students **enrolled** during reporting year | Of which, number of students **enrolled with NORHED scholarships** during reporting year | Number of students **graduated** during reporting year | Of which, number of students **graduated with NORHED scholarships** during reporting year | Total number of **students enrolled** to date | Of which, number of **students enrolled with NORHED scholarships** to date | Total number of **students graduated** to date | Of which, number of students **graduated with NORHED scholarships** to date  | Number of students **to graduate by project end** | Of which, number of students **to graduate with NORHED scholarships by project end** |
| F | M | Total | F | M | Total | F | M | Total | F | M | Total | F | M | Total | F | M | Total | F | M | Total | F | M | Total | F | M | Total | F | M | Tot. |
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**Please comment on:**

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| 1. How the NORHED project has contributed to the project partners’ capacity to enroll and graduate students (including other ways than through scholarships):
2. Student progression (enrolment vs. graduation rates), and whether progress is in line with project plan and timeline, indicating any challenges and possible mitigating strategies:
3. Progress and challenges related to achieving gender balance in student enrolment and graduation:
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| **4.4 Relevance of educational programmes and new graduates to local, national and regional needs and labor markets:** |
| Describe briefly how the educational programmes and new graduates have become more relevant to local, national and regional needs and labor markets because of NORHED support (for example, involvement/engagement of relevant employers from the public or private sector on development of new programmes/modules, the establishment of internships, etc.).  |
| Describe if and how educational relevance has increased in your project during the reporting year, with references to institutional/local/national priorities and needs (e.g. national development plans; university strategic plans; labour market needs). If relevant at this stage of the project, please include evidence of increased uptake of graduates in the labor market.  |

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| **4.5 Number of academic staff with strengthened qualifications (Master/PhD) by relevant unit (institute/department/faculty) supported by NORHED** **Please note**: 1. You are asked to report on numbers of academic staff for the units supported by NORHED even if the project may not have had any effects on these numbers as of yet. In this case, please note it as a comment in the text box below the table.
2. In the final report, you will be asked to report on whether academic staff supported by NORHED are still working at the university, in order to measure staff retention rates as an indicator of institutional capacity building.
 |
| Name of university and unit (institute/department/faculty or other unit) | **Status reporting year** | **Targets final year** |
| Number of **staff at unit** with **Master degree**  | Of which, number of **staff at unit** with **Master degrees completed with NORHED scholarships** | Number of **staff at unit with PhD degre**e  | Of which, number of **staff at unit with PhD degree** completed with **NORHED fellowships** | Number of staff at unit with **Master degree** by project end  | Of which, number of staff at unit with Master degree **with NORHED scholarships** by project end | Number of staff at unit **to obtain PhD** by project end | Of which, number of staff at **unit to obtain PhD with NORHED Fellowship** by project end |
| F | M | Total | F | M | Total | F | M | Total | F | M | Total | F | M | Total | F | M | Total | F | M | Total | F | M | Total |
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| **Please comment on the above table (e.g. whether targets are being met, any challenges and how they are being addressed):** **Please indicate at which institution NORHED-supported academic staff will receive/have received their degree, if not at home institution:****Please comment on whether staff received support from other sources to take their degree in the new/revised programmes supported by NORHED during the project period:** |

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| **4.6 Ratio of qualified academic staff (Master/PhD) to students by relevant unit (institute/faculty/department) supported by NORHED:** *This indicator is to be reported on only for the first and the final year of the project. The first year’s reporting will constitute a baseline, and the purpose is to measure change by the end of the project (and possibly beyond, if the project continues).*  |

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| **4.7 Tracing NORHED scholarship/fellowship holders** * Please complete the below table for NORHED scholarship/fellowship holders from project onset and keep updated so records are available for future NORHED evaluations.
* Please also include candidates that receive partial NORHED scholarships/fellowships/research support (fieldwork, data collection, publication costs etc.) in order to complete their degree.
* By informing about whether and when the person has left the institution, this tracing table will also provide information on retention rates of qualified academic staff (standard indicator 7).

***Please note:*** *If the table becomes very long, it can also be included as an attachment*.  |
| Institution and unit (institute/department/faculty) | Name of scholarship/fellowship holder | Gender (F/M) | Degree type (Master/PhD/Other) | Degree title | Year enrolled | Year gradu-ated | Employment year at institution (when relevant) | If left insti-tution, when?  | Other employer type (public/private university/NGO etc.) and country (when relevant) | Comments |
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| * 1. **Publications (peer reviewed and others) by NORHED project to date.**
* ***Please enclose a list of total publications to date describing type of publications, title, authors and year published as an attachment to the report, as of the NORHED publications template***
* ***If the list becomes too long when listing all titles, please note this in the table and include this table as an attachment instead***
 |
| **Target number of peer-reviewed articles by final year: \_\_\_\_\_\_\_\_ Target number of other scientific publications by final year:\_\_\_\_\_\_\_\_\_** |
| Publication type (e.g. peer reviewed article, book, etc.) | Publication year  | Number of female/male authors | Title | Brief comment on whether it is a joint publication between LMIC and Norwegian researchers |
| F | M |
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| **4.9 Other dissemination activities organized by the project (please include all activities to date)** |
| **Target numbers of dissemination activities (e.g. workshop/conference) as of results framework:** 1. **Type of activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Target number of activity by end of project: \_\_\_\_\_**
2. **Type of activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Target number of activity by end of project: \_\_\_\_\_**
3. **Type of activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Target number of activity by end of project: \_\_\_\_\_** *(please add rows if needed)*

**Please include details about the dissemination activities in the below table.**  |
| **Type of activity (e.g. workshop/conference)** | **Date**  | **Topic**  | **Briefly describe the activity, e.g. the results, contributing institutions, gender balance of the main contributors, and number of participants if relevant.** |
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| **4.10 Uptake/influence of NORHED-supported research in public policies** To be reported the year when uptake happens. Please also note if it is too early to expect such uptake or if uptake has not happened. In the final report, please add a summary of all achievements during project period.  |
| Please describe if and how NORHED supported research in your project has been included in or influenced public policies (laws, regulations, standards, services, practices etc.) * Please list examples of public policies and how they were influenced by project research:
* Please comment on whether this is in line with project plan and timeline:
 |
| **4.11 Uptake/influence of NORHED-supported research findings/new technologies/innovations/solutions by local communities/civil society/private sector** To be reported the year when uptake happens. Please also note if it is too early to expect such uptake or if uptake has not happened.In the final report, please add a summary of all achievements during project period. |
| Please describe if and how NORHED supported research findings/new technologies/solutions in your project have been taken up by local communities, civil society, and/or the private sector. * Please list examples of findings and how they have been taken up by relevant stakeholder groups (to be specified):
* Please comment on whether this is in line with project plan and timeline:
 |
| **4.12 Knowledge transfers within South-South and South-North networks and partnerships as a result of the NORHED project** |
| Please describe whether and how knowledge transfers within South-South and South-North networks and partnerships have taken place, and if so, how they have contributed to strengthened capacity for education and research (e.g. updated curricula; new teaching methods; international examination committees…):  |

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| **4.13 Changes in the broader institutional environment at NORHED supported institute/department/faculty**  |
| Please list and describe changes in the broader institutional environment as a result of NORHED support, and how it has affected the capacity for education and research (e.g. institutional policies and systems at the university):  |

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| **4.14 Access to libraries, laboratories, ICT and other infrastructure for staff and students in NORHED supported institutes/departments/faculties** Has your NORHED project led to increased staff and/or student access to: |
| Libraries (please specify):  |
| Laboratories (please specify): |
| ICT equipment (please specify): |
| Other (please specify): |

*Please add rows if needed*

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| Please describe whether and how upgraded ICT, library and/or laboratory infrastructure supported by NORHED has influenced education and research capacity and quality at the institution, referring to relevant evidence where available (e.g. staff and student satisfaction and retention, institutional reputation, pedagogical innovation): (Outputs should be reported under section 5). |

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| **5. Project specific indicators**  |
| Please report on the **remaining indicators specific to your project, which have not been covered by the above reporting on standard indicators (section 4.1-4.14),** according to the approved results framework for your project. **Please use gender disaggregated data where relevant.** If more than one LMIC is involved in the project, please indicate at which institution the achievement has taken place. |
|  | Indicator | Targets reporting year (if relevant) | Achievements reporting year | Total achievements including reporting year | Targets final year  | Comments |
| Outcome 1: |  |  |  |  |  |  |
| Output 1.1:  |  |  |  |  |  |  |
| Activity 1.1.1.:  |  |  |  |  |  |  |
| Outcome 2: |  |  |  |  |  |  |
| Output 2.1. : |  |  |  |  |  |  |
| Activity 2.1.1.:  |  |  |  |  |  |  |
| Outcome 3:  |  |  |  |  |  |  |
| Output 3.1:  |  |  |  |  |  |  |
| Activity 3.1.1.:  |  |  |  |  |  |  |

*Please add rows if needed*

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| **6. Additional information**Any other information of relevance for the report |
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| **7. Attachments** |
| Tick the boxes below if attached, and give each attachment a number. Any other attachment should also be listed |
| **Attached** | **Number** | **Attachment** |
|  |  | Certified annual financial statement for the project covering the previous financial year, using the NORHED financial reporting template and including all attachments as described in Article VI, Clause 4 of Agreement **(mandatory)** |
|  |  | List of Master/PhD/Post Doc candidates, formatted as of the table in this template under 4.7 **(if not included in main report under 4.7)** |
|  |  | List of total publications to date describing type of publications, title, authors and year published, formatted as of the table in this template under 4.8 **(if not included in main report under 4.8)** |
|  |  | Revised annual project implementation plan (work plan) and budget for current financial year (if relevant) |
|  |  | Protocols for procurements and/or disposals effectuated during the reporting period (if relevant) |
| **8. Date and confirmation** |
| I am authorized to sign legally binding agreements on behalf of the grant recipient, and confirm that the information in this report is correct to the best of my knowledge. |
| Place and date | Name and signature |