



A programme of **education above all™**

## Educate A Child

### Partners' Semi-annual Technical Report Guidance

To standardize the semi-annual reports and to help partners convey clear and concise periodic updates, we are sharing the below guidelines and templates. The reports you submit should communicate the progress made toward reporting period targets, process through which the progress was made, and issues and challenges encountered and mitigation plans put in place during this period. Please report activities conducted and achievements made through both EAC and partner co-funds, and not only what was achieved through EAC's portion of funding. Also, please ensure that all data in the technical report align with data provided in financial and M&E reports.

The report should include the following sections:

1. **Project Cover Sheet:**

This page captures basic project information and OOSC enrollment targets and achievements. **Template provided below.**

2. **Executive Summary:**

This is a one-page summary of the report and should highlight major accomplishments, outcomes and key outputs, and challenges.

3. **Project Implementation Overview:**

In line with the project Results Framework, this section provides a narrative update of the project's implementation progress:

- Discuss the progress made towards targets for each outcome and output including the activities aligned with them. It is important to cite strategies used by the project to 1) identify, 2) enroll, and 3) retain out of school children;
- Describe activities planned for but not completed this reporting period **and plans for completing them;**
- Use project results/outputs and related activities from the project's results framework or log frame to organize this discussion. Use a relevant numbering system where possible to show the different levels of results such as 2.1, 2.1.1, 2.1.1.1.
- Highlight major implementation and operational challenges, issues faced and the mitigation strategies used to address them.  
Include a description of Covid-19 related challenges and mitigation actions implemented or planned.

4. **Project M&E Overview:**

- Provide an updated "Project M&E Indicators and 6-month Implementation Overview Table." **Template provided below.**

- Ensure that the achievements and indicators provided in the Table align with the figures provided in the narrative in the Project Implementation Overview section.
- Provide an update on monitoring activities and any data management issues (collection/cleaning/analysis) that the project may be facing and possible mitigation plans.

5. **Lessons Learned & Innovations:**

Discuss lessons learned and innovations that resulted in program implementation or that led to important adjustments to program implementation.

6. **Implementation Plan for the next six months:**

Included in “**Project M&E Indicators and 6-month Implementation Overview Table.**”

7. **(Optional) Feedback:**

Provide feedback to EAC on any topic not covered above.

8. **Human interest stories:**

When possible, provide human-interest stories that emerge over the course of project implementation, particularly as it relates to project beneficiaries.

Kindly submit your technical report to Dr. Mary Joy Pigozzi ([mpigozzi@eaa.org.qa](mailto:mpigozzi@eaa.org.qa)), copying Mr. Said Yasin ([syasin@eaa.org.qa](mailto:syasin@eaa.org.qa)) and Ms. Nicole Suarez ([nsabio@eaa.org.qa](mailto:nsabio@eaa.org.qa)).



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### EAC Partner Semi-Annual Technical Report: July 2021

#### Cover Sheet

Basic Project Information	
Country	
Project Name	
Organization	
Agreement Period (effective and any amendment dates)	
Period Covered by this Report	
Report Number	
Contact Person (Name, Title, E-mail address, Phone number)	
OOSC Enrolment Targets and Achievements*	
Life of Project OOSC Enrolment: <b>Target</b>	
Current Project Year OOSC: <b>Target</b>	
New OOSC Enrolment this Reporting Period: <b>Actual</b>	
OOSC Enrolment Total to Date: <b>Actual</b>	

\* All enrolment data must align with online M&E reporting

## Project M&E Indicators and 6-month Implementation Overview Table: July 2021 Reporting Period

Add or delete rows to accommodate your project's objectives, outcomes/results, outputs, and indicators. If you do not have as many established Objectives, Outcomes/results, Outputs, or Activities as in the template, delete rows accordingly. If an indicator does not have a target for the reporting period, please indicate "No target for this reporting period". Please reference the rating kind below the table to complete the rating column. Find below this table an example of a Project M&E Indicators and 6-month Implementation Overview Table for your possible reference. Note that RP in this contest means reporting period.

Please note below the revised Performance Rating scale

RESULT STATEMENT	INDICATOR	LoP TARGET*	ACHIEVEMENT TO DATE (cumulative)	% LoP target achieved	REPORTING PERIOD TARGET	RP ACTUAL ACHIEVEMENT	% Achieved	RATING for RP *	Next 6mth RP targets	Next 6mth Activity Expenditure	Comments:
<b>Project Goal:</b>											
Objective 1:(if applicable)											
Outcome 1.1											
Output 1.1											
Activity 1.1.1											
Activity 1.1.2											
Activity 1.1.3											
Output 1.2											
Activity 1.2.1											
Activity 1.2.2											
Activity 1.2.3											
Objective 2:(if applicable)											
Outcome 2.1:											
Output 2.1:											
Activity 2.1.1											
Activity 2.1.2											
Activity 2.1.3											
Output 2.2											
Activity 2.2.1											
Activity 2.2.2											
Activity 2.2.3											
Objective 3:(if applicable)											
Outcome 3.1:											
Output 3.1:											
Activity 3.1.1											
Activity 3.1.2											
Activity 3.1.3											

\*Definition for ratings: (3) Achieves at least 95% of the target; (2) Meets between 80% and 94% of the target; (1) Meets less than 80% of the target.

# SAMPLE

## Project M&E Indicators and 6-month Implementation Overview Table: July 2021 Reporting Period

Add or delete rows to accommodate your project's objectives, outcomes/results, outputs, and indicators. If you do not have established outputs for outcomes/results, delete rows accordingly. If an indicator does not have a target for the reporting period, please indicate "No target for this reporting period". Find below this table an example of a Project M&E Indicators and 6-month Implementation Overview Table for your possible reference.

RESULT STATEMENT	INDICATOR	LoP TARGET	ACHIEVEMENT TO DATE (cumulative)	% LoP target achieved	REPORTING PERIOD TARGET	RP ACTUAL ACHIEVEMENT	% achieved	RATING for RP *	Next 6mth RP Targets	Next 6mth Activity Expenditure	Comments:
<b>Project Goal:</b> Contribute to the improvement of security, stability and well-being to the children in Zamundian refugee camps and southern Zamunda through increased primary level education attainment for 55,000 out of school children.											
<b>Objective 1: 50,000 out of school children in southern Zamunda have access to quality primary education</b>	Number of OOSC newly enrolled in target schools who have either never enrolled or are returning to education in 2014-2018	T: 50,000 F: 25,000 M: 25,000	T: 35,091 F: 17,922 M: 17,169	T: 70% F: 72 % M: 69%	T: 35,091 F: 17,922 M: 17,169	T: 20,000 F: 10,000 M: 10,000	T: 57% F: 56% M: 58%	1	No target for next RP		
	Percentage of target schools that improved learning environments	80% of target schools	45.00%	56%	50%	45%	90%	2	60%		
<b>Outcome 1.1:</b> Increased demand and support for education from parents/family of out of school children	Percentage of OOSC in southern Zamunda returning to school due to increased parental/family involvement or encouragement	65% of students who return to school (targets & actuals cumulative)	58.00%	89%	60%	58%	96%	3	No target for next RP		
	Percentage of target schools in southern Zamunda with increased family/community participation	100% above baseline (targets & actuals cumulative)	54%	54%	70%	68%	97%	3	80%		
<b>Output 1.1.1:</b> Parents are supported to improve their involvement in their children's education	Number of hours of parent education workshops organized	1,100 hours	966 hours	88%	550 hours	550 hours	100%	3	550 hours		
	Number of parents attending workshop	T: 50,000 F: 25,000 M: 25,000	T: 20,500 F: 9,499 M: 11,001	T: 41% F: 38% M: 44%	T: 15,500 F: 7,500 M: 7,500	T: 15,525 F: 6,520 M: 8,505	T: 100% F: 87% M: 113%	3	T: 10,000 F: 6,000 M: 4,000		
<b>Activity 1.1.1.1:</b> Develop and distribute awareness raising materials on involvement of parents in their children's education					15,500 sets distributed	15,525 sets	100%	3	10,000	USD100,000	
<b>Activity 1.1.1.2:</b> Organize parent education workshops					155 workshops	155 workshops	100%	3	100 work shops	USD200,000	

<b>Outcome 1.2:</b> Increased supply of quality education through continuing professional development to teachers	Number of teachers in target schools in southern Zamunda who receive in-service training	1250 teachers	T: 755 F: 350 M: 305	60%	T: 500 F: 250 M: 250	T: 505 F: 250 M: 255	101%	3	No target for next RP		
	Percentage of teachers in target schools in southern Zamunda who receive in-service training and demonstrate target competencies.	95%	90%	95%	95%	93%	98%	3	No target for next RP		
<b>Output 1.2.1:</b> Community teachers in target schools in southern Zamunda complete intensive teacher training workshop during the school break	Number of teachers in target schools in southern Zamunda who complete training	5,000 teachers	T: 2,625 F: 2,160 M: 465	53%	T: 1,150 F: 920 M: 230	T: 1,161 F: 930 M: 231	101%	3	No target for next RP		
<b>Activity 1.2.1.1:</b> Train community teachers in in pedagogy and child-centered methodology					550	554	101%	3	No activity plan next RP		
<b>Activity 1.2.1.2:</b> Provide teacher refresher training					600	607	101%	3	No activity plan next RP		
<b>Objective 2:</b> 5,000 out of school children in refugee camps in Zamunda gain access to quality primary education	Number of OOSC in refugee camps in Zamunda newly enrolled in schools disaggregated by gender	T: 5,000 F: 2,500 M: 2,500	T: 2,000 F: 750 M: 1250	T: 40% F: 30% M: 50%	T: 1,000 F: 250 M: 750	T: 1,000 Female: 250 Male: 750	T: 100% F: 100% Male: 100%	3	No target for next RP		
<b>Outcome 2.1:</b> Increased interest in out of school children in Zamunda refugee camps to participate in informal peer supported preparation for learning and in entering school.	Increased number of OOSC participating in informal peer supported activities who enter or return to school	95% of OOSC newly participating in informal activities enter or return to school	Total number participating: 1500  Total participating who enter school: 1,425  95%	100%	95% of OOSC newly participating in informal activities enter or return to school	Total number participating: 500 (newly participating) during the reporting period  Total participating who enter school: 475	95%	3	No target for next RP		
<b>Output 2.1.1:</b> Kid Clubs for out of school children formed in each of the camps	Weekly sport/play activities organized for OOSC	400 sessions (100 per year)	100 sessions	25%	50 sessions	50 sessions	100%	3	50 sessions		
<b>Activity 2.1.1.1:</b> Organize sport/play activities					50 sessions	50 sessions	100%	3	50 sessions	USD5,000	

\*Definition for ratings: (3) Achieves at least 95% of the target; (2) Meets between 80% and 94% of the target; (1) Meets less than 80% of the target.