

Reporting Requirements

As required by the STARR IQC, all deliverables submitted under this Task Order should be provided to both the TO/COR and the Knowledge Management Specialist, Anthony Piaskowy (apiaskowy@usaid.gov), within USAID's Land Tenure and Property Rights Division in Washington, DC.

Quarterly Reports

Submission of quarterly reports will be a regular reporting requirement for most Task Orders issued under the STARR IQC. The reports contain information relevant to program activities, as identified in the project work plan, over a 3 month period, as well as provide a means for providing information and content to the Division on a regular basis. The paragraphs below outline format and content expectations for all quarterly reports.

Quarterly reports will be produced in English and will be due no later than 15 days after the end of each quarter. **Reports should be concise and not repeat information or updates contained in previous reports, yet still convey all relevant program activities.** Often times, narratives from reports are extracted for use in USAID reports and publications, and therefore need to be developed by implementing partners with this in mind. Financial information that is contained within quarterly reports should not be submitted to USAID's Land Tenure and Property Rights Division and instead can be submitted to the COTR only.

All reports should use the following format:

1. Table of Contents

2. List of Acronyms

Acronyms may be listed at the beginning of the report document in lieu of in the narrative. Only list acronyms referenced in the report content.

3. Introduction and Background

A brief introduction summary should provide context to readers that may not be familiar with the project, its history, evolution, and activities or objectives. The introduction and background should be no longer than one (1) page in length.

4. Executive Summary

The executive summary should briefly summarize key accomplishments and challenges during the quarter. The summary should be no longer than two (2) pages in length, as more detailed descriptions can be provided in other sections of the report.

5. Project Activities

A narrative describing project activities for the quarter should be organized by work plan objective, activity, or other work plan structure. Descriptions should include status of project progress and performance, activities completed and not completed, activities planned during the following quarter and any constraints or opportunities. Any anticipated or actual delays will also be explained and a plan for corrective actions provided. Any accomplishments and/or difficulties will be described both quantitatively and qualitatively as they relate to the task order.

Once all updates for work plan activities have been given, other activities performed during the reporting period may be described. These activities could include project management or any other relevant matter.

6. Project Specific Performance Indicators

A set of core indicators has been established across all of the Land Tenure and Property Rights Division. When relevant, quarterly reports will provide accurate quantitative information on the indicators listed below and any others agreed upon with the COTR.

- i.** The number of parcels with relevant parcel information corrected or newly incorporated into an official land administration system (whether a system for the property registry, cadaster, or an integrated system) with USAID support (disaggregate by parcels corrected or newly incorporated)
- ii.** The number of household, commercial, and other legal entities (e.g., communities, NGOs, churches, hospitals) receiving formal recognition of ownership and/or use rights through certificates, titles, leases, or other recorded documentation by government institutions or traditional authorities at national or local levels with USAID support (disaggregate by sex, individual/collective rights, and type of entity – household, community, commercial, other)
- iii.** The number of specific pieces of legislation or implementing regulations proposed, adopted, and/or implemented affecting property rights of the urban and rural poor as a result of USG assistance (disaggregate by Stage: 1=Analyzed; 2=Drafted and presented for public/stakeholder consultation; 3=Presented for legislation/decreed; 4=Passed/approved; 5=Passed for which implementation has begun)
- iv.** The number of public officials, traditional authorities, project beneficiaries, and representatives of the private sector receiving formal on-the-job land training or technical assistance regarding registration, surveying, conflict resolution, land allocation, land use planning, land legislation, land management, resettlement, restitution, or new technologies with USAID support (disaggregated by sex)
- v.** The number of disputed land and property rights cases that have been resolved by local authorities, contractors, mediators or courts with USAID support
- vi.** The number of land administration and service entities, offices, or other related facilities that the project technically or physically establishes or upgrades with USAID support (disaggregate by established or upgraded)

The quarterly report at the end of each USG fiscal year (year ending September 30) will incorporate a summary report that includes annual cumulative results data and indicators.

7. Success Story

USAID publishes a wide variety of material for government and public audiences. Experience shows that readers best understand our programs when they are explained through stories of project beneficiaries. Therefore, each quarterly report will include a success story submission as a separate annex for use in the production of online and print content to promote land tenure and property rights issues, programs, and best practices.

Stories should be between 350-500 words and contain direct quotes from project beneficiaries

and project staff or local officials. Full names should be provided for any individual quoted or referenced. Stories must also be accompanied by four (4) photographs, the standards for which are referenced at the end of this guidance. To allow for any necessary follow up by USAID, success stories must be accompanied by the author name, or point of contact, along with their email and phone number.

8. Project Brief Update

An update to (or initial creation of) the Project Brief will be submitted as a separate annex within each quarterly report. Project briefs are two (2) page documents that provide a summary of the project objectives, activities and key results to general audiences. Used as a marketing and informational tool in print and online, briefs contain narrative and graphics.

The text must contain an overview, summary and status of activities/objectives, successes, challenges, and future activities. Graphics should include a minimum of two (2) photos with captions and a text box highlighting significant narrative (or any other appropriate visual element). Photographs must meet the standards referenced at the end of this guidance.

9. Media

Electronic copies (scans) and web links for any media, such as YouTube videos, blogs, letters to the editors, etc. produced or published under, by, or for project use must be submitted as part of the quarterly report, if applicable.

Optional items to submit: electronic copies or web links to local or international blogs and/or news articles pertaining to land tenure and property rights in the project country, which may or may not be directly related to the project.

10. Project Staff

A table containing all home office and in country project staff names and email addresses. New staff and those leaving the project must be designated as such. This list must be maintained diligently, as it will affect access to information sharing platforms among the consortium.

Photograph Standards

The following standards apply to ALL photographs contained within the report and accompanying materials.

Image Specs

- Minimum 3 megapixel resolution
- 300 dpi
- At least 1 MB file size
- Color

Other Guidance

- Capture people and activities as much as possible. Landscape and building shots are not recommended.
- Include a 1-2 sentence caption that describes the activity taking place in the photo.
(Bad Example: A fish pond in the Central African Republic.

Good Example: Fish Ponds such as this one in Lobaya, Central African Republic help communities reuse exhausted mine pits to produce food and obtain greater economic stability.)

- Contain the photographer's name and organization, for photo credit purposes
- Sent as separate files, in .jpeg file format

Upon submission, USAID becomes owner of the photograph and has the right to use any photograph for any purpose. Appropriate credit will be given to photographer.

Further information, including all additional requirements and guidance is located in Section 6 of the USAID Graphic Standards Manual.