

Quarterly Report Writing Guidelines

How to complete a quarterly progress report

Every grant recipient is required to fill in a progress report form at the end of each quarter (March, June, September and December), documenting the progress made in reaching the specific project objectives. All reports must be submitted within two weeks of the previous quarter.

The form is split into 3 parts: A, General advocacy activities, B, Communications including media coverage and C, Advocacy projects financed by BEST-Dialogue.

A: General advocacy activities

Section 1: Include how you have been proactive about the advocacy issues you have taken up, what you are trying to achieve, and what were the results of your initiative.

Section 2: Consultations with private sector-led networks - Participating in a private sector-led network means your organisation acts as a partner with government. For example, if your specific advocacy project is taxation, you then participate in a dialogue with the government on taxation issues, which you have already discussed with your organisation and its members.

Section 3 -You are an expert opinion - If the government seeks the private sector opinion on a specific issue they may call you to participate in a validation workshop. Your organisation could be invited to the workshop to consult on cotton, for example.

Section 4 -Position papers -to check if during the quarter you have presented any position or policy papers. Your organisation may have to prepare a policy paper on any issue you have presented. Mention the issue, where it was presented and the result, if any. Indicate how many policy papers you have written and presented to the government this quarter. This does not limit you to BEST-Dialogue funded projects.

Section 5: Please give details of any public policy reforms in areas where you have been engaged.

Section 6: Coalitions - one strong voice - Give details of partners who you have collaborated with on an advocacy activity and name the partner, the event and the issue. This is not limited to BEST-Dialogue funded projects.

Section 7: Research - give details of research studies completed this quarter. Give the title and author, if applicable. Please submit a soft and hard copy to BEST-Dialogue and mention the title and author (if applicable) and date of completion. This is not limited to BEST-Dialogue commissioned research.

Section 8: Which policy position papers has your organisation published this quarter? Give the title, author and date of completion. Provide us with a soft and hard copy. This is not limited to BEST-Dialogue funded projects.

B-Communications including media coverage

Section 9 - Communications: How are you communicating your advocacy activities? Through press releases, articles in the newspaper, broadcast media or online? How much coverage have you had this quarter through these channels? How many press releases related to private sector advocacy has your organisation issued?

Section 10 - Editorial coverage? How much editorial coverage did you achieve in print and online? In which newspapers and websites did they appear? Did you use any social media? If so, which sites did you visit?

Section 11 - Radio- How much radio coverage did you achieve and on which stations? Which programme was it aired on and how wide was the geographical coverage? How long was the duration of the item and what was the topic?

Section 12 - TV - How much TV coverage did you achieve and on which stations? Which programme was it aired on and wide was the geographical coverage? How long was the duration of the item and what was the topic?

C- Advocacy projects financed by BEST-Dialogue

Section 13 - Detail activities carried out in this quarter. For example, if your organisation's activity is to hire a consultant, have you written a Terms of Reference and a job description? Have you organised a workshop to gather information? Break down your objectives and explain actual activities.

Section 14 - Have you achieved your specific targets for this quarter? If your objective was to undertake research, have you completed the research? Was a stakeholder workshop conducted?

Section 15 - Is the advocacy project still on time? If not, give reasons for the delay.

Section 16 - Advocacy projects financed: Provide an itemised list of all expenditure and obligations fulfilled and pending to date. Your organisation has to write with reference to the funded activities in the contracts signed with BEST-Dialogue. You must report on the money you have received and how you utilised it with reference to your grant agreements.

Section 17 - Dialogue or consultation meetings, research validation reports or dialogue events. How many private sector organisations have had a dialogue, networking, or collaborative events, usually presentation of research findings, in this quarter?

Section 18 - Any collaborative or networking events planned for the following quarter?

Section 19 - According to your deliverables as per contract, what plans do you have for the next quarter?