

Annual UN Country Results Report – Standard Template

February 2015

Suggested Outline

Foreword (1/2 page)

The foreword is optional. It is normally written by the Resident Coordinator but could also be developed jointly by the Resident Coordinator and a high-level Government counterpart¹, illustrating highlights of collaboration and thanking partners.

Executive Summary (2 pages)

The executive summary consists of a brief overview summary of the report.

Key Development Trends (2-4 pages if per overall report; ½-1 page if per Pillar / Outcome)

Building on inputs from the results groups and regular country scans, this section highlights changes in social, economic and political conditions that could impact the implementation of the One Programme, including key development indicators. This section can also reflect developments related to major national strategies, budget decisions, policy initiatives and legislative reforms, including those drawn from international human rights obligations/mechanisms. The report could either feature one single section on key development trends, or short separate key development trends sections under each Pillar / Outcome.

Results of the One Programme (2-3 pages per Outcome)

Building on inputs from the results groups, this section highlights the collective progress of the UN development system towards the Outcomes of the One Programme. It also provides highlights of concrete outputs, including through the implementation joint work plans. The influence of outputs delivery in achieving national targets should be highlighted. The report can feature (human) contribution stories where possible, with particular attention to the value added of inter-agency, multi-sectorial collaboration and partnerships.

Results of Operating as One (1 page)

Highlights briefly progress against Business Operations Strategy and its Outcomes, including key figures and data. Countries who do not have a Business Operations Strategy provide an overview of results of common services and / or common premises initiatives.

Results of Communicating as One (1 page)

Highlights briefly joint advocacy and communications work related to the implementation of the One Programme.

Financial Overview

Contains the Common Budgetary Framework, including information on estimated expenditures, ideally and when feasible, aggregated by Pillar, Outcome and Agency. This section could highlight information on top donors, including government contributions, if applicable. It could also include reporting on the One Fund. A simple chart based on figures from Annex One could be included here, showing Planned Budget and actual Expenditures at the Outcome-level, as well as a breakdown by Agency.

Lessons Learned and Way Forward (1-3 pages)

Taking into consideration the primary audience of the report identified, this section highlights challenges, risks and assumptions, bottlenecks in implementation and lessons learned - and how these will be addressed in the subsequent year. This section would typically build on inputs from results groups. The report could either feature one single section on challenges and lessons learned, or short separate challenges and lessons learned sections under each Pillar / Outcome and under Operating as One and Communicating as One sections.

¹ Especially where a joint steering committee is in place.

Annex: Progress against One Programme Results Framework (see table below)

Contains a table with latest data on the agreed Outcome and Output indicators. The table has been purposely kept simple to facilitate development and use of the report. When an online results monitoring system of the UNDAF/One Programme exists, this can be used to fill in the table in this Annex. When the UNDAF features a high number of indicators, the UNCT may opt to select a limited number of those for the purpose of filling the table below.

| Results | Contributing Entity/Entities | Indicator (with Baseline &Target) | Means of Verification | Value of Indicator² | Planned Budget | Expenditures |
|-------------------|-------------------------------------|---|------------------------------|---------------------------------------|-----------------------|---------------------|
| Outcome 1 | | Indicator a Indicator b Indicator c | | | | |
| Output 1.1 | | Indicator a Indicator b | | | | |
| Output 1.2 | | Indicator a | | | | |

² UNCTs could opt to colour-code by result achieved: On track (green), partially on track (yellow), no progress (red). This can be helpful especially when the results framework features yearly targets. Alternatively, a separate column could be added to briefly reflect progress.

Good Practices and Resources

The annual UN Country Results Report is a required core element under the Standard Operating Procedures for countries adopting the Delivering as One approach. It addresses primarily a country-level audience and secondarily an audience outside the country, including UN system headquarters and regional offices. UN Country Teams would further discuss and determine the focus of country-level audience, which could include Government, civil society, international development partners and the public at large. It has the purpose to demonstrate results through a consolidated overview of progress to date; and to inform decision-making.

- According to the SOPs, UN Country Results Report should normally replace individual reporting of agencies, funds and programs. It is understood that this objective is aspirational in the short term, until broader systemic issues are resolved. Where replacing is not feasible, it is encouraged to use the annual UN Country Results Report as the basis for individual agency reports.
- The report could also be used to replace separate entity reporting to Government and donors. The template can be flexibly adapted by the UN Country Team, including to take into consideration particular government and donor reporting requirements that may apply to a specific country context.
- The section “Results of the One Programme” of the UN Country Results Report can be inserted directly into the section “Progress towards UNDAF/One Programme Outcomes” of the RC Annual Report.
- Vital statistics on UN coherence and its impact on development can be drawn from the RC Annual Report.
- In crisis and post-crisis countries, options should be explored for consolidated reporting with the wider range of UN system actors (humanitarian and/or political/peacekeeping) when possible and appropriate.³
- UN Country Teams can consider involving national partners and donors in the development of the report.
- The financial overview section aims to provide basic financial data and should be based on reporting against the annual joint workplan/annual Common Budgetary Framework by results groups. If final financial data is not yet available for the year, best estimates should be provided and updated when the final figures are available. Estimates should be based on actual expenditure. Information on expenditure against the joint workplan is reported by agencies in the results groups.
- The UN Country Results Report should serve as the annual narrative report against the One Fund; it is complemented by the One Fund financial report that is made available by the Multi-Partner Trust Fund Office in May. The One Fund financial report can also be annexed to the report. If release is foreseen before May, a link to the relevant section of the Multi-Partner Trust Fund Office website can be added.
- Examples of annual UN Country Results Reports are available [here](#).

Evidence-based

- The report should be evidence-based and avoid presenting lower-level inputs and activities. It should draw from national data available to results groups, including through real-time monitoring approaches. Results groups should attempt to use data that is validated, including through national partners.
- The report is an opportunity to ensure alignment with national M&E systems and calendars. To that effect, the UNCT determines the best timing for developing and submitting the report.

Results-oriented

- The report is results-oriented, with focus on the outcome-level, i.e. institutional or behavioral change. The clear causal sequence between key activities (if any reported), outputs, outcomes and impact should be reconstructed in the narrative of the report. The report avoids focus on processes.
- In reporting progress, specific entity contributions at activity- and output-level can be highlighted in the narrative.
- Regular joint training and/or coaching should be organized to promote results-based reporting, for instance by the M&E Group or by the RC Office.
- Resource: [UNDG Results-Based Management Handbook](#)

³ Please refer also to the [Policy on Integrated Assessment and Planning \(IAP\)](#) and its [handbook](#) (see section IV) as well as the [humanitarian response monitoring guidance](#).

Reader-friendly

- While maintaining the focus on results and evidence, the report is concise, avoids duplication across sections, and written in non-technical language to the extent possible.
- Acronyms should be avoided to the extent possible. Acronyms of members of the UN Country Team can be put up front in the report.
- The Report contains an adequate proportion of pictures with captions. It can feature info-graphics; quotes and success stories in boxes.
- UN Country Teams are encouraged to translate the report into national language(s); and ensure professional layout and printing.
- Resource: [UN Secretariat Editorial Manual](#); [UNDP style manual](#)