**Narrative Report Reviewer’s Checklist**

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| **SUMMARY TABLE** | |
| Report submitted by |  |
| Country Office and Project Manager |  |
| Date submitted |  |
| Project title |  |
| IOM project code/ID: |  |
| Donor(s) |  |
| Type of report (interim or final) |  |
| Report deadline |  |
| Report reviewer (to be filled in by Regional Office (RO)) |  |

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| **REVIEW PROCESS** | |
| What is the appropriate internal review channel for narrative report: standard, shared or exceptional? | Standard: □ Report is for a project funded by a donor that does not need a technical check. *The primary report reviewer is solely responsible for reviewing the narrative report. Continue the process.*  Shared: □ Report is for a project funded by the US Government (J/TIP, INL, OFDA, PRM, USAID, etc.) or the EU (centralized management). *The primary report reviewer should first review the narrative and consolidate edits from the secondary reviewer before reverting to the CO.*  Sent narrative report to (select one): □ RO Brussels □ CORMF Washington or □ other (specify)\_\_\_\_\_\_\_\_\_\_\_  Exceptional: □ Report is for a project that falls into one or more of these categories: (a) project proposal was managed at Headquarters; (b) global projects (e.g. World Migration Report, IDM, RCPs); (c) L3 emergency projects. *Inform the Project Manager and forward the report to DRD Reporting Services for review.*  Send narrative report to (select one) □ CERF Washington or New York □ DRD □ other (specify) \_\_\_\_\_\_\_\_\_ |
| Which regional accounting focal (RAF) is responsible for reviewing the financial report? | Sent draft financial report sent to: □ RAS, □ RO Brussels, □ ACO, □ CORMF Washington  Date forwarded:  Comment: |

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| RO review of narrative report complete; reviewer’s feedback is sent to the Project Manager/ CO. | Date:  Mandatory changes required to receive approval:  Follow-up review required:  □ Yes  □ No (*Request project manager to resubmit revised report for final clearance and approval for submission.)*  Recommended revisions / other guidance: |
| Financial Report is Approved for Submission: | Date:  Approved by: |
| Narrative Report is Approved for Submission: | Date:  Approved by: |

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| **SUBMISSION TO DONOR** | |
| Determine correct submission channel (by the primary report reviewer with the Project Manager). | Will the report be submitted locally, or via DRD/IOM Geneva or another IOM Office?  Specify: |
| Submission to Donor (by designated Office responsible for submission) | Submitted □ electronically □ in hard copy □ both  Any special points for cover letter *(reimbursement, instalment due?)*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **INTERNAL DISTRIBUTION** | |
| Ensure that the reporting package has been shared with all relevant IOM offices and departments (by the IOM office that submitted the report to the donor, in coordination with Project Manager). | Has a copy of the reporting package been sent to all relevant internal offices/departments:   |  |  | | --- | --- | | □ PIU | □ CO in donor country | | □ CO(s) in which the project was implemented | □ CORMF, RO Brussels or HQ Division if relevant | | □ DRD |  |   Date: |

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| **GUIDANCE FOR NARRATIVE REPORT REVIEW** | | | | |
| *Before starting the review: Download from the intranet (IOM Project Repository managed by PIU) the*  *project’s donor agreements and any previously submitted reports. Use previous reports to guide the review*  *of the current draft. Ensure consistent format and presentation of project structure.* | | | | |
|  | **Yes** | **No** | **N.A.** | **Comments** |
| **GENERAL CONSIDERATIONS** | | | | |
| Is the standard IOM narrative report template used or is there a  specific template and/or guideline required by the donor? |  |  |  |  |
| Do the narrative and financial report titles match that stated in the contribution agreement and the project document? |  |  |  |  |
| Is the report written in English, French or Spanish?  *If a different language is used, have you received a translation for review and approval?* |  |  |  |  |
| Does the reporting period (for both narrative and financial reports) correspond with the dates specified in the donor agreement? |  |  |  |  |
| Is the reporting period correctly specified for both the narrative report and the financial report?  *Note that any project extensions must be indicated and incorporated.* |  |  |  |  |
| Do the currency and the amount of the (a) total confirmed funding and (b) expenditures match the currency and amounts in the financial report? |  |  |  |  |
| Is the report clearly written (and in accordance with the IOM House Style Manual)? Are there critical and re-occurring grammatical or editorial issues to be addressed? |  |  |  |  |
| Have all activities and outputs described in the report taken place during the reporting period? |  |  |  |  |
| Are there any specific reporting requirements stated in the donor agreement that need to be highlighted in the report? |  |  |  |  |
| Is the report visually friendly to read? For example, have charts and graphs been used, where relevant? |  |  |  |  |
| **SUMMARY OF KEY ACHIEVEMENTS DURING THE REPORTING PERIOD** | | | | |
| Does this section clearly describe the objective of the project and its scope? |  |  |  |  |
| Does this section summarize in a clear and concise way the key achievements and activities of the project during the reporting period? |  |  |  |  |
| Have developments in the country context during the implementation been described and analysed in terms of actual and possible effects on the project? |  |  |  |  |
| **PROGRESS MADE TOWARDS REALIZING OUTCOMES AND OUTPUTS** | | | | |
| **Narrative** |  |  |  |  |
| Is the report in line with the project document? Are all outcomes, outputs and activities reported on, as appropriate to the timing of the report? |  |  |  |  |
| Is there a clear discussion on project partners and the activities conducted jointly with them or exclusively by them? Have coordination mechanisms been described? |  |  |  |  |
| Have revisions (e.g. to the Results Matrix, project scope, duration, budget) made during the reporting period, if any, been properly explained and the rationale outlined in this section? |  |  |  |  |
| **Visibility** |  |  |  |  |
| Does the report include any relevant photos? Do the photos  correspond to the text in the report? Do they show activities and results? Do they adhere to IOM’s photo guidelines? If photos are included, are there appropriate captions and copyright information? |  |  |  |  |
| Has the Project Manager confirmed that the IOM Data Protection Principles have been adhered to (i.e. has the subject in the photo given his or her consent to have his or her photograph taken and replicated for use in various purposes)? |  |  |  |  |
| **Progress Made towards Incorporating Cross-cutting Themes** |  |  |  |  |
| Has an analysis of the relevant cross-cutting themes (rights-based approach to programming, gender mainstreaming, environmental sensitivity and sustainability, sustainability of results, principled humanitarian action and mainstreaming protection into crisis response) been sufficiently discussed in the report? |  |  |  |  |
| In terms of gender mainstreaming, does the report include progress made for beneficiaries disaggregated by sex, age, and other key capacities and vulnerabilities where appropriate? Does the report include an analysis of the project’s real or potential impact on gender equality? |  |  |  |  |
| **Results Matrix** |  |  |  |  |
| Do the elements in the donor report’s Results Matrix correspond with the Results Matrix in the project document? Ensure consistency of result statements, indicators, baselines, targets and activities. |  |  |  |  |
| Does the Results Matrix clearly show the project’s progress and accomplishments during the reporting period in relation to the indicators and targets specified? |  |  |  |  |
| Has distinction been made between reporting on progress made during the current reporting period versus cumulative progress? |  |  |  |  |
| **Challenges Encountered and Actions Taken** |  |  |  |  |
| Have obstacles encountered during project implementation been objectively presented and analysed? Is the language diplomatic? |  |  |  |  |
| Have there been references to risks or assumptions found in the project document which did not hold true during the reporting period? If yes, does this section clearly describe its impact to implementation within the reporting period? Do these risks appear in the attached Risk Management Plan? |  |  |  |  |
| For each obstacle, have IOM responses and follow-up actions been described? |  |  |  |  |
| **Conclusions** |  |  |  |  |
| Have the results achieved during the reporting period (for interim reports) or during the entire project duration (for final reports) been concisely summarized on both the outcome (for final reports) and output (for interim and final reports) levels? |  |  |  |  |
| For interim reports, have major activities planned for the next reporting period been outlined? |  |  |  |  |
| For final reports, have any good practices and/or lessons learned been identified and explained; if a follow-up phase is recommended, have the proposed key outcomes been introduced? |  |  |  |  |
| Have cross-cutting themes been appropriately incorporated into lessons learned and conclusions? Have measures to promote sustainability of project’s results been highlighted? |  |  |  |  |
| **EXPENDITURES AND RESOURCE UTILIZATION** |  |  |  |  |
| Does financial data on the narrative report match the information on the financial report (total confirmed funding, funding received to date and total expenditures)?  *Double-check the narrative report with the RAS-endorsed financial report to ensure that the figures exactly match.* |  |  |  |  |
| Is the correct currency used? (Check agreement.) |  |  |  |  |
| Is the financial burn rate in line with the time remaining in the project period? *If not, alert the Project Manager. Ask if remaining funds can be expended within the remaining project timeframe? If not or if uncertain, has the donor been informed?* |  |  |  |  |
| If reviewing a final report, is there an amount outstanding? Is there any instalment due to IOM?  *Remind the Project Manager.* |  |  |  |  |
| **Annexes** |  |  |  |  |
| If annexes are included with the report, confirm that each one has been introduced in the body of the text (e.g. “For more info, please see Annex XX”) and each annex is listed in this section of the donor report. |  |  |  |  |