[Name of Fund or Joint Programme]
MPTF OFFICE GENERIC ANNUAL PROGRAMME[1] NARRATIVE PROGRESS REPORT
REPORTING PERIOD: 1 JANUARY – 31 DECEMBER 2013

Programme Title & Project Number	**Country, Locality(s), Priority Area(s) / Strategic Results[2]**
• Programme Title: • Programme Number *(if applicable)* • MPTF Office Project Reference Number:[3]	*(if applicable)* *Country/Region* *Priority area/ strategic results*
Participating Organization(s)	**Implementing Partners**
• Organizations that have received direct funding from the MPTF Office under this programme	• National counterparts (government, private, NGOs & others) and other International Organizations
Programme/Project Cost (US$)	**Programme Duration**
Total approved budget as per project document: MPTF /JP Contribution[4]: • *by Agency (if applicable)* Agency Contribution • *by Agency (if applicable)* Government Contribution *(if applicable)* Other Contributions (donors) *(if applicable)* **TOTAL:**	Overall Duration *(months)* Start Date[5] *(dd.mm.yyyy)* Original End Date[6] *(dd.mm.yyyy)* Current End date[7]*(dd.mm.yyyy)*
Programme Assessment/Review/Mid-Term Eval.	**Report Submitted By**
Assessment/Review - if applicable *please attach* ☐ Yes ☐ No Date: *dd.mm.yyyy* Mid-Term Evaluation Report – *if applicable please attach* ☐ Yes ☐ No Date: *dd.mm.yyyy*	o Name: o Title: o Participating Organization (Lead): o Email address:

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[1] The term "programme" is used for programmes, joint programmes and projects.

[2] Strategic Results, as formulated in the Strategic UN Planning Framework (e.g. UNDAF) or project document;

[3] The MPTF Office Project Reference Number is the same number as the one on the Notification message. It is also referred to as "Project ID" on the project's factsheet page the MPTF Office GATEWAY

[4] The MPTF or JP Contribution, refers to the amount transferred to the Participating UN Organizations, which is available on the MPTF Office GATEWAY

[5] The start date is the date of the first transfer of the funds from the MPTF Office as Administrative Agent. Transfer date is available on the MPTF Office GATEWAY

[6] As per approval of the original project document by the relevant decision-making body/Steering Committee.

[7] If there has been an extension, then the revised, approved end date should be reflected here. If there has been no extension approved, then the current end date is the same as the original end date. The end date is the same as the operational closure date which is when all activities for which a Participating Organization is responsible under an approved MPTF / JP have been completed. As per the MOU, agencies are to notify the MPTF Office when a programme completes its operational activities.

Guidelines:

The Narrative Progress Report template is based on the UNDG 2003 template, which is currently under review and is in line with the UNDG Results Based Management Handbook (October 2011).

Building on continued efforts made in the UN system to produce results-based reports, the progress report should describe how the activities (inputs) contributed to the achievement of specific short-term outputs during the twelve month reporting period, and to demonstrate how the short-term outputs achieved in the reporting period collectively **contributed to the achievement of the agreed upon outcomes** of the applicable Strategic (UN) Planning Framework guiding the operations of the Fund.

In support of the individual programme reports, please attach any additional relevant information and photographs, assessments, evaluations and studies undertaken or published.

Where available, the information contained in the Programme Summaries and Quarterly and/or Semi-Annual Updates prepared by the Participating Organizations may be useful in the preparation of the Annual Narrative Progress Report. These Summaries and Updates, where applicable, are available in the respective Fund sections of the MPTF Office GATEWAY (http://mptf.undp.org/).

Formatting Instructions:

- The report should be between 10-15 pages. Include a list of the main abbreviations and acronyms that are used in the report.
- Number all pages, sections and paragraphs as indicated below.
- Format the entire document using the following font: 12point _ Times New Roman and do not use colours.
- The report should be submitted in one single Word or PDF file.
- Annexes can be added to the report but need to be clearly referenced, using footnotes or endnotes within the body of the narrative.

NARRATIVE REPORT FORMAT

EXECUTIVE SUMMARY
- In ¼ to ½ a page, summarise the most important achievements of Programme during the reporting period and key elements from your detailed report below. Highlight in the summary, the elements of the main report that you consider to be the most critical to be included in the MPTF Office Consolidated Annual Report.

UN Women is non-resident agency in UN country team and is one of the implementing partner of the LECReD project. UN Women activities mainly focus on bringing gender perspective in to the LECReD program on providing guidance and training on gender and climate change/resilience responsive planning and budgeting to program coordination unit, technical working group, program staffs and local level Laamu specific institutions such as atoll & island councils, women's development committees, civil societies and women groups, in order to mainstream gender throughout the LECReD program. Furthermore training of trainers on gender and climate change and climate resilience and also conduct advocacy campaign on gender and climate change throughout the program period in order to bring gender perspective in all local level plans interventions which translates to higher level policy shifts on gender and climate change/resilience. Additionally support to prepare guidelines and conduct trainings for women led organizations on climate resilience small grants projects. Through LECReD this is also first time where gender dimension have been looked into detail and advocacy on gender and climate initiatives will be implemented separately at UNCT programs. UN Women headquarter received the first tranche of LECReD program funds (USD 72500) on November 2013 but since the reporting period there are no expenses incurred to reflect on the report.

I. Purpose
- Provide the main objectives and expected outcomes of the programme in relation to the appropriate **Strategic UN Planning Framework (e.g. UNDAF) and project document (if applicable) or Annual Work Plan (AWP)**.

II. Results
- This section is the **most important in the Report** and particular attention should be given to reporting on **results / and changes** that have taken place rather than on activities. It has three parts to help capture this information in different ways (i. Narrative section; ii. Indicator based performance assessment; and iii. A specific story).

During the reporting period UN Women have actively contributed to LECReD program from pro-doc finalization till initial inception phase related activities although there are no specific out put related activities.

- UN Women contributed in bringing gendered perspective in to the revised LECReD project document throughout pro-doc formulation. The pro-doc had been revised and formulated on a more comprehensive and concise format where gender will be mainstreamed throughout the LECReD project cycle.
- The new revised LECReD outputs and activities specific to UN Women are incorporated in UN Women 2014-2017 strategic note and 2014 UN Women Multi-country office work plan, on the areas of promoting women economic empowerment and importance of incorporating gender dimension in climate change and climate resilience initiatives while taking note of the socio-cultural roles assigned to women and men in the local community, power relations and decision making processes which influences impacts of climate change on men and women

- UN Women contributed on LECReD in finalizing the LECReD working group activities and participated in meetings to finalize program inception initiatives
- Through Low Emission Climate Resilient Development (LECReD) this is the first time Advocacy on Gender and climate initiatives will be implemented separately at UNCT programs
- UN Women also engaged in drawing technical expertise on gender and climate change from UN Women headquarter level and compiling similar experience programs within regional level in the context of Small Island developing states.
- Engaged with government counterparts and line ministries on UN Women specific activities on LECReD program components on the implementation arrangements also to reflect on Ministries 2014 focus areas.

i) **Narrative reporting on results:**

From January to December 2013, respond to the guiding questions indicated below to provide a narrative summary of the results achieved. The aim here is to tell the **story of change** that your Programme has achieved in 2013. Make reference to the implementation mechanism utilized and key partnerships.

Upon the approval of LECRED pro-doc UNW specific activities were incoportaed in UN Women work plan 2014 and also strategic note 2014-2017.

- **Outcomes:** Outcomes are the strategic, higher level of change that your Programme is aiming to contribute towards. Provide a summary of progress made by the Programme in relation to **planned outcomes from the Project Document / AWP,** with reference to the relevant indicator(s) in these documents. Describe if any targets were achieved, or explain any variance in achieved versus planned results during the reporting period. Explain who the main beneficiaries were.

- **Outputs:** Outputs are the more immediate results that your Programme is responsible for achieving. Report on the key outputs achieved in the reporting period, in relation to **planned outputs from the Project Document,** with reference to the relevant indicator(s) in these documents. Describe if any targets were achieved, or explain any variance in achieved versus planned results during the reporting period. If possible, include the percentage of completion of the outputs and the type and number of beneficiaries.

- **Describe any delays in implementation, challenges, lessons learned & best practices:** If there were delays, explain the nature of the constraints and challenges, actions taken to mitigate future delays and lessons learned in the process. Provide an updated risk analysis (have any of the risks identified during the project design materialized or changed? Are there any new risks?). Were there any programmatic revisions undertaken during the reporting period? Please also include experiences of failure, which often are the richest source of lessons learned.

- The LECReD program revised pro-doc have been approved from one UN board during the later quarter of 2013 and initial tranche of funds transferred to partner agencies headquarters in November 2013. This time period was during the Maldives presidential election time period followed by major elections in the Maldives till 3rd week of March which have considerable impact on UN programs as the presidential election time period was unsettling and unstable where election was delayed considerably.

- **Qualitative assessment:** Provide a qualitative assessment of the level of overall achievement of the Programme. Highlight key partnerships and explain how such relationships impacted on the achievement of results. Explain cross-cutting issues pertinent to the results being reported on. For

Joint Programmes, highlight how UN coordination has been affected in support of achievement of results.

ii) Indicator Based Performance Assessment:

Using the **Programme Results Framework from the Project Document / AWP** - provide an update on the achievement of indicators at both the output and outcome level in the table below. Where it has not been possible to collect data on indicators, clear explanation should be given explaining why, as well as plans on how and when this data will be collected.

	Achieved Indicator Targets	**Reasons for Variance with Planned Target (if any)**	**Source of Verification**
Outcome 1[8] **Indicator:** **Baseline:** **Planned Target:**			
Output 1.1 **Indicator 1.1.1** **Baseline:** **Planned Target:**			
Indicator 1.1.2 **Baseline:** **Planned Target:**			
Output 1.2 **Indicator 1.2.1** **Baseline:** **Planned Target:**			
Indicator 1.2.2 **Baseline:** **Planned Target:**			

[8] Note: Outcomes, outputs, indicators and targets should be **as outlined in the Project Document** so that you report on your **actual achievements against planned targets**. Add rows as required for Outcome 2, 3 etc.

iii) A Specific Story (Optional)
- This could be a success or human story. <u>It does not have to be a success story – often the most interesting and useful lessons learned are from experiences that have not worked</u>. The point is to highlight a concrete example with a story that has been important to your Programme in the reporting period.
- In ¼ to ½ a page, provide details on a specific achievement or lesson learned of the Programme. Attachment of supporting documents, including photos with captions, news items etc, is strongly encouraged. The MPTF Office will select stories and photos to feature in the Consolidated Annual Report, the GATEWAY and the MPTF Office Newsletter.

Problem / Challenge faced: Describe the specific problem or challenge faced by the subject of your story (this could be a problem experienced by an individual, community or government).

Programme Interventions: How was the problem or challenged addressed through the Programme interventions?

Result (if applicable): Describe the observable *change* that occurred so far as a result of the Programme interventions. For example, how did community lives change or how was the government better able to deal with the initial problem?

Lessons Learned: What did you (and/or other partners) learn from this situation that has helped inform and/or improve Programme (or other) interventions?

III. Other Assessments or Evaluations (if applicable)
- Report on any assessments, evaluations or studies undertaken.

IV. Programmatic Revisions (if applicable)
- Indicate any major adjustments in strategies, targets or key outcomes and outputs that took place.
  The pro-doc have been revised extensively and final …

V. Resources (Optional)
- Provide any information on financial management, procurement and human resources.
- Indicate if the Programme mobilized any additional resources or interventions from other partners.