

Partnerships for a Healthy Region

Guidance on Partner Progress Reporting

PHR Annual Partner Update

Form Overview	
<p>The Smarty Grants system uses three forms; the Partner Overview Form (completed once at the project outset), the Partner Annual Update Form (covers reporting January to December each year, or for the first year, contract start date to 31 December), and a Six-month Partner Update Form (additional information required for Jan to July each year).</p> <p>The purpose of the PHR Annual Partner Update Form is to capture data that GHD will aggregate across the PHR initiative. A detailed narrative Annual Progress Report covering the specific project outcomes and indicators, and aligning with DFAT reporting standards is to be uploaded with this update form. The narrative report template and other useful documents are available on the PHR MEL Resources Hub.</p> <p>Important tips:</p> <ul style="list-style-type: none"> • Elements of this form are linked to the Partner Overview Form – key information captured in the Overview Form must be accurate as it pre-populates the Annual Partner Update Form. If pre-populated data is inaccurate, please advise your Program Manager that you need to update the overview form • Save the form on each page to avoid data loss. • To move to the next page, please click ‘>’. • At the end of the form, once all details have been provided, click ‘Review and Submit’ form. 	
Page 1-PHR Annual Partner Update	
Partner type details	<p><u>Section 1-2</u></p> <p>This section is read only and pre-populated based on the response provided in the Partner Overview form.</p>
Reporting details	<p><u>Section 3</u></p> <p>Insert start and end date for the reporting period –January to December for the relevant year. Include the name of the person responsible for the report on behalf of your organisation.</p>
Project details	<p><u>Section 4-6</u></p> <p>Most of this section is read only as it draws information previously provided in the “Partner Overview Form’.</p> <p>For the current reporting period, the following financial data needs to be provided: Total cumulative funds received, total cumulative interest received on DFAT funds and cumulative expenditure of DFAT PHR funds.</p>
Thematic expenditure	<p><u>Section 7</u></p> <p>For this current reporting period, specify any expenditure that has been used to progress gender equality and disability rights and inclusion objectives, outcomes, strategies or plans provide expenditure against gender equality and disability rights and inclusion. Expenditure data in this section can be approximate. Guidance on the expenditure that can be included is as follows:</p> <p>Gender equality expenditure</p> <ul style="list-style-type: none"> ▪ Refer to the budget submitted to DFAT for planned activities and expenditure on gender equality for the reporting period. ▪ This information is used to understand what resources were allocated to progress gender equality objectives.

	<ul style="list-style-type: none"> ▪ This expenditure should focus on targeted activities on gender equality. That is, activities where gender (or broader inclusion) were the primary focus. ▪ It is recommended that at least 5% of a project’s budget should be allocated to progress gender equality objectives. <p>Disability equity and rights expenditure</p> <ul style="list-style-type: none"> ▪ Refer to the budget submitted to DFAT for planned activities and expenditure on disability equity and rights for the reporting period. ▪ This information is used to understand what resources were allocated to include people with disabilities and/or promote disability inclusion. ▪ This expenditure should focus on targeted activities to progress disability equity and rights. That is, activities where disability inclusion was the primary focus. ▪ It is recommended that 3 to 5% of a project budget should be allocated to support disability inclusion efforts. <p>If you have budgeted and expended funds to progress gender equality, disability, and social inclusion (GEDSI) objectives, we recommend you do a proportionate split between gender and disability expenditure.</p>
Summary of project achievements	<p><u>Section 8</u></p> <p>Provide a summary of the project’s key achievements during the reporting period (limit 200 words).</p>
Country report	<p><u>Section 9</u></p> <p>The list of countries will be pre-populated from your Partner Overview Form.</p> <p>Select a country and enter the key achievements for that country during the reporting period. Can use dot points (limit 200 words).</p> <p>Provide expenditure allocated to the country for the year (AUD amount), using the same pro-rata calculations as used in the country budget section of the overview form.</p>
Global Funds set-aside Funding	<p><u>Section 10</u></p> <p>This section will only display for partners who are receiving Global Fund Set-aside funding.</p> <p>Provide a summary of activities and results which have contributed to or been implemented in coordination with relevant Global Fund grants (limit 200 words).</p>
Page 2- Summary of PHR Common Indicators	
<p>This page is read only – it pre-populates the PHR indicators that you selected in the Partner Overview Form. You can use this information to review and confirm the pre-selected PHR indicators on this page. As noted above, if you need to change the indicators selected, contact your PHR Program Manager to re-open the Partner Overview Form.</p>	
Page 3 – PHR Cross-Cutting Outcomes	
<p>In this section, provide evidence/data from the reporting period on each indicator selected for the PHR cross cutting outcomes that are relevant to your project. This should include where your project has made progress or change in relation to the indicator. Include any evidence and data, both qualitative and quantitative, that you think will be useful to demonstrate progress or change.</p> <p>The GHD team will use this information to draft an PHR initiative level report – drawing in the range of evidence provided by partners.</p> <p>If you do not have evidence or data for an indicator during this reporting period, enter N/A or no evidence available.</p> <p>Limit 200 words reporting against each indicator.</p>	
Page 4 - Communicable Disease Control	
<p>In this section, provide evidence/data from the reporting period on each indicator selected for communicable disease control outcomes that are relevant to your project. This should include where your project has made</p>	

progress or change in relation to the indicator. Include any evidence both qualitative and quantitative data that you think will be useful to demonstrate progress or change.

Under EOPO1, Indicator 11 is a DFAT tier 2 indicator, with a [Technical Note](#) for further guidance.

Under PHR IO 1.3 indicator #18 is quantitative. If you have selected this indicator the appropriate country and corresponding number of products.

The GHD team will use this information to draft an PHR initiative level report – drawing in the range of evidence provided by partners.

If you do not have evidence or data for an indicator during this reporting period, enter N/A or no evidence available
Limit 200 words reporting against each indicator.

Page 5 - Non-Communicable Diseases

In this section, provide evidence/data from the reporting period on each indicator selected for non- communicable disease control outcomes that are relevant to your project. This should include where your project has made progress or change in relation the indicator. Include any evidence and data, both qualitative and quantitative, that you think will be useful to demonstrate progress or change.

Under PHR IO 2.3 indicator #26 is quantitative. If you have selected this indicator, select each country and the corresponding number of people for each country.

The GHD team will use this information to draft an PHR initiative level report – drawing in the range of evidence provided by partners.

If you do not have evidence or data for an indicator during this reporting period, enter N/A or no evidence available
Limit 200 words reporting against each indicator.

Page 6 - Sexual and Reproductive Health and Rights

In this section, provide evidence/data from the reporting period on each indicator selected for Sexual and Reproductive Health and Rights outcomes that are relevant to your project. This should include where your project has made progress or change in relation to the indicator. Include any evidence and data, both qualitative and quantitative, that you think will be useful to demonstrate progress or change.

Under PHR EOPO 3 Indicator #28 is quantitative. If you have selected this indicator, for each country and corresponding number of 'Couple Protection years' and include 'Australia's share for example using a pro-rata calculation. Refer to [DFAT guidance](#) on this indicator.

The GHD team will use this information to draft an PHR initiative level report – drawing in the range of evidence provided by partners.

Limit 200 words reporting against each indicator.

Page 7 – Resilient Health Systems

In this section, provide evidence/data from the reporting period on each indicator selected for Resilient Health Systems outcomes that are relevant to your project. This should include where your project has made progress or change in relation to the indicator. Include any evidence and data, both qualitative and quantitative, that you think will be useful to demonstrate progress or change.

Under EOPO4, Indicator 32 is a DFAT tier 2 indicator, with a [Technical Note](#) for guidance.

Under this set of outcomes, a number of quantitative indicators require specific data:

- Under IO 4.1, Indicator #35 is quantitative. For this indicator select the appropriate country and corresponding number of products.
- Under IO 4.3, indicator #40 is quantitative. select the appropriate country and number of people trained. Ensure disaggregated data is provided where possible.
- Under IO 4.4, indicator #42 is quantitative. Select the appropriate country and corresponding number of health experts. Ensure disaggregated data is provided where possible.

The GHD team will use this information to draft an PHR initiative level report – drawing in the range of evidence provided by partners.

If you do not have evidence or data for an indicator during this reporting period, enter N/A or no evidence available
Limit 200 words reporting against each indicator.

Page 8- DFAT Tier 2 indicators

Detailed guidance on Tier 2 indicators is available – refer to [Australia’s Development Program - Tier 2 Results | Australian Government Department of Foreign Affairs and Trade.](#)

<p>Improved governance</p>	<p><u>Sections 1-4:</u> Refer to the DFAT Technical Note for indicator T1. This indicator aims to capture examples of Australia’s contribution to improving effective and accountable governance, by focusing on two key elements – <u>strengthening accountability</u> and/or <u>inclusiveness in an organisation’s policies or practices</u>. Select the country, where you have evidence and then type (s) and number of organisations where your project is contributing to improved effective and accountable governance. Disaggregate data by regional, national and local organisations.</p>
<p>Gender Equality</p>	<p><u>Sections 5-6:</u> There are two indicators in this section <u>T2:</u> ODA funding channeled to Women’s Equality Organisations and Institutions. Refer to DFAT Technical Note for indicator T2. By Country, provide the value of ODA funding channelled to different types of Women’s Equality Organisations and Institutions. Disaggregate data by organisation type. <u>T3:</u> Number of services provided to victim/survivors of sexual and gender-based violence. Refer to DFAT Technical Note for indicator T3. By country, provide the number of services provided to victims/survivors of sexual and gender-based violence. Provide disaggregated data by group where possible.</p>
<p>Disability equity:</p>	<p><u>Section 7:</u> Refer to DFAT Technical Note for indicator T4. By country, provide the number of organisations of persons with disabilities receiving capacity building support. Ensure a breakdown between different categories is provided where possible</p>
<p>Strengthening Leadership:</p>	<p><u>Section 8:</u> Refer to DFAT Technical Note for indicator T5. By country (or region if needed), provide the number of people who have successfully completed a tertiary or technical/vocational course or work-related training. The technical note provides definitions. Provide disaggregated data where possible.</p>
<p>Strengthening regional architecture:</p>	<p><u>Sections 9-10:</u> Refer to DFAT Technical Note for both indicators T6 and T7. For indicator T6, we are interested in your project’s support to ASEAN. Note this indicator is specific to support to ASEAN as an organisation, and not organisations in the region. If your project has provided support to ASEAN, select either Southeast Asia, or the country that is most relevant to your support to ASEAN regional activities. Provide a summary of your projects support to ASEAN.</p>

	<p>For indicator T7, we aim to capture examples of Australian impact in strengthening the Council of Regional Organisations in the Pacific (CROP). This includes the Pacific Islands Forum (PIF) and its Secretariat, the Pacific Community (SPC), Forum Fisheries Agency (FFA), and the Secretariat of the Pacific Regional Environment Programme (SPREP). Australia's investments in the University of the South Pacific (USP) may also be reported under this indicator.</p> <p>If your project has provided support to regional Pacific organisations (listed above), select either Pacific, or the country that is most relevant to your support. Provide a summary of your project's support to Pacific regional organisations.</p>
Environment and Biodiversity	<p><u>Sections 11-13:</u></p> <p>Refer to DFAT Technical Note for indicator T8 and T9 (Water and Sanitation)</p> <p>For indicator T8, select the relevant country, then select the category of water service from a drop-down list. Then provide the number of people using each of those categories of water services.</p> <p>For indicator T9, select the relevant country, then select the category of improved sanitation and/or from a drop-down list. Then provide the number of people using each of those categories of sanitation and handwashing.</p> <p>Refer to DFAT Technical Note for T10 (Nature Positive Outcomes)</p> <p>For indicator T10, select the relevant country, then select the category of nature positive outcome. For each one include the AUD amount spent.</p>
Page 9- Certification	
Certification	<p>This section seeks formal approval of the report. The Certification is completed by an authorised person on behalf of the organisation. This section is completed once the report has been quality assured and internally approved/agreed by the partner organisation.</p> <p>Ensure all details provided are correct i.e. name/position/contact details and date of certification.</p>
Page 10- Annexes	
Evaluation	<p><u>Sections 1-2:</u></p> <p>Confirm if you have undertaken an independent review or evaluation of your project.</p> <p>If 'yes', complete section 2. If 'no' proceed, the form will move to section 3 (see below).</p> <p>Upload or provide a link to your independent review or evaluation reports. There is a tab to upload evaluation or review reports and annexes in this section.</p> <p>Multiple documents under one heading can be uploaded by marking all documents you wish to upload, and then press 'upload document.'</p> <p>If there are any other relevant details, provide them. Confirm if DFAT can share the evaluation with others (internally within DFAT).</p>
Photography / Video & Audio	<p><u>Section 3:</u></p> <p>Upload or provide a link to any pictures, audio, or videos relevant to your project. There is a tab to upload communications materials in this section.</p> <p>Multiple documents under one heading can be uploaded, by marking all documents you wish to upload, and then press 'upload document'.</p>
Attachments	<p>In this section, upload the following documents:</p> <ul style="list-style-type: none"> • The detailed narrative report (word or pdf) - Required • Annual workplan or implementation plan • Approved program logic (if updated). • MEL Plan (if updated) • MEL Framework - updated and/or with data/tracking of indicators

	<ul style="list-style-type: none"> • Updated risk register - Required • Financial acquittal reports - Required • Case studies – refer to PHR Resources Hub for case study guidance • Any other relevant supporting documents <p>Note, as stated above under each heading (e.g. case studies) you can upload multiple documents, by marking all documents you wish to upload, and then press 'upload document'.</p>
Submission	Once this section is complete, review your annual progress report, and then submit.