

Partnerships for a Healthy Region – Guidance for Partner Progress Reporting

Annual Partner Update Form

Overview	
<p>The Smarty Grants system uses three forms: the Partner Overview Form (completed once at the project outset), the Annual Partner Update Form (covers reporting January to December each year, or for the first year covers contract start date to 31 December), and a Six-month Partner Update Form (additional information required for January to July each year).</p> <p>The purpose of the 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 pre-populated from the Partner Overview 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 '>' (the forward arrow). • At the end of the form, once all details have been provided, click 'Review and Submit' form. 	
Page 1 – Annual Partner Update	
Project Name & 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, i.e. 1 January to 31 December for the relevant year.</p> <p>Include the name of the person responsible for the report on behalf of your organisation.</p>
Project details	<p><u>Section 4</u></p> <p>Most of this section is read only, pre-populated based on the response provided in the Partner Overview Form.</p>
Financial Summary: PHR	<p><u>Section 5</u></p> <p>Provide the total PHR funds received to the end of the reporting period (the amount quoted should be from the beginning of the project): Total cumulative DFAT PHR funds received, total cumulative interest received on DFAT PHR funds, and total cumulative expenditure of DFAT PHR funds.</p>
GHD themes	<p><u>Section 7</u></p> <p>This section is read only, pre-populated based on the response provided in the Partner Overview Form.</p>
Thematic expenditure	<p><u>Section 8</u></p>

	<p>To the end of the reporting period (the amount quoted should be from the beginning of the project, specify any expenditure that has been used to progress gender equality and disability rights and inclusion objectives, outcomes, strategies or plans. 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. • This expenditure should focus on targeted activities on gender equality. That is, activities where gender (or broader inclusion) were the primary focus. This should directly reflect the budget needed to implement activities related to gender equality that are included in your GEDSI Strategy and Action Plan. • 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 should directly reflect the budget needed to implement activities related to disability equity that are included in your GEDSI Strategy and Action Plan. • 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 9</u></p> <p>Provide a summary of the project's key achievements during the reporting period. This should highlight key activities and how they contributed to achieving project outcomes. Highlight where the project has contributed towards any changes or had a positive impact on the community and stakeholders (limit 200 words).</p>
Cross-cutting priorities: high-level achievements	<p><u>Section 10</u></p> <p>Provide a summary of key achievements relating to the cross-cutting priorities relevant to your project, during the reporting period. The form contains detailed guidance to help direct your narrative update. (limit 200 words).</p>
Achievements report (Country/Region/Global)	<p><u>Section 11</u></p> <p>The list of countries is pre-populated from your Partner Overview Form.</p> <p>Select a country (or region) and enter the key achievements during the reporting period. Where possible, provide evidence to demonstrate how the project is aligned with partner country (or regional) health priorities, or where the project has had a positive impact on the community or key stakeholders. Use the same approach for global projects (limit 200 words).</p>

	<p>Provide a summary of activities planned for the next reporting period (next 6-12 months) (limit 100 words).</p> <p>PLEASE NOTE: The Regional (Pacific or Southeast Asia) or global options should only be selected if there is no specific activity attributable to a specific country. E.g. if your project provides regional/global training opportunities or technical guidance to Ministries, please select the relevant countries and provide details – who, what, when – even if just to note relevant country attendees at training/workshops, their progress and feedback.</p> <p>Provide expenditure allocated to the country (region/global) for the year (AUD amount).</p>
Global Fund set-aside funding	<p><u>Section 12 (only applicable to Global Fund recipients)</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 – Project Case Study	
<p>In this section, add a project case study. In no more than 300 words, the case study should include a name/title, focus country, a picture (where applicable and informed consent has been provided) and a narrative summarising:</p> <ul style="list-style-type: none"> • the issue • the project's impact, highlighting where there has been meaningful change, with evidence (e.g. data on reach) • a personal viewpoint in the form of a quote, highlighting the impact on an individual or community • if the case study is available online, add to 'case study link'. <p>Additionally, case studies can be uploaded as annexes.</p>	
Page 3 – Summary of PHR Common Indicators	
<p>This page is read only, pre-populated based on the PHR common indicators you selected in the Partner Overview Form. As noted above, if you need to change the indicators selected, contact your Program Manager to re-open the Partner Overview Form.</p>	
Page 4 – 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 is 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>GHD's MEL team will use this information to draft a 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 per indicator.</p>	
Page 5 – Communicable Disease Control	
<p>In this section, provide evidence/data from the reporting period on each indicator selected for communicable disease control outcomes that is relevant to your project. This should include where your project has made</p>	

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 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, enter the appropriate country and corresponding number of products.

GHD's MEL team will use this information to draft a 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 per indicator.

Page 6 – Non-Communicable Diseases

In this section, provide evidence/data from the reporting period on each indicator selected for non-communicable disease control outcomes that is 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 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.

GHD's MEL team will use this information to draft a 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 per indicator.

Page 7 – 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 is 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 provide the 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.

GHD's MEL team will use this information to draft a 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 per indicator.

Page 8 – Resilient Health Systems

In this section, provide evidence/data from the reporting period on each indicator selected for Resilient Health Systems outcomes that is 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 [DFAT Technical Note](#) for further guidance.

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

- Under IO 4.1, indicator #35 is quantitative. Select the appropriate country and corresponding number of products.

<ul style="list-style-type: none"> 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. <p>GHD's MEL team will use this information to draft a 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 per indicator.</p>	
Page 9 – 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 .	
Improved governance	<p><u>Sections 1-4</u></p> <p>Refer to the DFAT Technical Note for indicator T1.</p> <p>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 and/or inclusiveness in an organisation's policies or practices</u>.</p> <p>Select the country where you have evidence and then the 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>
Gender equality	<p><u>Sections 5-6</u></p> <p>There are two indicators in this section.</p> <p>Refer to DFAT Technical Note for indicator T2 (ODA funding channelled to Women's Equality Organisations and Institutions).</p> <p>For indicator T2, provide the value of ODA funding channelled to different types of Women's Equality Organisations and Institutions, by country. Disaggregate data by organisation type.</p> <p>Refer to DFAT Technical Note for indicator T3 (number of services provided to victims/survivors of sexual and gender-based violence).</p> <p>For indicator T3, provide the number of services provided to victims/survivors of sexual and gender-based violence, by country. Provide disaggregated data by group where possible.</p>
Disability equity	<p><u>Section 7</u></p> <p>Refer to DFAT Technical Note for indicator T4.</p> <p>By country, provide the number of organisations of persons with disabilities receiving capacity building support.</p> <p>Ensure a breakdown between different categories is provided where possible</p>
Strengthening leadership	<p><u>Section 8</u></p> <p>Refer to DFAT Technical Note for indicator T5.</p>

	<p>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.</p> <p>Provide disaggregated data where possible.</p>
Strengthening regional architecture	<p><u>Sections 9-10</u></p> <p>Refer to DFAT Technical Note for indicators T6 and T7.</p> <p>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 project's 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 indicators 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. 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 handwashing facility from a drop-down list. 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 10 – 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 11 – 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', 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 then clicking 'upload document'.</p> <p>Please provide any other relevant details. Confirm if DFAT can share the evaluation with others (internally within DFAT).</p>
Photography, video and 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 then clicking '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) – <i>required</i> • Annual workplan or implementation plan • Approved program logic (if updated) • MEL Plan (if updated) • MEL Framework – updated with data/tracking of indicators • GEDSI Strategy and Action Plan (if updated) • Updated risk register – <i>required</i> • Financial acquittal reports – <i>required</i> • 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 then clicking 'upload document'.</p>
Submission	<p>Review your entire form and then submit.</p>