

## Annual Supplemental Report Guidance

### Objective and Background

The objective of the Annual Supplemental Report is to capture additional or “supplemental” information to that which is routinely included in the quarterly financial, performance and management reports. Routine quarterly reports comprise: Quarterly Financial Report, Detailed Financial Plan, Indicator Tracking Table, Conditions Precedent Report, and Procurement Performance Report.

The information solicited in the Annual Supplemental Report, when combined with information captured in the aforementioned quarterly reports submitted throughout the year, enables MCC to generate a report tailored to MCC’s congressional reporting requirements based on a uniform US fiscal year performance period regardless of varying compact signing and entry into force dates.

### MCC Uses of Information

The information will be used, primarily, to inform Congress about how MCC funding is being used to reduce poverty through economic growth around the world. The stories presented in the Supplemental Report will be widely disseminated through the Millennium Challenge Corporation’s Annual Report, Congressional Budget Justification, speeches, press releases, success stories, fact sheets as well as through the public Web site. Stories of unfolding success in partner countries are fundamental to documenting impacts of MCC programs as well as a source of justification for future congressional funding requests.

In addition, by increasing the sharing of knowledge, experience and lessons learned, MCC anticipates that the Supplemental Report will likely contribute to the improvement of prevailing practices within MCC and, in some cases, in the international donor and development community.

In the interest of transparency and public education about MCA program progress, MCC encourages MCAs to post Annual Supplemental Reports on their websites.

## Performance Period Reported and Report Due Date

The Supplemental Report is due on October 31 of each year. The 2008 Supplemental Report covers the period from October 1, 2007 through September 30, 2008 to coincide with the US fiscal year.

## Verifying Information

MCA Program and Project Managers should work in close cooperation with the MCA M&E directors and communications/public relations coordinators, the MCC Resident Country Mission to certify that all information reported is relevant, reliable and valid. MCAs should feel free to engage with their MCC M&E counterparts on data-related issues. All information should be supported by program reports and consistent with data submitted in indicator tracking tables. In verifying data included in the Annual Supplemental Report, MCAs should:

- ★ Confirm that all statements are for progress through September 30, 2008.
- ★ Check all numbers, to make sure they match against existing databases and ITTs previously submitted.
- ★ For all quantitative information, note the source of the information.
- ★ Check all spellings of place names, people, implementers, etc.
- ★ In the case that any financial information is included, ensure that it is consistent with MCC-approved financial reports for the corresponding period.

## Report Content and Suggested Length

Annual Supplemental Report submissions should not exceed seven pages (total for sections 1-4) plus one page each for success stories (see section 5). The information provided should be relevant, concise and accessible to a general audience.

This Supplemental Report should provide the information requested below, formatted to include sections named per the following:

1. **Cumulative Progress in Overall Compact Implementation During Fiscal Year:** Provide a description of the progress made (at the project and/or activity level) during the past twelve-month performance period (October 1, 2007 to September 30, 2008) toward achieving the objectives set out in the compact. Also include statements of cumulative progress to date. (For example, between October 1 2007 and September 30 2008, 10,000 farmers were trained in the rural development program. This brings the total number of farmers trained throughout the life of the compact through September 30 2008 to 23,000.) This section

can draw from and will complement quarterly reporting in the indicator tracking table (ITT) with narrative descriptions of program progress including benefits not captured in the ITT.

2. **On-going Consultative Process:** Summarize principal issues and outcomes of on-going consultation with beneficiaries, civil society, private sector, donor community, et. al. Provide, if any, recommendations for more effective coordination practices related to, for example, the nature and outcome of public consultations on environmental, social assessment and/or gender-related issues.
3. **Government Counterpart Contributions:** Describe contributions towards MCA program implementation from government counterparts, including dollar values where appropriate. These may include contributions in many different forms including financial resources, the US dollar equivalent of physical facilities in support of the MCA management unit, staff time or any other obligations and responsibilities of the Government as identified in the compact including contributions identified in the notes to the Multi-Year Financial Plan Summary and such other contributions or amounts as may be identified in relevant Supplemental Agreements between the Parties.
4. **Donor Coordination:** Describe coordination of MCA program activities with other United States foreign assistance/initiatives and with assistance/initiatives provided by other donor countries or multilateral institutions. This can include parallel financing provided by other donors in cases of cost re-estimates and project restructuring.
5. **Success Stories:** MCC publishes stories of program success on a regular basis. These stories are available on the [MCC website](#) and currently fall into three broad categories:
  - \* MCC Makes Headway: Stories about the early phases of Compact implementation.
  - \* MCC Results on the Ground: Stories with anecdotal early results including either a tangible, quantifiable measure or human interest.
  - \* MCC Success Stories: Stories of individuals benefitting from MCC programs.

Please provide several stories, in any of these categories. MCC communications staff will work with MCA staff and MCC RCDs to refine the stories and attain relevant MCC clearances for publication.

Guidance for success stories:

- ★ Humanize. Highlight stories with a human face. Personalize the story with *names, photos, quotes, and locations*. Clearly identify all people and locations photographed.
- ★ Request that individuals featured in photos sign an agreement giving MCC permission to use their photos (a consent form is included with these materials).

- ★ Describe impact. Ideally, describe how MCC funds are being used to improve people’s lives. You can also feature process milestones that highlight the completion of a significant stage towards the completion of a medium or long-term project (ie. contract signature, successful completion of resettlement program, etc.)
- ★ Use statistics/data as you deem appropriate to convey results or the macro environment; be sure that all statistics/data are accurate.
- ★ Do not use jargon. Simplify. Think layman.
- ★ Provide context as necessary, both about the country and about the compact. Readers are not necessarily acquainted with the history or geography of the country, which may explain why a particular poverty reduction program can make a difference in the country. Also, readers don’t always know the particulars of compact projects, their goals and intended outcomes.
- ★ Keep it to a maximum of one page of text.
- ★ Attach a separate high resolution photo in JPEG format, including a brief description of what is shown in the photo.