

Annex 5a: ITT Progress Report Guidance

I. Introduction

The Indicator Tracking Table (ITT) Progress Report is an optional supplement to the ITT. The objective of this report is to help interpret and contextualize ITT reporting and to provide M&E staff with a forum to report the findings of monitoring efforts outside of the ITT (such as field visits, implementation studies, etc.). The ITT Progress Report may be added to the QDRP when mutually agreed to by MCC and the Accountable Entity.

II. ITT Progress Report Requirements

While the ITT Progress Report can be a useful tool, it may not be appropriate for all Compacts and all situations. When determining whether to incorporate ITT Progress Reports, the following requirements should be kept in mind:

- **The ITT comes first.** Preparing a timely and accurate ITT is the primary responsibility of the Accountable Entity M&E Director in the QDRP process. Should the preparation of the ITT Progress Report contribute to significant delays or inaccuracies in the ITT, the ITT Progress Report should be discontinued or postponed until challenges with ITT reporting are addressed.
- **The ITT Progress Report is not a public document.** While an ITT Progress Report may be submitted and approved as part of the QDRP, its clearance as part of the overall package does not indicate that its contents are approved for public reporting. If MCC or the Accountable Entity would like to publicly report information from the ITT Progress Report, a more rigorous review and clearance process (in addition to the QDRP review) must be established. As part of this review process, any personally identifiable information must be removed from the Progress Report.
- **The ITT Progress Report is a supplement.** The ITT Progress Report is not intended as a replacement of the official ITT nor should it substantially expand the scope of M&E reporting requirements. Rather, the Progress Report should be focused on the same indicators specified in Annexes I and II of the M&E Plan.
- **The ITT Progress Report is optional for all quarters and all projects.** The decision to require an ITT Progress Report can be revisited or made on a quarter-by-quarter basis. For example, in many cases, ITT reporting is minimal in the first few years of the Compact and it may make more sense to request the Progress Report after monitoring data is more regular. Alternatively, if preparation of a quarterly document is too burdensome given the context of the Compact, the Progress Report could be submitted on a semi-annual or annual basis. Similarly, the scope of each progress report is optional and may vary from quarter to quarter. For example, if the implementation timelines of different projects in a compact differ, the ITT Progress Report may be only required for projects that are actively being implemented.
- **The ITT Progress Report must be properly sourced.** All data included in the Progress Report should be sourced from the ITT or other Compact documentation. Compact documentation can include signed contracts, site visit reports, emails, etc.

III. ITT Progress Report Contents

There is no template for the Progress Report because M&E teams should consider what structure and content would be most appropriate for their context and projects. For example, the team may choose to

align the Progress Report format to other government reporting requirements. The following is suggested content for the Progress Reports:

- **Visualization of ITT data.** The Progress Report is intended to complement the ITT, so it should not simply restate the numbers. However, M&E teams should consider presenting data graphically over time. Teams should be able to set up Excel formulas or macros so that these graphs are easily produced each quarter.
- **Analysis of ITT data.** The Progress Report can provide additional analysis of ITT data beyond percent of target complete. For example, the Progress Report can highlight how implementation delays are affecting the attainment of future targets, calculate the average quarterly progress necessary to stay on schedule in achieving targets, or explore the relationships between different indicators.
- **Qualitative progress updates.** The Progress Report can provide qualitative updates that contextualize the numbers reported in the ITT. For example, it can describe procurement milestones that are being met (or not) ahead of a process or output indicator reporting data. It can also offer explanations for slow or rapid progress over the last quarter.
- **Field reports.** The Progress Report can provide observations and findings from field visits and implementation studies. For example, it can describe how activities are being implemented in the field (e.g. training takes place from 9am to 3pm for 3 consecutive days and class sizes average 20 people or irrigation canals are being built with a depth of X meters vs. the requirement of Y meters). It can also report the findings of implementation studies.
- **Independent assessment.** The Progress Report can incorporate the findings of independent studies commissioned by the M&E team, such as special studies or highlight linkages between AE monitoring and baseline and interim work of the independent evaluations.
- **Justification for missed targets.** The Progress Report can identify indicators that have not met their annual or End of Compact targets and provide a justification for why the indicators have failed to do so.
- **Summary of data quality concerns.** The Progress Report can identify known data quality issues for indicators, such as documenting concerns related to consultant deliverables or government reporting systems, known under-reporting or double-counting, or explanations for missing data. Wherever possible, each data quality issue should include suggested mitigation measures to address the concern.

Regardless of the agreed upon format, the ITT Progress Report should avoid directly restating data already reported in the ITT. Rather, the ITT Progress Report should provide new analysis or additional details on ITT data. In cases where referencing ITT data is necessary to provide clarity to the Progress Report, extreme care should be taken to make sure any direct references to ITT data are updated when changes are made to the ITT. When possible, charts and graphs should be created automatically using ITT data (rather than manually reentering data points).

IV. Similarities with Closeout ITT Required Documentation

Note that each finalized Closeout ITT must be accompanied by supplemental information (referred to as the Closeout ITT Required Documentation), including a justification for all indicators that failed to meet or exceeded their target by 10% and a summary of all remaining data quality issues. For Compacts that plan to submit a Progress Report during the Closeout period, the Closeout ITT Required Documentation may be submitted as an Annex. In cases where a Closeout Progress Report is not anticipated, the Closeout ITT Required Documentation must be submitted as its own report.