



RESULTS for CHANGE



Manual

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KNOWLEDGE AND LEARNING

EXTERNAL EVALUATIONS

PLANNING

Description

- GL's annual Board Meeting and Strategic Planning coincide with the association's financial year that runs from 1 January to the 31 December of each year. The annual Board meeting takes place in April each year. Among its functions are to review and adopt the annual, audited financial statements; review current programme work and/or devise a strategy for the upcoming period.
- The Board and staff members are involved in strategic planning.
- All proposals to donors are based on the strategic plan.
- The annual work plan (Results Framework) is based on the strategic plan and on specific agreements reached with funding agencies. These are worked into one standardised log frame that includes detailed activities, timeframes, output and outcome indicators as well as means of verification (MOV's), baselines, and targets for each programme and country. The results framework is the document against which monthly reports are made.
- The annual work plans inform individual remuneration-linked Performance Agreements (PAs) including the output and outcome indicators for each member of staff. This is explained in the Human Resources section.
- MS Project is used by country offices to plan their activities for the year and corresponding budgetary needs.
- A weekly priority list and calendar is used for weekly planning.
- Fundraising activities are also listed on a weekly basis.

Tools

Name	Format	Link	Schedule	Who completes it
Results Framework for programme managers	Excel sheet on SharePoint	Results Framework for programme managers on SharePoint	Annually – updated as new projects are taken on	Programme managers
Results Framework for country managers	Excel sheet on SharePoint	Results Framework for country managers on SharePoint	Annually – updated as new projects are taken on	Country managers
Calendar entries	Outlook calendar	Done on Outlook shared Organisational Calendar	Ongoing	All managers
Weekly priority list	Word document on SharePoint	Weekly priority list on SharePoint	Weekly – by COB Friday	Programme and Country Managers
Fundraising weekly planner	Word document on SharePoint	Fundraising weekly planner on SharePoint	Weekly – by COB Friday	Programme and Country Managers
Country yearly project plans	MS Project plans		Annually – updated as implementation occurs	Country Managers

REPORTING

Description

- Each country and programme manager is required to provide a monthly report regarding progress, variance against baseline, and action points required for each item listed in their results framework. When presenting at the monthly meeting only the following columns should be visible (others should be hidden): Outcome, Indicator, Baseline, Target, Progress to Date, Variance, Progress for month under review, and Action Points
- In addition, a list of reports per programme has been developed outlining the reports required per unit and country which managers are also required to submit (outlined below)

Tools for programmes

DEPT /Report	Where located – URL	EPI/ Pastel	Survey	Share Point	Website	Report format
M&E						
Overview						
GL Events by year	Epi Info	X				Column chart
GL events by programme area	Epi Info	X				Column chart
GL events by country	Epi Info	X				Column chart
Participants reached by year	Epi Info Participant List Template	X				Column chart
Breakdown of participants reached by year	Epi Info	X				Table
Proportion of female and male participants from 2001-2015	Epi Info	X				Pie chart
Proportion of female and male participants from 2015	Epi Info	X				Pie chart
GL breakdown of participants by programme area	Epi Info	X				Column chart
Breakdown of participants	Epi Info	X				Table

DEPT / Report	Where located – URL	EPI/ Pastel	Survey	Share Point	Website	Report format
reached by country for 2015						
Qualitative						
Drivers of change	Drivers of Change report Gender Champion Application Drivers of Change Template				X	Table

DEPT / Report	Where located – URL	EPI/ Pastel	Survey	Share Point	Website	Report format
Alliance						
Overview						
Programme Monthly report	Results Framework for 2015 on SharePoint			X		Table; graph - participant by sex
Impact						
Gender Progress Score	Gender Progress Scorecard		X			Graphs
Protocol quiz	Protocol Quiz		X			Graphs
Citizen Scorecard	Citizen Scorecard		X			Graphs
SGDI	http://www.genderlinks.org.za/page/sadc-research				X	Publications
SADC Protocol@work case studies	http://www.genderlinks.org.za/page/protocol-work-case-studies-search Alliance and Coalition Building Application				X	Graphs by summit category
Outcomes						
Non COE workshop form	Epi Info	X				Excel
Drivers of Change	Drivers of Change report				X	Narrative
Partnership feedback	Partnership feedback		X			Graphs with statements
Activities						
Weekly priority list	Weekly Planner on SharePoint Weekly Planner Template			X		Table
SADC Protocol@work case studies	http://www.genderlinks.org.za/plugins/protocol_at_work/protocol_at_work				X	Table

DEPT / Report	Where located – URL	EPI/ Pastel	Survey	Share Point	Website	Report format
	_report.php					

DEPT / Report	Where located – URL	EPI/ Pastel	Survey	Share Point	Website	Report format
Media and Communications						
Overview						
Monthly report on media COE events	Epi Info	X				Table: graph-participants by sex
Outcomes						
Media monitoring reports						Graphs
COE institutional profiles	COE institutional profiles Media COE Institutional Application			X		Narrative
COE verification reports	COE verification reports			X		Narrative
SPW case studies	Media Scorecard		X			Graphs by media category and country
Media DOC case studies	Media DOC case studies			X		Graphs
GAMAG minutes and reports	GAMAG minutes and reports			X	X	Narrative
Gender audit of media targets in the SDGs	Gender audit of media targets in the SDGs			X		Narrative
Media house scorecard	Epi Info		X			Graphs
GIME scorecard	GIME scorecard					Graphs
GIME SPW	GIME SPW Mainstreaming Gender in the Media Education Application			X		Graphs
GIME DOC case studies	GIME DOC case studies					
LGBTI qualitative case studies	https://app.meltwater.com/login?redirectTo=%2F%3Fsource%3Dmail-digest&source=mail-digest			X		Table
Audit of gender policies and action plans in community radio	Audit of gender policies and action plans in community radio					Table

DEPT /Report	Where located – URL	EPI/ Pastel	Survey	Share Point	Website	Report format
Community radio monitoring reports	Community radio monitoring reports			X		Graphs
Outputs						
Media COE tracking form	Epi Info	X				Graphs and tables
GLNS tracking sheets	GLNS tracking sheets				X	Graphs and tables
RfV	http://forms.genderlinks.org.za/manage_entries.php?id=9 http://forms.genderlinks.org.za/manage_form.php?pageno=8 http://forms.genderlinks.org.za/manage_entries.php?id=240 Commentary Reasons for Viewing Example				X	Graphs
GLNS usage tracking sheet	GLNS tracking sheets Commentary Usage Example			X		Graphs (meltwater)
GIME case studies tracking	GIME case studies tracking			X		Table
GIME DOC case studies	GIME DOC case studies			X		Table
LGBTI workshops tracking	LGBTI workshops tracking			X		Table
Website Hits report	Website Hits Report Audit of Website Hits Example Comments Received on Website Example			X		graph
Origin of views of GL website for 2015	Website Hits Report				X	Table
GL page views 2012-2015	Website Hits Report				X	Column chart
Most accessed pages on GL website for 2015	Website Hits Report				X	Table
Type of media where GL was featured in 2015	Google Analytics				X	Column chart
Top ten countries where GL was featured in the news in 2015	Google Analytics				X	Column chart

DEPT / Report	Where located – URL	EPI/ Pastel	Survey	Share Point	Website	Report format
Lists serve audit	Server software generated Audit of List Serves Example			X		Table
Breakdown of GL Facebook statistics for 2015	https://www.facebook.com/GenderLinks/insights/				X	Table
Contacts Database report	http://live.pmailer.net/email Audit of GL Contacts Example			X		Table
Number of new contacts per month for 2015	Contacts database					Table
Proportion of female and male contacts	Contacts database					Pie chart
Photo library report	Photo Library Report Example					
Audio visual audit	Audio Visual Audit Example					

DEPT / Report	Where located – URL	EPI/ Pastel	Survey	Share Point	Website	Report format
Governance						
Overview						
Programme Quarterly/Monthly Reports and Overview	Results Framework for 2015 on SharePoint			X		Table; graph - participant by sex
Impact						
Local Government Score Card	Local Government Scorecard				X	Graph, table – country and council
Local government Institutional Profiles	Stage 2 Reports and Summit Presentations Local Government CoE Institutional Profile Application Local government COE institutional profile (Portuguese)			X		Narrative reports and updated profiles gathered during pre-summit verification.
Protocol quiz	Protocol Quiz		X			Graphs

DEPT / Report	Where located – URL	EPI/ Pastel	Survey	Share Point	Website	Report format
	KAS					
Citizen Scorecard	Citizen Scorecard KAS		X			Graphs
Attitude Survey	Gender Progress Score KAS		X			Graphs – country, council and sex disaggregated
Drivers of Change Case Studies	Drivers of Change report			X		Bar Graph - Audit of all collected DOC by country and sex on SharePoint
Outcome						
Elections monitoring and tracking sheet	Gender and Elections Monitoring & Tracking Sheet			X		Graphs, table – Women in parliament, cabinet, local government and LG COE comparative analysis.
Non-Coe workshop form	Epi Info	X				
Drivers of Change	Drivers of Change report				X	
Partnership feedback form	Partnership feedback report Partnership Feedback Form		X			
Outputs						
Resources tracking Sheet	2015 Resources Audit			X		Graphs; Table – country and council areas of resourcing in gender mainstreaming.
Special measures Audit Sheet	Gender and Elections Monitoring & Tracking Sheet			X		Graphs; Table – countries with special measures at local and national government.
LG COE Tracking	Epi Info	X				Table; Graphs
Sex disaggregated data on beneficiaries report	Epi Info	X				Graph - year to date number participants by sex, by council, by country
Summit reports, Local government tracking sheet,	Epi Info	X				Table; Graph - participants at summits
Workshop evaluation	Epi Info	X				Graphs

DEPT /Report	Where located – URL	EPI/ Pastel	Survey	Share Point	Website	Report format
report						
"I" Stories Tracking sheet	"I" Stories "I" Story Example			X		Excel sheet by country and personal account category/theme.
Local Government Score Card	Local Government Scorecard				X	Graph; table
Learning paper on cascading models.	COE Annual Learning Papers			X		Narratives in SharePoint – country specific
Publications feedback						Excel report
Learning journeys audit	Learning Journey Example Learning Journey Template			X		Excel report
Workshop reports audit	Epi Info	X				Table; Graph
Outreach						
Memorandum of Understanding with partners	MOU Tracking Sheet			X		Tables; Graphs – country, Councils
Gender Community of Practice member Audit				X		Tables, Graphs – Country, Council

DEPT /Report	Where located – URL	EPI/ Pastel	Survey	Share Point	Website	Report format
Entrepreneurship						
Gender Empowerment index report	Gender Empowerment Index		X			Graphs by country, Councils and region.
Personal Action Plan	Personal Action Plan Personal Action Plan Template			X		Narrative
Business Plan Report	Business Plan Report Business Plan Template			X		Graphs by country
Entrepreneurship workshop reports	Epi Info Entrepreneurship Phase 2 Training Report Template	X				Graphs by country and region from events

DEPT / Report	Where located – URL	EPI/ Pastel	Survey	Share Point	Website	Report format
Baseline I Stories audit	Baseline I Stories audit			X		Graphs by country

DEPT / Report	Where located – URL	EPI/ Pastel	Survey	Share Point	Website	Report format
Justice						
Overview						
Programme Monthly report	Results Framework for 2015 on SharePoint			X		Table
Outcomes						
Research	Justice editorial tracking sheet			X		Table by country and progress on report
Action planning	Action planning template			X		Excel Graphs by country and level of action plan-local, province, national
OUTPUTS						
Advocacy Materials	Justice material audit on share Point 16 Days material share point			X		Table, Excel
GBV reports	Justice website				X	
GBV pamphlets	Justice website				X	
Local action plans	Share point governance			X		
Events tracking sheet	Epi Info	X				Number of events per country and sex
Media out reach	Epi Info	X				
I stories	http://www.genderlinks.org.za/plugins/i_stories/i_stories_report.php "I" Story Example "I" Story Consent Form Template				X	Table
Activities						
Weekly Planner	Weekly planner template on Share point			X		

DEPT / Report	Where located – URL	EPI/ Pastel	Survey	Share Point	Website	Report format
Corporate Services						
Overview						
Monthly Financial routines tracking sheet (includes Statutory for HQ and satellite offices by country and month)	Monthly Financial routines tracking sheet			X		Excel
2. Finance						
Recons in Pastel	Pastel	X				
GL Income for the year (Interest, GL Cottages, GL resources, Endowment, reserves etc. = 100%)	Pastel	X				Pie Chart
Analysis of own income (proportion interest , GL Cottages, GL services, Reserves, endowment fund)	Pastel	X				Pie Chart
Overview (proportion programme, HR, operations, capex, RFC, website (budget and actual)	Pastel	X				Pie Chart
Analysis of programme costs	Pastel	X				Pie Chart
Utilisations per programme	Pastel	X				Bar graph
Utilisation per project	Pastel	X				Bar graph
Utilisations Operations	Pastel	X				Bar graph
Utilisations CAPEX	Pastel	X				Bar graph
Utilisation RFC	Pastel	X				Bar graph
Utilisation website	Pastel	X				Bar graph
Type of Work	Pastel	X				Pie Chart

DEPT / Report	Where located – URL	EPI/ Pastel	Survey	Share Point	Website	Report format
(proportion GL prog spend on research, advocacy, policies and Aps, Capacity building , summits)						
COE (proportion GL programme spend on COEs)	Pastel	X				Pie Chart
Activity	Pastel	X				Pie Chart
Operational Expenditure (analysed by type)	Pastel	X				Pie Chart
GL spend per SADC country	Pastel	X				Bar graph in descending order
Comparative analysis of GL country spend	Pastel	X				Table
Comparative analysis of country operational costs	Pastel	X				Table
Bank Accounts	To be finalised with MM			X		
3. Donors						
Donor Contracts (Contribution by donors in a given financial year – budget and actual)	Pastel	X				Pie Chart
Budgets vs funds rcvd by donor	Pastel	X				Bar Graph
Utilisation per donor (budget – funds rcvd – fund spent by donor)	Pastel	X				Bar Graph
Donor reporting schedule	Donor reporting schedule			X		Excel
4. Procurement						
Performance % report	Pastel	X				Chart
Contracts vs payment report	Pastel	X				Chart

DEPT /Report	Where located – URL	EPI/ Pastel	Survey	Share Point	Website	Report format
Donors, Consultants and Partner performance reports	Pastel	X				BIC
5. HR Reports						
Board Profile						Word
Staff Profile						Word
Staff Contracts						Excel/ Matrix
Staff leave assessment						Excel
Utilisation HR (budget- funds rcvd- funds spent HR)	Pastel	X				Bar graph
Activity		X				Pie Chart
6. IT Reports						
Server/ User backup logs	Server software generated					Excel
Mailing List	http://lists.sn.apc.org/mailman/admin/mailman and Mailing List Report			X		Excel
Mail Security Report	Mail Security Report			X		Excel
Website Hits Report	Website Hits Report				X	
P-Drive publication Report	Server software generated					
Network Activity report	Server software generated					

DEPT /Report	Where located – URL	EPI/ Pastel	Survey	Share Point	Website	Report format
Diversification						
G L Cottages						
Income Statement	Pastel	X				Excel
Capex	Pastel	X				Excel
Guest Feedback	Guest Feedback		X			Charts

DEPT /Report	Where located – URL	EPI/ Pastel	Survey	Share Point	Website	Report format
Manual Guest feedback						Excel
Staff time tracking sheet						Excel

DEPT /Report	Where located – URL	EPI/ Pastel	Survey	Share Point	Website	Report format
COEs Office						
Donor Application Deadlines	Donor Application Deadlines			X		Word
Donor fundraising tracking sheet	Donor fundraising tracking sheet =			X		Excel
Weekly Donor fundraising	Weekly Donor fundraising			X		Excel
Board tracking Sheet	Board tracking Sheet			X		Excel

Tools for Countries with both Governance and Media work

Report	Where located – URL	Epi-Info/ Pastel	Survey	Share Point	Website	Report format	Submitted by manager	Checked by CEO
Weekly Activities								
Weekly priority list	Weekly Planner on SharePoint Weekly Planner Template			X		Table		
Weekly donor tracking sheet	Donor Tracking Sheet			X		Table		
Quarterly/Monthly Reports and Overview	Results Framework for 2015 on SharePoint			X		Table; graph - participant by sex		
Donors								
Donor Reporting Deadlines	Donor Reporting Deadlines			X		Word		
Detailed Donor Tracking Form	Detailed Donor Tracking Form			X		Table		
Weekly Donor Tracking Sheet	Donor tracking sheet			X		Word		
Gender and Economic Justice Programme								
IMPACT								
Local Government Score Card	Local Government Scorecard				X	Graph, table – country and council		
Local government Institutional Profiles	Stage 2 Reports and Summit Presentations			X		Narrative reports and updated profiles gathered during pre-summit verification.		
Protocol quiz	Protocol Quiz KAS		X			Graphs		
Citizen Scorecard	Citizen Scorecard KAS		X			Graphs		

Report	Where located – URL	Epi-Info/ Pastel	Survey	Share Point	Website	Report format	Submitted by manager	Checked by CEO
Attitude Survey	Gender Progress Score KAS		X			Graphs – country, council and sex disaggregated		
Drivers of Change Case Studies	Drivers of Change report			X		Bar Graph - Audit of all collected DOC by country and sex on SharePoint		
OUTCOME								
Elections monitoring and tracking sheet	Gender and Elections Monitoring & Tracking Sheet			X		Graphs, table – Women in parliament, cabinet, local government and LG COE comparative analysis.		
Non-COE workshop form	Epi Info	X						
Drivers of Change	Drivers of Change report				X			
Partnership feedback form	Partnership feedback report Partnership Feedback Form		X					
Workshop evaluation report	Epi Info	X				Graphs		
Quotas Audit Sheet	Gender and Elections Monitoring & Tracking Sheet			X		Graphs; Table – countries with special measures at local and national government.		
OUTPUTS								
Resources tracking Sheet	2015 Resources Audit			X		Graphs; Table –		

Report	Where located – URL	Epi-Info/ Pastel	Survey	Share Point	Website	Report format	Submitted by manager	Checked by CEO
						country and council areas of resourcing in gender mainstreaming.		
LG COE Tracking	Epi Info	X				Table; Graphs		
Sex disaggregated data on beneficiaries report	Epi Info	X				Graph - year to date number participants by sex, by council, by country		
Local Government COE Workshop reports	Epi Info	X				Graph, table – council, Stage		
Local government Institutional Profiles	Stage 2 Reports and Summit Presentations			X		Narrative reports and updated profiles gathered during pre-summit verification.		
District Level Summits and National Summits reports	DLS and National Summits report			X		Table; Graph - participants at summits		
Workshop evaluation report	Epi Info	X				Graphs		
Local Government Score Card	Local Government Scorecard				X	Graph; table		
Learning papers by year on cascading models.	COE Annual Learning Papers			X		Narratives in SharePoint – country specific		
Publications feedback						Excel report		
Learning journeys audit	Learning Journey Example			X		Excel report		

Report	Where located – URL	Epi-Info/ Pastel	Survey	Share Point	Website	Report format	Submitted by manager	Checked by CEO
	Learning Journey Template							
Workshop reports audit	Epi Info	X				Table; Graph		
Entrepreneurship								
Gender Empowerment index report	Gender Empowerment Index		X			Graphs by country, Councils and region.		
Personal Action Plan	Personal Action Plan Personal Action Plan Template			X		Narrative		
Business Plan Report	Business Plan Report Business Plan Template			X		Graphs by country		
Entrepreneurship workshop reports	Epi Info	X				Graphs by country and region from events		
Baseline I Stories audit	Baseline I Stories audit "I" Story Example			X		Graphs by country		
Justice								
Local action plans	SharePoint governance			X				
Events tracking sheet	Epi Info	X				Number of events per country and sex		
OUTREACH								
Memorandum of Understanding with partners	MOU Tracking Sheet			X		Tables; Graphs – country, Councils		
Gender Community of Practice member audit	Local Government Member Community of Practice Audit			X		Tables, Graphs – Country, Council		
Media and Communications								
Overview								
Monthly report on media COE events	Epi Info	X				Table: graph-participants by sex		

Report	Where located – URL	Epi-Info/ Pastel	Survey	Share Point	Website	Report format	Submitted by manager	Checked by CEO
Outcomes								
COE institutional profiles - annual	Annual institutional profiles			X		Narrative		
COE verification reports - annual	COE Verification			X		Narrative		
SPW case studies	Media Scorecard			X		Graphs by media category and country		
Media DOC case studies	Media DOC case studies			X		Graphs		
Media House Scorecard	Epi Info	X			X	Graphs		
GIME scorecard	GIME scorecard	X				Graphs		
GIME SPW	GIME SPW			X		Graphs		
GIME DOC case studies	GIME Case studies							
Outputs								
Media COE tracking form	Epi Info	X				Graphs and tables		
Corporate Services								
Monthly Financial routines tracking sheet (includes Statutory for HQ and satellite offices by country and month)	Monthly Financial routines tracking sheet			X		Excel		
Finance								
Recons in Pastel	Pastel	X						
Analysis of programme costs	Pastel	X				Pie Chart		
Utilisation per project	Pastel	X				Bar graph		
Utilisations Operations	Pastel	X				Bar graph		
Utilisations CAPEX	Pastel	X				Bar graph		
Bank Accounts	SharePoint			X		Table		
Donors								
Budgets vs funds received by donor	Pastel	X				Pie Chart		

Report	Where located – URL	Epi-Info/ Pastel	Survey	Share Point	Website	Report format	Submitted by manager	Checked by CEO
Utilisation per donor (budget-funds received-fund spent by donor)	Pastel	X				Bar Graph		
Donor reporting schedule	Monthly Financial routines tracking sheet			X		Excel		
HR Reports								
Staff Profile						Word		
Staff Contracts						Excel/ Matrix		
Staff leave assessment						Excel		
Utilisation HR (budget- funds rcvd-funds spent HR)	EPI	X				Bar graph		
ICT								
Type of media where GL was featured in 2015	Google Analytics				X	Column chart		
Number of new contacts per month for 2015	Contacts database				X	Table		
Proportion of female and male contacts	Contacts database				X	Pie chart		
Server/ User backup logs	Server				X	Excel		
Website Hits Report	Google Analytics				X			
Network Activity report	Linux server							
Publications								
Publications stock sheet	Pastel							
	Excel			X		Excel sheet by publications list for each programme area		
Publications feedback	Publications feedback					Excel report		

Tools for Countries with only Governance work

Report	Where located – URL	Epi-Info/ Pastel	Survey	Share Point	Website	Report format	Submitted by manager	Checked by CEO
Weekly Activities								
Weekly priority list	Weekly Planner on SharePoint Weekly Planner Template			X		Table		
Weekly donor tracking sheet	Donor Tracking Sheet			X		Table		
Quarterly/Monthly Reports and Overview	Results Framework for 2015 on SharePoint			X		Table; graph - participant by sex		
DONORS								
Donor Reporting Deadlines	Donor Reporting Deadlines			X		Word		
Detailed Donor Tracking Form	Detailed Donor Tracking Form			X		Table		
Weekly Donor Tracking Sheet	Donor tracking sheet			X		Word		
Gender and Economic Justice Programme								
IMPACT								
Local Government Score Card	Local Government Scorecard				X	Graph, table – country and council		
Local government Institutional Profiles	Stage 2 Reports and Summit Presentations			X		Narrative reports and updated profiles gathered during pre-summit verification.		
Protocol quiz	Protocol Quiz KAS		X			Graphs		
Citizen Scorecard	Citizen Scorecard KAS		X			Graphs		

Report	Where located – URL	Epi-Info/ Pastel	Survey	Share Point	Website	Report format	Submitted by manager	Checked by CEO
Attitude Survey	Gender Progress Score KAS		X			Graphs – country, council and sex disaggregated		
Drivers of Change Case Studies	Drivers of Change report			X		Bar Graph - Audit of all collected DOC by country and sex on SharePoint		
OUTCOME								
Elections monitoring and tracking sheet	Gender and Elections Monitoring & Tracking Sheet			X		Graphs, table – Women in parliament, cabinet, local government and LG COE comparative analysis.		
Non-COE workshop form	Epi Info	X						
Drivers of Change	Drivers of Change report				X			
Partnership feedback form	Partnership feedback report Partnership Feedback Form		X					
Workshop evaluation report	Epi Info	X				Graphs		
Quotas Audit Sheet	Gender and Elections Monitoring & Tracking Sheet			X		Graphs; Table – countries with special measures at local and national government.		
OUTPUTS								
Resources tracking Sheet	2015 Resources Audit			X		Graphs; Table –		

Report	Where located – URL	Epi-Info/ Pastel	Survey	Share Point	Website	Report format	Submitted by manager	Checked by CEO
						country and council areas of resourcing in gender mainstreaming.		
LG COE Tracking	Epi Info	X				Table; Graphs		
Sex disaggregated data on beneficiaries report	Epi Info	X				Graph - year to date number participants by sex, by council, by country		
Local Government COE Workshop reports	Epi Info	X				Graph, table – council, Stage		
Local government Institutional Profiles	Stage 2 Reports and Summit Presentations			X		Narrative reports and updated profiles gathered during pre-summit verification.		
District Level Summits and National Summits reports	DLS and National Summits report			X		Table; Graph - participants at summits		
Workshop evaluation report	Epi Info	X				Graphs		
Local Government Score Card	Local Government Scorecard				X	Graph; table		
Learning papers by year on cascading models.	COE Annual Learning Papers			X		Narratives in SharePoint – country specific		
Publications feedback						Excel report		
Learning journeys audit	Learning Journey Example			X		Excel report		

Report	Where located – URL	Epi-Info/ Pastel	Survey	Share Point	Website	Report format	Submitted by manager	Checked by CEO
	Learning Journey Template							
Workshop reports audit	Epi Info	X				Table; Graph		
Entrepreneurship								
Gender Empowerment index report	Gender Empowerment Index		X			Graphs by country, Councils and region.		
Personal Action Plan	Personal Action Plan Personal Action Plan Template			X		Narrative		
Business Plan Report	Business Plan Report Business Plan Template			X		Graphs by country		
Entrepreneurship workshop reports	Epi Info	X				Graphs by country and region from events		
Baseline I Stories audit	Baseline I Stories audit "I" Story Example "I" Story Consent Form Template			X		Graphs by country		
Justice								
Local action plans	SharePoint governance			X				
Events tracking sheet	Epi Info	X				Number of events per country and sex		
OUTREACH								
Memorandum of Understanding with partners	MOU Tracking Sheet			X		Tables; Graphs – country, Councils		
Gender Community of Practice member audit	Local Government Member Community of Practice Audit			X		Tables, Graphs – Country, Council		
Corporate Services								
Monthly Financial routines tracking sheet (includes Statutory for	Monthly Financial routines tracking sheet			X		Excel		

Report	Where located – URL	Epi-Info/ Pastel	Survey	Share Point	Website	Report format	Submitted by manager	Checked by CEO
HQ and satellite offices by country and month)								
Finance								
Recons in Pastel	Pastel	X						
Analysis of programme costs	Pastel	X				Pie Chart		
Utilisation per project	Pastel	X				Bar graph		
Utilisations Operations	Pastel	X				Bar graph		
Utilisations CAPEX	Pastel	X				Bar graph		
Bank Accounts	SharePoint			X		Table		
Donors								
Budgets vs funds received by donor	Pastel	X				Pie Chart		
Utilisation per donor (budget-funds received-fund spent by donor)	Pastel	X				Bar Graph		
Donor reporting schedule	Donor reporting schedule			X		Excel		
HR Reports								
Staff Profile						Word		
Staff Contracts						Excel/ Matrix		
Staff leave assessment						Excel		
Utilisation HR (budget- funds rcvd- funds spent HR)	EPI	X				Bar graph		
ICT								
Type of media where GL was featured in 2015	Google Analytics				X	Column chart		
Number of new contacts per month for 2015	Contacts database				X	Table		
Proportion of female and male contacts	Contacts database				X	Pie chart		
Server/ User backup logs	Server				X	Excel		

Report	Where located – URL	Epi-Info/ Pastel	Survey	Share Point	Website	Report format	Submitted by manager	Checked by CEO
Website Hits Report	Google Analytics				X			
Network Activity report	Linux server							
Publications								
Publications stock sheet	Pastel							
Publications Audit Sheet	Excel			X		Excel sheet by publications list for each programme area		
Publications feedback	Publications feedback					Excel report		

KNOWLEDGE AND LEARNING

The graphic that follows, available in the [Knowledge and Learning](#) section of the GL website, provides a mapping and summary of the learning *processes* that GL engages in, and the resulting *knowledge products*.

Learning processes at GL	Examples of knowledge products		
	Books	Reports Manuals	Articles/briefs pamphlets/ papers, DVDS
Organisational learning			
Agenda setting			GL Policy Briefs Policy Brief Example
Reflection	<ul style="list-style-type: none"> Annual report; GL@ Ten; Learning Journey (annual) Learning Journey Example Learning Journey Template 	<ul style="list-style-type: none"> GL Policies and Regulations Results for Change Manual; Communications Manual. GL Leadership Manual. 	GL@Ten - DVD "I" stories or first-hand accounts on our work
Learning session during monthly management meetings			
Biannual planning meetings			
Internships			
Short courses, eg Leadership, Climate Change			
Scholarships for staff offered through donors			
Study leave for staff doing relevant courses			
Programme research			
VAW baseline studies	3 country reports, SA - four province reports		Peace begins @Home – pamphlets; radio spots
Media Monitoring	Gender and Media Baseline and Progress Study		
Tracking progress	SADC Gender Protocol Barometer Regional and Country Barometers		
Learning by listening – reflective reports			
Gender and the Economy media training	<i>Business Unusual, Gender and the Economy</i> – compilation of stories from workshops		
Media and governance		COE Manuals	Findings of the COE verification visits
Justice	Healing through writing – follow up to the "I" Stories		
Learning with partners – peer learning			
Alliance	<i>Roadmap to Equality</i> case	Implementation learning and sharing centre	

Learning processes at	Examples of knowledge products	
SALP		Draft Gender Theory of Change, comments on the BOND principles of Credible Evidence.
Creating global knowledge		
Papers through GL Services		UNECA, Commonwealth Secretariat, UNESCO
Opinion and Commentary Service		Up to ten articles a week in English, Portuguese and French

EXTERNAL EVALUATIONS

GL uses external evaluations to gather views and perspectives on the work and impact of the programme on the relevant target groups. An example of how to structure an external evaluation can be found [here](#).