

## Results-Based Management Check List 5.1

### Reviewing Results Reports from Global Affairs Canada Implementers

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**Purpose:** This checklist is a companion to the Global Affairs Canada (GAC) *Narrative Results Reporting Guide for International Assistance* ed. 2.0, 2018. Its aim is to help GAC program staff assess the results reports submitted to GAC by the project implementers. All GAC staff managing financial instruments using the Reporting Guide are expected to use this checklist to review the implementer’s reports.

In their results and operations reports, has the implementer:

- included the latest version of the approved logic model (LM) and performance measurement framework (PMF) [or equivalent] either in the body of the report or as an annex.
- organized the results section by outcomes (as opposed to activities, components, ...)
- clearly stated the expected outcomes against which they are reporting.

**Provided actual data:**

- on each indicator for each **output** (operations reports) and **outcome** (results reports), as per the schedule in the PMF (or equivalent)<sup>1</sup>.
- disaggregated as per the indicator specification, e.g., female, male, urban, rural, etc. or, by country (in the case of a multi-country project).

**Provided an evidence-based narrative assessment of progress for each output and outcome that:**

- is based on their analysis of the actual data (qualitative and quantitative) collected on the indicators identified in the PMF (or equivalent).
- clearly states progress made **on** or **towards**<sup>2</sup> expected outcomes (i.e. describes actual results) and indicates whether the results are specific to the reporting period or are cumulative (depending on level of the logic model).
- uses actual data on indicators, in comparison to baseline and targets, as evidence of progress made on or towards the achievement of expected outcomes.
- describes relevant<sup>3</sup> changes in the context in which progress was made during the reporting period, including factors, both positive and negative, that influenced performance (e.g. a risk that materialized and was responded to, or a change in the political context in the country).
- describes and explains variance between expected and actual outputs and outcomes.
- describes any unexpected outcomes that have occurred.
- includes proportionality (10% of 100 women vs. just 10%).

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<sup>1</sup> Actual data for each indicator can be provided in the *Outcome Reporting Worksheet* template attached as Annex 1 of the *Narrative Results Reporting Guide for International Assistance*, and then be used as evidence of progress in the narrative assessment. For definition of “Actual Data”, please see Global Affairs Canada [Glossary of Results-Based Management Terms](#).

<sup>2</sup> For definition of progress “on” or “towards” the expected outcomes, please see Global Affairs Canada [Glossary of Results-Based Management Terms](#).

<sup>3</sup> Relevant changes in the context would include anything that has an effect upon operations, the theory of change, or results. Remember to consider gender equality, human rights, and environmental sustainability.

**Provided information on high level priorities that:**

- includes results related to gender equality and the empowerment of women and girls, as well as human rights and environmental sustainability.
- describes how the actual outcome is experienced differently by women and men, girls and boys and other relevant social categories.
- includes data related to Global Affairs Canada corporate indicators, as relevant.

**Provided information on challenges and lessons learned that:**

- describes challenges and lessons learned specific to that output or outcome and corrective action undertaken during the reporting period or proposed for the coming period in order to respond to these challenges and lessons learned.
- includes a rationale for any proposed adjustments. This discussion would include any proposed changes to the theory of change, LM and PMF or equivalent.

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Updated: 16 May 2018

These tools will be updated annually as required. Enquiries or feedback on this check list should be directed to:  
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