

HEI ICI PROGRAMME 2016-2018

GUIDANCE TEMPLATE ON REPORTING ELEMENTS

CONTENTS

[1. OVERVIEW OF PROJECT IMPLEMENTATION 2](#_Toc504391433)

[Short Summary of Progress So Far 2](#_Toc504391434)

[Result Example(s) for Communication Purposes 3](#_Toc504391435)

[2. CONSISTENCY WITH DEVELOPMENT POLICY 3](#_Toc504391436)

[National Impact of the HEI ICI project in partner countries 3](#_Toc504391437)

[Alignment with Finnish Development Policy Goals 3](#_Toc504391438)

[The Human Rights Based Approach 3](#_Toc504391439)

[Gender Perspectives 3](#_Toc504391440)

[Reduction of Inequality 4](#_Toc504391441)

[Climate Sustainability 4](#_Toc504391442)

[Integration of UN Sustainable Development Goals 4](#_Toc504391443)

[3. ACHIEVEMENT OF RESULTS DURING REPORTING PERIOD 4](#_Toc504391444)

[IMPACT (Final Report only) 4](#_Toc504391445)

[OUTCOME LEVEL 5](#_Toc504391446)

[EXPECTED RESULTS / OUTPUTS 5](#_Toc504391447)

[Changes in Operational Environment 7](#_Toc504391448)

[Impacts of the Project in Partner Institutions So Far 7](#_Toc504391449)

[Impacts of the Project in Finland 7](#_Toc504391450)

[4. SUSTAINABILITY 7](#_Toc504391451)

[Sustainability 7](#_Toc504391452)

[How has Sustained Support for Activities been Ensured in the Institutions? 7](#_Toc504391453)

[5. COMPLEMENTARITY 7](#_Toc504391454)

[Complementarity and Links with Other Donors 7](#_Toc504391455)

[Links with other HEI ICI projects 8](#_Toc504391456)

[Links to Educational Export 8](#_Toc504391457)

[6. PROJECT MANAGEMENT 8](#_Toc504391458)

[Project Management and Division of Tasks 8](#_Toc504391459)

[Internal Quality Assurance and Monitoring Progress 8](#_Toc504391460)

[Procurements 9](#_Toc504391461)

[7. PROJECT VISIBILITY 9](#_Toc504391462)

[Communication and Dissemination 9](#_Toc504391463)

[Dissemination Events and Seminars 9](#_Toc504391464)

[Publications and Articles 9](#_Toc504391465)

[8. TRAININGS AND MOBILITY 9](#_Toc504391466)

[9. LESSONS LEARNED 10](#_Toc504391473)

[10. OTHER ISSUES 10](#_Toc504391475)

[ATTACHMENTS NEEDED 11](#_Toc504391476)

**REPORT TO BE FILLED IN ONLINE**

This template can be used for sharing reporting content and guidance among partners and for preparing reporting content in advance. The following elements make up the content of the online reporting system.

ANNUAL REPORT 2018

PROJECT DETAILS

|  |  |
| --- | --- |
| **Acronym** |  |
| **Project name** |  |
| **Coordinating HEI**  |  |

# OVERVIEW OF PROJECT IMPLEMENTATION

|  |
| --- |
| Short Summary of Progress during the year |
| *Please detail concisely the main achievements of the project during this reporting period (max 250 words).*  |

|  |
| --- |
| Result Example(s) for Communication Purposes |
| *List in bullet points possible good examples of a project results using layman terms for a wider audience. These may be used for programme communication purposes by yourself, EDUFI and MFA. (max 250 words)* |

# CONSISTENCY WITH DEVELOPMENT POLICY

|  |
| --- |
| National Impact of the HEI ICI project in partner countries |
| *If changes compared to previous reporting period, please shortly outline links between the project and national development goals, plans or strategies (educational sector or subject-specific)*  |

|  |
| --- |
| Alignment with Finnish Development Policy Goals |
| *If changes compared to previous reporting period, please outline how your project has contributed to one or more of the Finnish Development Policy goals****:**** *The rights and status of women and girls*
* *Developing countries economies have generated jobs and livelihood opportunities*
* *Democratic and better-functioning societies*
* *Food security, access to water and energy, sustainable use of natural resources*
 |

|  |
| --- |
| The Human Rights Based Approach  |
| *If changes compared to previous reporting period, please specify how the human rights-based approach has been applied in the project - both implementation and results: Explain how human rights principles have been applied (non-discrimination/ equality participation/inclusion, accountability, transparency)** Capacity building and sharing experiences can have positive effects on right to education, right to information or another depending on the subject field of the network– please elaborate
* Stakeholders and their roles, relations and capacities are mapped out and the duty bearers, right holders and responsible actors are identified
* Take note that activities do not violate human rights or contribute to discriminative patterns
 |

|  |
| --- |
| Gender Perspectives  |
| *If changes compared to previous reporting period, please describe the efforts made to integrate a gender perspective into the project, and how your project is contributing to gender equality.* |

|  |
| --- |
| Reduction of Inequality |
| *If changes compared to previous reporting period, please describe the efforts made to integrate the reduction of inequality into the project, and how your project is contributing to societal equality.* |

|  |
| --- |
| Climate Sustainability |
| *If changes compared to previous reporting period, please describe the efforts made to integrate climate sustainability into the project, and how your project is contributing to mitigating the effects of climate change.* |

|  |
| --- |
| Integration of UN Sustainable Development Goals  |
| *If changes compared to previous reporting period, please specify which UN Agenda2030 Sustainable Development Goals are integrated and how they have been applied in the project - both implementation and results* *Further information on SDGs:*  <http://www.un.org/sustainabledevelopment/sustainable-development-goals/> |

# ACHIEVEMENT OF RESULTS DURING REPORTING PERIOD

|  |
| --- |
| IMPACT *(Final Report only)* |
| *Insert the long-term impact envisaged by your project here* |
| **PROGRESS TOWARDS THE LONG-TERM IMPACT** |
| * *Describe how the results achieved could possibly contribute to the long-term development goal mentioned in the approved project documents*
* *Describe the ccorrespondence with institutional strategies, development objectives of the national higher education sector or within a specific subject field, and national development strategies in general. Have there been any significant changes in the project relevance during implementation?*
* *Summarize lessons learned and highlight when there is potential for wider learning, e.g. for the further development of the programme*

*Recognize the involvement of others (partners, stakeholders, rights-holders) within the partner institution/sector/country and describe synergies and collaboration* |

|  |
| --- |
|  OUTCOME LEVEL |
| *Insert your project’s overall outcome here.* |
| **PROGRESS TOWARDS THE OUTCOME** |
| * Describe what progress has been made during this reporting period, and relate it to the defined indicators
* This narrative text complements the more quantitative data inserted in the project-specific Results Framework excel sheet
 |

|  |
| --- |
| EXPECTED RESULTS / OUTPUTS |
| *Insert your project’s expected results here* |
| **RESULTS ACHIEVED PER RESULT AREA 1: Improved access to higher education and research information** |
| * *Describe what was achieved during the reporting period*
* *Compare achieved results with baseline & expected results as outlined in the approved project documents and describe the potential for reaching the planned results by the end of the project*
* *Highlight any unforeseen problems or opportunities that may require new strategies or a redesign of the initiative – if change requests have been submitted, refer to them, you don’t need to repeat the content here*
* *Provide input on competencies improved, e.g. through findings in training feedback.*
* *Explain the reasons for over or under achievement*
* *Recognize and describe synergies and collaboration*

***Output indicator 1.1*** *New methods improving access to higher education and research information (number/%)****Output indicator 1.2*** *Students/teachers/other stakeholders having improved access to HE and research information (incl. women /girls, minorities, persons with disabilities) (number/%)* |
| **RESULTS ACHIEVED PER RESULT AREA 2: Improved quality of higher education and research environment** |
| * *Describe what was achieved during the reporting period*
* *Compare achieved results with baseline & expected results as outlined in the approved project documents*
* *Highlight any unforeseen problems or opportunities that may require new strategies or a redesign of the initiative*
* *Provide input on competencies improved, e.g. through findings in training feedback.*
* *Explain the reasons for over or under achievement*
* *Recognize and describe synergies and collaboration*

***Output indicator 2.1*** *New teaching methods, curricula, study programmes, modules and quality assurance mechanisms (number/%)****Output indicator 2.2****New collaboration initiatives, (joint) publications or dissemination events (number/%)* |
| **RESULTS ACHIEVED PER RESULT AREA 3: Enhanced Institutional capacity supporting quality of teaching and research** |
| * *Describe what was achieved during the reporting period*
* *Compare achieved results with baseline & expected results as outlined in the approved project documents*
* *Highlight any unforeseen problems or opportunities that may require new strategies or a redesign of the initiative*
* *Provide input on competencies improved, e.g. through findings in training feedback.*
* *Explain the reasons for over or under achievement*
* *Highlight any unforeseen problems or opportunities that may require new strategies or a redesign of the initiative and discuss lessons learned*
* *Recognize and describe synergies and collaboration*

***Output indicator 3.1*** *New mechanisms created for administration (number/%)****Output indicator 3.2****New mechanisms/tools created for management (number/%)* |
| **RESULTS ACHIEVED PER RESULT AREA 4: Strengthened role and relevance of HE in development of society**  |
| * *Describe what was achieved during the reporting period*
* *Compare achieved results with baseline & expected results as outlined in the approved project documents*
* *Highlight any unforeseen problems or opportunities that may require new strategies or a redesign of the initiative*
* *Provide input on competencies improved, e.g. through findings in training feedback.*
* *Explain the reasons for over or under achievement*
* *Highlight any unforeseen problems or opportunities that may require new strategies or a redesign of the initiative and discuss lessons learned*
* *Recognize the involvement of others (partners, stakeholders, rights-holders) within the partner institution/sector/country and describe synergies and collaboration*

***Output indicator 4.1*** *New forms of cooperation enhancing participation in local, regional or national level (number/%)****Output indicator 4.2*** *New modalities of cooperation enhancing the role of HE at international level (number/%)* |

|  |
| --- |
| Changes in Operational Environment |
| * *Highlight any unforeseen problems or opportunities during this reporting period that may require new strategies or a redesign of the initiative*
* *Please refer to the risk analysis submitted at the project proposal stage*
 |

|  |
| --- |
| Impacts of the Project in Partner Institutions So Far |
| * *Describe how the results achieved so far could possibly contribute to the long-term development goal mentioned in the approved project documents*
* *Describe the correspondence with institutional strategies, development objectives of the national higher education sector or within a specific subject field, and national development strategies in general. Have there been any significant changes in the project relevance during implementation?*

*Recognize the involvement of others (partners, stakeholders, rights-holders) within the partner institution/sector/country and describe synergies and collaboration* |

|  |
| --- |
| Impacts of the Project in Finland |
| *Describe how the project has had an impact among Finnish partners, or in Finnish society. Highlight lessons learned and highlight when there is potential for wider learning, e.g. for the further development of the programme* |

# SUSTAINABILITY

|  |
| --- |
| Sustainability  |
| *Please describe how you have ensured the stream of benefits produced by the project after the period of HEI ICI support has ended. Mention possible obstacles identified and which measures have been taken so far to support the potential of achieving sustainable project results at the end of the project funding?* |

|  |
| --- |
| How has Sustained Support for Activities been Ensured in the Institutions? |
| *Please describe how you have ensured the continued internal support of activities and involvement in Finnish and partner institutions.*  |

# COMPLEMENTARITY

|  |
| --- |
| Complementarity and Links with Other Donors  |
| *Please describe complementarity with activities supported by Finland or other development partners in the target country, region or HEI if changes compared to last reporting period.* |

|  |
| --- |
| Links with other HEI ICI projects |
| *Please describe complementarity and synergies with other HEI ICI projects.* |

|  |
| --- |
| Links to Educational Export |
| *Does the HEI ICI partnership link to educational export activities/partnerships? How?* |

|  |
| --- |
| **Cooperation with non-academic stakeholders**  |
| *Please describe the links and cooperation you have with stakeholders in the* *1) Private Sector**2) Public Sector**3) NGO's, Associations**For example: events, visits, internships, PBL, thesis cooperation, invited lecturers, advisory group participation, employment fairs, participation in the curriculum development process, research cooperation, dissemination of project results, educational export, other support of the project in Finland /target country* |

# PROJECT MANAGEMENT

|  |
| --- |
| Project Management and Division of Tasks |
| *If changes compared to last reporting period, please analyze the overall management of the project from last year in terms of organization and structure, modes of communication, representation and responsibilities of partner institutions, financial management and logistics.* *Describe joint reporting procedures as well as approval of project reports.**Please also describe transparency and possible anti-corruption monitoring measures.**Include number of project board meetings.*  |

|  |
| --- |
| Internal Quality Assurance and Monitoring Progress |
| *If changes compared to last reporting period, please analyze your internal feedback systems and how the internal quality control has been implemented. Have changes been made to project plans due to feedback. Please describe also accountability as well as internal reporting and monitoring measures.* |

|  |
| --- |
| Procurements |
| *Describe key procurements, procurement practices, and any challenges relating to procurements* |

# PROJECT VISIBILITY

|  |
| --- |
| Communication and Dissemination |
|  *How have the project results been disseminated so far? Describe any significant achievements, or changes to the dissemination plan* |

|  |
| --- |
| Publications and Articles |
| *Please include significant publications that have resulted from the project cooperation.* |

# MOBILITY

|  |
| --- |
| **Number of Mobility Actions** |
|  | Female | Male |
| BA Students |  |  |
| MA Students |  |  |
| PhD Students |  |  |
| Staff |  |  |

|  |
| --- |
| Describe Mobility of Students and Staff |
| *Please outline the selection process, the recognition of studies and describe the mobility actions.* *Please also number and describe each mobility period (ba/ma/phd/staff), including the following information: sending country / receiving country, length (Student mobility less/more than 3 months. Staff more/less than 1 week), female/male.* |

# LESSONS LEARNED

|  |
| --- |
| Challenges and Good Practices |
| *You may also provide any information that may be useful for other projects to know, or also try.* |

# OTHER ISSUES

|  |
| --- |
| *In this section, you can present all other questions that have arisen, and achievements made during the project and within the or in the margins of the HEI ICI project.* |

# USE OF FUNDS

 €

Approved budget 2017-2020

Total MFA Funding

Total Self Financing:

€

Overall expenditure of Finnish HEIs

Overall expenditure of Foreign HEIs

Total expenditure

HEI ICI Programme 2017 used funding Total

Total MFA Funding Used 2017

 Total Self Financing Used 2017

Total

 €

Total Funds Transferred to 2018

# ATTACHMENTS NEEDED

1. Financial Progress Report
2. Accounts extract (in excel form if possible)
3. Mobility reports of staff and students
4. Trainings and events Excel
5. Project-specific Results Framework