**REPORTING REQUIREMENTS AND TEMPLATES**

All related reporting information and requirements are available in the following folder: [Reporting Requirements and Templates folder](https://drive.google.com/drive/folders/13jhN8gFYtRUG647w4rri0iAxjwBwr5SM). It includes the following documents:

* Reporting templates: Narrative, Financial, Results, HIS, Lessons learnt
* ATscale reporting requirements SOP
* Results template guidance

**Reporting requirements**

During the mobilization/inception phase, ATscale will share the final reporting templates for mobilization/inception, progress, annual and final reports. This includes the programme’s Results template, a unique progress monitoring tool for the Grantee to capture expected and achieved cumulative results against: ATscale’s Key Performance Indicators (KPIs) and the programmes’ results framework indicators and ATscale core indicators

1. ATscale’s Key Performance Indicators (KPIs):

| **Key Performance Indicators** | |
| --- | --- |
| **Indicator** | **Disaggregation** |
| K1. Number of people reached with assistive technology (services and/or products) through programmes which ATscale contributed to, disaggregated by:   * k1a Service- promotion * k1b Service - screening * k1c Assistive products * k1d Service - clinical assessment, prescription, referral, and others * k1e Others | * Gender * Age group (Below 18 years old and above) * AT/disability domain (hearing, vision, mobility, cognitive, cross-cutting, etc) |
|
| K2. Number of people trained by programmes which ATscale has contributed to | * Gender * Age group * AT/disability domain * Discipline/personnel title |
| K3. Number of ATscale supported organizations strengthened by programmes which ATscale contributes to | * AT/disability domain * Organization type * Activity |

2. The programme’s Results Framework indicators and ATscale core indicators:

An initial programme’s Results Framework is required as part of the proposal submission. It will be finalized during the mobilisation/inception phase in collaboration with the ATscale Monitoring and Evaluation Specialist.

To ensure alignment of partners’ results framework with ATscale’s results framework, partners are encouraged to integrate the following core indicators in their results framework:

* Percentage of people who improved their level of functioning by accessing appropriate assistive products they need through ATscale supported programmes
* Percentage of districts where AT services (mobility, vision and/or hearing) are available at the primary facility
* Level of development and implementation of the priority list of assistive products (APL)
* A governance committee is formed and operational with clear terms of reference (TORs) to improve coordination and promote access to AT
* Annual amount of government budget allocated for the procurement assistive products
* Extend of financial support mechanism for assistive products (eyeglasses, hearing aids and wheelchair)
* Level of compliance of the government toward its co-financing commitment related to the ATscale programme
* Number of people reached with awareness raising initiatives related to the importance of assistive technology
* Number of civil society organizations, including OPDs, strengthened through programmes which ATscale has contributed to

Indicator’s guidance will be provided to partners during the mobilization phase of the grant.

**Communications plan**

The Grantee should work closely with ATscale to develop a Communications Plan for the duration of the grant agreement. The plan should outline key moments for example the programme launch, World Day for Assistive Technology, and other milestone moments, set out types and frequency of communications, and how to refer to ATscale and donors in all communications. ATscale will provide written guidance on the development of the Plan. Further guidance can be provided via bilateral meetings and via 2 webinars / year for communications focal points. The final version of the Communications Plan shall be included in the First Progress Report.