REPORTING GUIDELINE

FOR THE

ETHIOPIAN HUMANITARIAN NATIONAL CIVIL SOCIETY FORUM

(EHNCSF)

Promoting Accountability.
Enhancing Transparency.
Strengthening Impact.

MAY 2026

Humanitarian National CSOs Forum

Locally Led Leadership

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Table of Content

1. Introduction 3
2. Purpose of the Guidelines 3
3. Scope of the Guideline 3
4. General Reporting Principles for the Forum 3
5. Performance Report Categories 4
   5.1. Annual Forum Impact Report 4
6. Monitoring and Advocacy Visit Reports 5
7. Capacity Building & Training Reports 5
8. Reporting Timelines and Flow 5

- Annex 2: Joint Field Monitoring Template 8
- Annex 3: Capacity Building & Training Report 8

1. Introduction

The Ethiopian Humanitarian National Civil Society Forum (EHNCSF) is a strategic collective of indigenous non-governmental organizations dedicated to enhancing the role of local actors in Ethiopia's humanitarian landscape. To achieve its mission of "empowering local CSOs to lead effective, principled humanitarian action," the Forum requires a standardized reporting mechanism.

This guideline is developed by the EHNCSF Secretariat to harmonize how information is gathered from member organizations and thematic working groups. By transitioning from ad-hoc updates to a **result-oriented reporting system**, the Forum can better advocate for the localization agenda and demonstrate the collective strength of Ethiopian CSOs to donors and the government.

2. Purpose of the Guidelines

- Standardization: To ensure all member organizations provide data in a uniform format for easy aggregation.
- Evidence-Based Advocacy: To compile data that proves the efficiency and reach of local actors.
- Accountability: To track the Forum's progress against its Strategic Plan and humanitarian response targets.
- Knowledge Management: To document best practices and local innovations in humanitarian response.

3. Scope of the Guideline

This guideline applies to the EHNCSF Secretariat, Regional Coordination Hubs, and all Member Organizations. It covers:

- Member Monthly Updates.
- Quarterly Forum Progress Reports.
- Thematic Working Group Reports (e.g., Protection, Food Security, Localization).
- Advocacy and Capacity Building Event Reports.

4. General Reporting Principles for the Forum

As a coordinating body, EHNCSF reports must prioritize **collective impact** over individual agency achievements.

- Localization Focus: Always highlight how interventions empower local communities and systems.
- Clarity & Brevity: Use "Plain English" to ensure accessibility for international partners and local stakeholders.
- Tone: Use the passive voice for formal technical reports (e.g., *"A localization workshop was conducted"*), but use active voice for advocacy briefs to show leadership.
- Numeric Consistency: Use words for numbers one through nine (e.g., *five member organizations*) and numerals for 10 and above (e.g., *25 participants*).

5. Performance Report Categories

5.1. Annual Forum Impact Report

The flagship document of EHNCSF, summarizing the collective achievements of the local CSO sector.

- Cover Page: Title, EHNCSF Logo, and a high-impact photo of local humanitarian action.
- Basic Information: Includes Forum Mission, Vision, and the number of active member organizations for the year.
- Executive Summary: A one-page "at a glance" summary of reach and funding diverted to local actors.
- Thematic Progress: Narrative on key pillars (Advocacy, Coordination, Capacity Building, and Resource Mobilization).
- Localization Tracking: Data showing the shift in leadership and funding toward local CSOs.
- Success Stories: Focus on Systemic Change (e.g., how a local NGO successfully led a cluster for the first time).

a. Quarterly Coordination Report

Compiled by the Secretariat to track the Forum's operational health.

- Membership Growth: New members and geographic coverage updates.
- Policy Influence: Summary of meetings attended with the EDRMC, UN-OCHA, and Donors.
- Gap Analysis: Identifying regions where local CSOs need more support or access.
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b. Monthly Member Update (The "SitRep")

Short, standardized inputs from members to feed into the National Humanitarian Situation Report.

- The "3W" Matrix: Who is doing What, Where.
- Challenges: Security constraints, bureaucratic hurdles, or funding gaps.
- Emerging Needs: Early warning signs observed by local staff on the ground.

6. Monitoring and Advocacy Visit Reports

Unlike project monitoring, EHNCSF monitoring visits are supportive supervisions and fact-finding missions.

- Objective: To verify the quality of humanitarian standards (CHS) among members.
- Advocacy Angle: Identifying barriers that prevent local NGOs from accessing frontline areas.
- Output: A briefing note with recommendations for the HCT (Humanitarian Country Team) or relevant government bureaus.

7. Capacity Building & Training Reports

Reports for workshops organized by the Forum for its members.

- Knowledge Transfer: Assessment of pre- and post-training tests.
- Participant Diversity: Ensuring gender balance and representation from "emerging regions."
- Action Plan: What will the members change in their own organizations as a result of this training?

8. Reporting Timelines and Flow

Report Type	Responsibility	Frequency	Deadline
Member Update	Individual CSOs	Monthly	5th of the following month
Thematic Report	Working Group Leads	Quarterly	10th of the following month
Forum Impact Report	Secretariat	Annually	January 31st
Event/Training	Lead Facilitator	Per Event	7 days post-event

EHNCSF Summary of Required Reports

This section summarizes the *what, for whom, why, when,* and *how* of the Forum's collective reporting system.

S.n	Report	Prepared by	Submitted to	Purpose	Deadline	Format
1.1	Annual National Impact Report	Secretariat & Member CSOs	Board & Donors	Sector Performance & Advocacy	Within 20 days of the new fiscal year	Soft Copy
1.2	Quarterly Coordination Report	Regional Hubs / Members	National Secretariat	Progress Review & Gap Analysis	Within 5 days of the new quarter	Soft Copy
1.3	Monthly SitRep (Situation Report)	Member Organizations	National Secretariat	Real-time Humanitarian Updates	Within 5 days of the next month	Soft Copy
1.4	Regional Gov't Compliance Report	Member Organizations	Respective Gov't Bureaus	Regulatory Accountability	Within 10 days of quarter end	Hard Copy
1.5	ACSO (Agency for CSO) Report	National Secretariat	Federal ACSO	Institutional Accountability	Per MOU/Legal Requirement	Hard/Soft
1.6	Consortium Donor Report	National Secretariat	Funding Partners	Compliance & Funding Continuity	Per Grant Agreement	Hard/Soft
1.7	Advocacy & Monitoring Report	ME&L / Advocacy Unit	EHNCSF Management	Tracking Localization Progress	5 days after field mission	Soft Copy
1.8	Joint Needs Assessment (JNA)	Multi-agency Teams	HCT / EDRMC	Informed Response Planning	30 days after assessment	Soft Copy
1.9	Capacity Building Report	Focal Person / Trainer	National ME&L Unit	Quality Assurance of Training	10 days after training	Soft Copy

Annex 1: Reporting Templates

i. Annual National Impact Report Template

Used to showcase the collective power of local CSOs in Ethiopia.

- Member/Hub Name: [Enter Name]
- Thematic Area: (e.g., WASH, Protection, Food Security)

- Geographic Coverage: [Regions/Zones/Woredas]
- Total Budget Managed by Local CSOs: [Amount in ETB/USD]
- Reporting Period: [Year]

Section	Content Requirements
Forum Vision & Mission	State how this year's work contributed to the localization agenda.
Executive Summary	Bullet points of major achievements and reach (Total beneficiaries).
Localization Progress	Evidence of local CSOs taking lead roles in humanitarian clusters.
Stakeholder Linkage	Partnerships created with EDRMC, UN agencies, and local communities.
Success Stories	Focus on "Community Resilience"—how local aid changed lives.
Lessons Learned	Insights on operating in hard-to-reach or conflict-affected areas.
Way Forward	Strategic priorities for the upcoming year.

ii. Quarterly Coordination Template

Focuses on physical achievement against the Forum's strategic plan.

Physical Plan vs. Achievement

Description of Activities	UoM	Annual Plan	Qtr Plan	Qtr Achievement	Variance (%)	Remark
(e.g.) Capacity Building	# CSOs	50	10	12	120%	Over-achieved
(e.g.) Policy Dialogues	# Mtgs	4	1	1	100%	On track

Unfinished Activities & Constraints

No	Activity	Planned Financial	Reason for Deviation
1	Regional Hub Launch	[Amount]	Access constraints due to security

iii. Monthly SitRep (Situation Report)

Standardized for rapid data aggregation across the forum.

- Humanitarian Context: Brief update on the situation in the operational area.

- Beneficiary Reach:
    - Total Reached: [Total Number]
    - Demographics: Male [X], Female [Y], Children [Z], PWD (Persons with Disabilities) [W].
- Critical Gaps: What resources are missing right now? (e.g., "Seed stock depleted").
- Security Update: Any risks to local staff or assets.

➢ **Annex 2: Joint Field Monitoring Template**

1. Introduction & Rationale
2. Monitoring Objectives (Verification of aid delivery, Quality check, etc.)
3. Methodology (Key Informant Interviews, Focus Group Discussions with affected populations)
4. Composition of Monitoring Team (EHNCSF Secretariat + Member Reps)
5. Direct Feedback from Affected Populations (Quotes and qualitative data)
6. Key Findings**:**
    - *Strengths:* Local leadership, cultural appropriateness of aid.
    - *Weaknesses:* Supply chain delays, funding gaps.
7. Agreed Action Points & Responsibility Matrix

➢ **Annex 3: Capacity Building & Training Report**

1. Introduction & Topic (e.g., "Safeguarding and PSEA Training")
2. Strategic Alignment (How this training improves local humanitarian capacity)
3. Participant Profile (Disaggregated by organization type, gender, and disability)
4. Immediate Outputs (Number of staff trained, post-test score improvements)
5. Reflection & Feedback (What did members find most/least useful?)
6. Next Steps: Follow-up plan to ensure knowledge is implemented in the field.