



## Checklist: What You Need to Complete Your Project Report on TerraMatch

Every 6 months, you will complete a report for your TerraFund project. The report will cover only the most recent 6-month period (January-June or July-December).

Before you begin your report, we recommend you collect all the information you'll need. Here is everything we ask users to provide in one handy checklist. If you have any questions about or issues submitting your reports on TerraMatch, please contact your project manager and [terramatch@wri.org](mailto:terramatch@wri.org).

### Project Report Checklist

#### Progress General

##### Project progress toward your overall restoration goals

- o You will describe the progress you have made toward your project's goals of restoring the landscape since you submitted your last TerraMatch report. Please review your project profile to accurately track your progress.

##### Project progress towards the community engagement and socio-economic development goals

- o You will describe the progress you have made toward your community engagement and socio-economic development goals since you submitted your last TerraMatch report.

##### Organization's approach toward community engagement goal

- o You will select the best description of your organization's approach toward community engagement in the last 6 months.
  - Locally implemented: The project was developed by the organisation and implemented by project beneficiaries.
  - Locally managed: The project was developed with local beneficiaries on the ground, and ideas from the organization were amended to fit local contexts.
  - Locally planned: The project was planned with local people while the final decisions and implementation were done by the organisation.

##### Top 3 successes

- o You will provide detailed information about the three most significant achievements of your project in terms of climate impacts, benefit to communities, and biodiversity. Include specific numbers that demonstrate your impact and share insights from the project team on the key actions that led to your success.



### **Observed significant change due to your restoration work**

- o You will describe in detail the single most important change for communities and the landscape in the past 6 months, if any. This could include changes in the project's relationship with community members; changes in the benefits the project is able to provide communities; or ecosystem changes such as changes in soil erosion, protection from environmental hazards like strong winds and landslides, increased biodiversity, or improved food production.

### **Project challenges**

- o All restoration projects encounter challenges. Here, you will describe in detail the most important socioeconomic, environmental, climate, operational, or financial challenges you faced in past six months.

### **Lessons learned through project challenges and progress**

- o You will describe how your project team overcame the challenges that you highlighted in the previous question and how you will use those lessons to improve your project. If you have not yet overcome the challenge, please note this as well.

### **Maintenance and monitoring activities**

- o You will include information on the frequency and type of maintenance, data collection, and monitoring activities you have undertaken. You will describe any technologies that you are using for monitoring (mobile applications, drones, satellite imagery, etc.) and how you are engaging local communities to maintain the project.

### **Equitable opportunities for women and youth in restoration activities and decisions**

- o You will describe how the project provided equitable opportunities for women and youth to influence restoration activities and decisions

### **Did your project add a new site in the last 6 months?**

- o If your project has added a new site in the last 6 months, please indicate below. You can refer to our guide on how to create a site ([Zendesk link](#)) and [how to create a polygon](#)

### **Survival Rate**

#### **Have you completed planting for this project?**

- o You will respond with a simple 'yes' or 'no'. If your reply is 'yes,' here are the questions that will follow.

#### **Survival rate in percentage**

- o State the survival rate of trees grown by this project to date. The survival rate should be between 0% and 100%, where 0% indicates that no seedlings survived after planting and 100% means all seedlings planted have survived to date and are viable.



### **How did you calculate this survival rate?**

- o You will outline any differences between your calculation techniques and official TerraFund guidance.

### **Survival rate comparison**

- o Tree survival rates depend on various ecological, economic, and social factors. Explain the reasons why your survival rate is as you indicated by exploring each factor and what techniques you used to maximize survival.

## **Jobs Created**

### **Did your project create new jobs in the last 6 months?**

- o You will respond with a simple 'yes' or 'no'. If your reply is 'yes,' here are the questions that will follow.

### **New Jobs created in the last 6 months**

- o You will describe all the new jobs created including all types of roles that are needed to complete the project such as trainer, nursery manager, seed collector, tree planter, monitoring and maintenance, etc.

### **New full-time jobs created in the last 6 months**

- o You will provide the number of full-time employees regularly paid for their work on the project and working more than 30 hours per week throughout the year.
- o **You will give a break down the total number of new full-time employees that you reported above by gender**
- o **You will give a break down the total number of new full-time employees that you reported above by age**

### **Part time jobs created in the last 6 months**

- o You will specify the number of part-time employees, which includes all paid employees, not work full-time: This encompasses those regularly paid for project work, contributing less than 30 hours per week, temporary and seasonal workers that are directly paid by this project, working only during a portion of the year.
- o **You will break down the total number of new part-time employees that you reported above by gender**
- o **You will break down the total number of new part-time employees that you reported above by age**

## **Volunteers**

### **Did your organisation have new volunteers work on your project in the last 6 months?**



- o You will respond with a simple 'yes' or 'no'. If your reply is 'yes,' here are the questions that will follow.

**How many new volunteers have worked on the project?**

**Describe the work that volunteers have done**

- o You will include all the information about the volunteer roles included in the tally above and how they contribute to the project. You must explain why this labor is not paid.

**You will give a break down the total number of new volunteers that you reported above by gender**

**You will give a break down the total number of new volunteers that you reported above by age**

**Project Beneficiaries**

**Did any new people benefit from this project in the past 6 months?**

- o You will respond with a simple 'yes' if apart from new paid employees and volunteers, you did benefit new people from this project in the past 6 months or 'no' if not. If your reply is 'yes,' here are the questions that will follow.

**How many new people have benefitted from this project in the past six months?**

- o In this total, include all people who benefit from the project but who are not directly employed by it or volunteer on it. For example, this could include smallholder farmers that receive tree seedlings to plant on their land or people in a community that benefit from beehives placed in a regrowing forest. Do not count in this tally any individuals that you already included in the “job” or “volunteer” tallies. Each beneficiary should be counted only once during the project’s lifecycle. Please also describe how you calculated this number.

**Describe the specific ways that people have benefited from this project.**

- o You will explain the direct and indirect benefits that this project has provided the additional beneficiaries tallied above. For example, you could highlight increased yields or productivity on farms, farmers that have successfully adopted a sustainable practice, or community members whose food security has been strengthened, community members with increased access to clean water, or other benefits community members have identified.

**You will break down the total number of new beneficiaries that you reported above by gender**

**You will break down the total number of new beneficiaries that you reported above by age**

**You will break down the total number of new beneficiaries that you reported above by farmer**



- o You will break down the total number by smallholder farmers and large-scale farmers. Smallholder farmers, being farmers that operate on less than 2 hectares of land, often only for subsistence, are characterized by limited resources, and often rely on family labor. If land is communally owned and split between members of a community or cooperative, individual farmers and their family members that work on less than 2 hectares of that land should be included in this tally. Large-scale farmers, being farmers that operate on more than 2 hectares of land, undertake intensive agriculture that is often mechanized, and generate profits large enough to sustain their livelihoods. These farmers often produce for commercial purposes. If land is communally owned and split between members of a community or cooperative, individual farmers and their family members that work on more than 2 hectares of that land should be included in this tally.

**In the past six months, how many of the beneficiaries tallied above have reported an increase in income?**

- o In this tally, include the total number of people who reported a new increase in income due to the project's restoration activities during the reporting period. If no one has reported an increase, enter 0. If someone is reporting a second increase in income that was included in the tally in a past report, do not include them in this tally.

**Describe the specific ways that people have increased their income**

- o Explain the specific causes of the increase in income for the people tallied above. Mention the specific value chains that are associated with the increase in income, e.g., providing beehives, cocoa or mangoes, and the unit income amount for each value chain item (e.g. 1 beehive produces 17kg of honey and 1kg of honey is worth KES1,000). If the same project beneficiaries have reported several distinct increases in income during the project, describe why that is the case.

**In the past six months, how many of the beneficiaries tallied above have reported an increase in skills or knowledge?**

- o In this tally, include the total number of people who have reported that they have acquired a new skill or additional knowledge as a result of the project's restoration activities during the reporting period. If no one has reported an increase, enter 0. If someone is reporting a second increase in skills or knowledge that was included in the tally in a past report, do not include them in this tally.

**Describe the new skills or knowledge that beneficiaries have gained and how they acquired those skills or knowledge.**

- o You will explain the new areas of knowledge or new skills that beneficiaries have reported. Describe how those people received those skills or knowledge, e.g., a specific training that you held. If the same project beneficiaries have reported several distinct increases in skills or knowledge during the project, describe why that is the case.



## Media + Additional Documents

### Photos and videos

- o You should upload more than 5 photos and/or videos. Please include photos to indicate the latest progress, tree survival, and evidence of changes in people's skills and capacities, along with changes in the landscape. Only upload photos from the past six months that are directly related to your project. Geotagged photos are preferred.

### Shared drive with images and videos

### Additional Documents

- o If there are additional documents that document your project's progress over the past six months, upload them.

For the July project report, you must upload a complete financial report that details your project's expenses. For more information about the financial report, [consult this link](#).

If you are requesting a scheduled payment from One Tree Planted, upload your invoice here.

You can [download an invoice template here](#). The amount requested should match exactly what is in your contract.