



PROJECT PROGRESS REPORTING FOR TERRAFUND



Monitoring, Reporting, & Verification

Monitoring: The process of collecting and analyzing data and information to measure progress toward specific goals that the restoration effort aims to achieve.

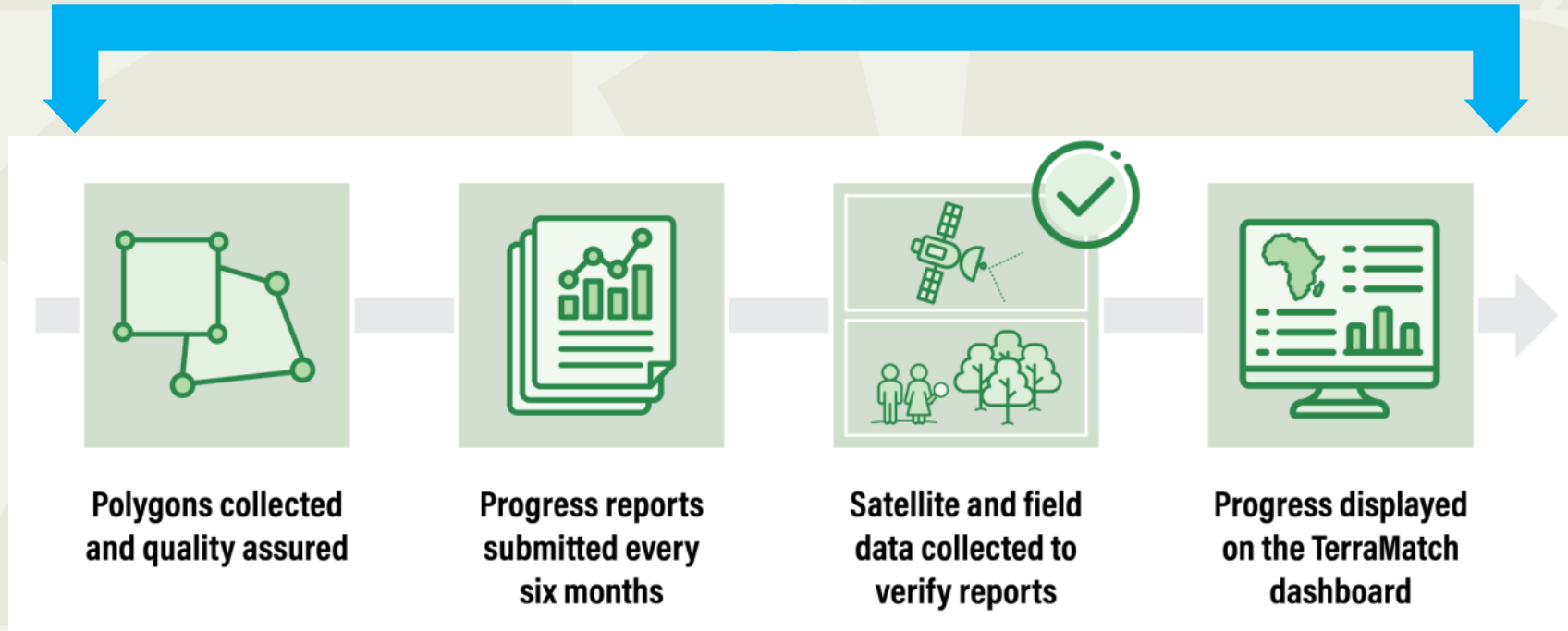
Reporting: Data collected from Champions through project, nursery, and site reports, which are submitted on TerraMatch in a standardized format every six months.

Verification: Periodically subjecting reported information to some form of review, analysis or independent assessment to establish completeness and reliability.



TerraFund Monitors Every Project for Six Years

The TerraFund Project Management & MRV team support this process



All Champions play a key role in this process

Submitting project information through:



Reporting Overview



Why Report?

- Showcase successes for each project
- Understand projects' impacts on the community
- Understand progress across the whole TerraFund portfolio
- Understand any challenges faced and lessons learned
- Report to donors on the results from investments
- Use progress reports for fundraising



Report Writing Tips

- Provide **enough details** in narrative responses
- **Avoid repetition** of information across questions. Answers should be mutually exclusive.
- **Provide figures**, ensure they **correspond to the question**, and **explain those figures**, e.g., jobs created.
- If you are confused with aspects in the report, **ask for clarification** or more explanation from your project manager



Reporting Cycle

The project progress reporting cycle covers every 6 months.

These reports are due on January 31 and July 31 of each year and each report only covers activities from the prior six months.

After you submit your report, you will work with your project manager to quality assure the information

Your project manager and you will review and adjust your report in the month following report submission. You are only eligible for your payments and any additional technical support if you complete this step.



Project Progress Report Types

There are 3 distinct types of reports for your TerraFund project, that mirror your project profiles.

You will also be expected to submit an annual financial report, as a part of your project report once a year. These reports will have their own training.

These reports will be used to track the progress against your project targets.

Project Report

Overall progress of your project, including toward social goals + lessons

Site Report

Progress of a particular restoration site with a specific focus on tree growing metrics

Nursery Report

Progress of a particular nursery with a specific focus on seedling growing metrics



What do we ask for in reports?

- We ask a series of **narrative questions** and **metric-based questions**
- This helps us understand and quantify the impact of your project, while understanding its specific context, challenges, and successes

The screenshot shows a 'Project Report' interface. On the left is a navigation menu with items: Progress General, New people employed on the project (selected), Volunteers, Livelihoods Benefits, Media + Additional Documents, and Review Details. The main content area displays a question: 'IN THE PAST SIX MONTHS, HOW MANY NEW EMPLOYEES HAVE STARTED WORKING FULL-TIME AT YOUR BUSINESS AS A RESULT OF THE FUNDED PROJECT?'. Below the question is a text input field containing '12'. A summary bar shows 'Total Jobs: 12'. Two tables break down the data: 'By: Gender' and 'By: Age'. The 'By: Gender' table lists Male (11), Female (1), Non-binary (0), and Unknown (0). The 'By: Age' table lists Youth (18-35) (8), Non Youth (over 35) (4), and Unknown (0). A 'Total Created' row shows 12. A second question about part-time jobs is visible below, with a total of 40 jobs. At the bottom right are buttons for 'Download', 'Save and Exit', and 'Next'.

By: Gender	
Gender Definition	Number of Jobs
Male	11
Female	1
Non-binary	0
Unknown	0
Total Created:	12

By: Age	
Age Definition	Number of Jobs
Youth (18-35)	8
Non Youth (over 35)	4
Unknown	0
Total Created:	12

Example of a metric based question: Jobs Created

TerraFund Indicators



TerraFund Indicators

TerraFund's MRV is based on a set of 9 Indicators and 34 sub-indicators, created to assess the biophysical and socioeconomic dimensions of restoration.

Indicators are carefully chosen to capture key insights on restoration progress, collected using field-based methods, reported data, and remote sensing



Tree Restoration

Land Restoration

Jobs Created

Livelihood Benefitted

Financial Health & Performance

Community Engagement

Carbon sequestration

Inclusive finance

Market Access

TerraFund Indicators, Tracked Using Reported Data

INDICATOR	SUB-INDICATORS INCLUDED							
1. Tree restoration	1.1 Seedlings produced		1.2 Trees planted		1.3 Survival rate		1.4 Trees grown	
2. Land restoration	2.1 Hectares under restoration				2.2 Percentage tree cover change			
3. Jobs created	3.1 Full-time employees			3.2 Part-time employees		3.3 Volunteers		
4. Livelihood benefits	4.1 Individuals in communities receiving direct benefits or supported			4.2 Individuals in communities receiving indirect benefits		4.3 Trainees		
5. Financial health and performance	5.1 Net profit margin 5.1.1 Change in revenue	5.2 Current ratio	5.3 Enterprise repayment	5.4 Finance repayment	5.5 Budget execution rate	5.6 Change in operating budget	5.7 External finance	
6. Community engagement	6.1 Addressing barriers				6.2 Local input			

**These indicators are verified using quality assurance process, field validation, or remote sensing*



Thank You!



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Project Reports



General Project Data

Every six months, projects will need to report on the general project progress, this is information that is not tied to a specific site or nursery.

Everything but project status will be an open-response question



Project Status

Summary on Project Progress

Summary on Socioeconomic Progress

Response to Local Community Priorities

Top 3 Successes

Most Significant Change

Challenges Faced

Lessons Learned

Support for Women and/or Youth



Jobs and Volunteers

In addition to general project progress, the project report covers indicators of socioeconomic progress, capturing numeric and narrative data on jobs created, volunteers engaged and livelihood benefits.

New people employed by project and their roles

Breakdown for each type of employee, by Age & Gender

Full-Time

Part Time

Employee Registry (new employees)

New Volunteers

Description of Volunteer Work

Breakdown for each type of volunteer, by Age & Gender



Employee Registry

Helps to validate the Job Numbers shared in your report

Employee registry template helps to consistently capture details and personal record of new employee

Filled by all funded projects.

Organization name:

PLEASE DOWNLOAD THE REGISTRY/EXCEL, SAVE IT ON PC AND FILL IT OFFLINE AND UPLOAD IT ON TERRAMATCH

All personal information collected will be treated with the highest standards of confidentiality and data protection. This information is collected solely for the purpose of verifying employment status and supporting project monitoring, reporting, verification and learning (MRV) objectives, and will be stored in the TerraMatch database with access limited to only TerraMatch admins and Project Managers. No personal identifiers will be shared publicly or with third parties outside the project team without the participant's explicit, written consent and the data will not be used or shared for any other purpose without prior consultation and consent. All data will be retained only for the duration necessary to fulfill the stated purpose and will be deleted or anonymized thereafter, in accordance with applicable data protection laws and institutional policies. By providing your information, you acknowledge that you have been informed about the purpose and use of your data and consent to its collection and secure handling as described.

GUIDANCE:

Employee Name: Legal name of the employee (2 names)

Gender Identity: Whether employee is male or female or unknown (to be selected from the drop down menu)

Age Range: Select employee age range from the drop down menu to indicate whether employees are youth(18 - 35 years) or non-youth(36+)

Employment Type: Identify the type of employment, whether full-time, part-time/temporary or short-term/seasonal/casual

***Full-time jobs refers to all people working 35+ hours per week on a project, with a consistent role that involves daily or almost daily engagement for at least 3 months of the reporting period**

***Part-time jobs refers to all people working <35 hours per week on a project, with a consistent role that involves frequent engagement for at least 3 months of the reporting period**

***Short-term/Seasonal/Casual jobs refers to all people working <35 hours per week periodically on a project for less than 3 months within the reporting period**

***Short-term/Seasonal/Casual jobs are a sub-category of Part-time jobs and the sum of them and the reported part-time jobs should add up to the total Part-time jobs reported on TM**

Contact Info: Provide the employee's contact (a phone number or email address) - OPTIONAL for short-term/seasonal/casual workers

Personal ID: Provide the employee's personal identification number

Job Function: Description of the actual job done(eg. nursery worker, data collector, etc)

Employment Start Date: Input the date when the employee was first employed

Duration of Employment: Input the duration the employee was employed for within the specified reporting period (specify i.e. 3 days, 5 months etc, if not engaged put 0)

Employee Name	Gender Identity	Age Range	Employment Type	Contact info	Personal ID	Job Function	Employment Start Date	1st	1st	1st	1st	1st
								Jan-31st June 2024	July-31 st Dec 2024	Jan-31st June 2025	July-31 st Dec 2025	Jan-31st June 2026
Jane Doe	Female	18-35	Full-time	254700123456	78901234	Data Entry Clerk	7/5/2024	6 months	6 months	3 months		
John Doe	Female	36+	Part-time/Tempc	254717236540	13579135	Consultant	1/16/2025	3 months	6 months	3 months		
June Doe	Female	18-35	Short-term/Seas	254715673280	38507396	Seed Planter	9/23/2024	3 weeks	7 days	0		



Livelihoods Benefitted - Directly

A direct benefit is defined as an immediate and tangible value a project provides to target groups and local communities.

Examples include support through tree seedlings, livelihood-enhancing goods and services, trainings etc.



Local community members directly supported or benefitting from the project

Breakdown of local community members directly supported by the project, by
Age
Gender
Farmer (smallholder vs. Large holder)
Livelihood Activity

Description of the benefits from the project

Breakdown of beneficiaries that received training, by Gender & Age

Description of Trainings offered



Livelihoods Benefitted - Indirectly

An indirect benefit refers to the downstream value realized as a peripheral result of a project's restoration efforts, intentionally or unintentionally.

People indirectly supported or benefitting include members of the households or communities of the individuals included in those directly supported or benefitting, or households benefiting from downstream activities of restoration

Local community members indirectly supported or benefitting from the project

Description of the support for indirect beneficiaries



Equity Leadership Program

For projects that are part of the Equity Leadership Program, progress made because of the program is also captured in the project report.

Number of local community members that participated in equity leadership program, broken down by Age & Gender

Application of the trainings, resources, and support received from the Equity Leadership Program to your work



Additional Information

There will also be space for additional document uploads

Champions will be expected to submit a project expense report every January

For all new employees, champions will be expected to submit an employee registry

Optional: Champions will be given space for any media uploads.

Acceptable File formats include: CSV, PDF, PNG, JPEG, Video max. 10MB



Project Report FAQ

There are key factors and common questions to keep in mind as you complete your project report

What counts as a job?

Any person your organization paid directly for any amount of time to support your restoration work is considered a job. It is important to distinguish between full time and part time.

How do I account for people who are employed by other organizations, such as transporters, brokers?

If they are not employed directly by your organization, please do not count as them as jobs. Instead, describe in the narrative response under livelihood initiatives (if relevant to the project) and count them as “people benefited.”

Are people employed in the project considered beneficiaries?

No. Anyone who receives payment for their work on the project is counted toward Jobs Created.



Project Report FAQ

There are key factors and common questions to keep in mind as you complete your project report



How do I report on the following?

People employed full-time for only a few months in a year?

If they are employed for more than 3 months consecutively, count them as full-time employees. If they work full-time but for less than 3 months consecutively then they count as part-time.

Casual workers who work 35+ hours in a week?

Anyone working more than 35 hrs per week every week for more than 3 months consecutively over the course of the year is full time. If they work 35+ hour per week but only for a growing season, they are considered part-time.

Workers contracted for a specific job and set period, e.g., only a few days in a month?

These are considered part-time and indicated as seasonal/casual in the employee registry.



Project Report FAQ

There are key factors and common questions to keep in mind as you complete your project report



Do benefits need to be directly related to the trees planted, given the time it takes for trees to be productive?

Support needs to be directly related to your project's scope. If you cannot directly attribute the benefit to your project, do not count that person.

The benefits do not need to only come from the trees, as they can include things like access to savings and loans, for example. This can occur during site preparation, community mobilization, etc.

I work with households along a river. Is every family in the watershed a beneficiary?

No, only the people that are receiving direct benefits should be counted. If they did not receive a benefit directly, do not count them.

We multiply # of people who received benefits with the average local family size to estimate those benefitting indirectly.





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Site Reports



Site Report Data

For each specific site, projects will need to report on the progress of the restoration interventions implemented.

Status of the restoration activity on the site

Major disturbances experienced on the site (if any)

Any updates to the restoration site or site boundaries

Breakdown of trees planted on the site by species

Breakdown of non-trees planted on the site by species

Assisted Natural Regeneration (for projects implementing ANR)

Survival rate

Maintenance efforts

Breakdown of replanted trees (if any) by species



Disturbance Reporting

If there are any major disturbances to your projects, champions will be required to submit an additional disturbance report

This is an essential step so our team can properly verify your project progress and provide support, as needed.



Disturbance Type & Subtype

Intensity & Extent

of People affected

Monetary Damage (USD)

Property affected

Date of Disturbance

Indicate site & polygons affected

Description of Disturbance

Description of Action Taken

Upload of Media Assets, as relevant



ANR Reporting

Assisted Natural Regeneration (ANR): Consists of enhancing vegetation recovery by removing threats like grazing, fires, and invasive species, which hinder natural regrowth from existing seeds, roots, or natural seed dispersal from nearby trees.

ANR indicator: **Number of newly Naturally Regenerating Trees**

Process for counting trees under ANR

- Estimate #of Monitoring plots based on restoration area size: (sample ratio: 10% of the total area)
- Set up Permanent Monitoring Plots (PMPs) and Nested Plots
- Evenly distribute plots across restoration area

Tree count:

- Baseline (Yr0): all grown trees above 130cm across the 30mx30m plots
- Yr1, Yr3 and Yr5: count all growing trees from 50cm-130cm
- Trees planted are counted separately
- Extrapolate to estimate regenerated trees across whole site



How ANR is Monitored in TerraMatch



ANR Exclusively

Projects using only ANR report "0" trees planted and focus reporting on naturally regenerating trees observed in intervention areas.

ANR + Tree Planting

Projects combining ANR with enrichment planting report planted trees separately under "Number of trees planted" indicator.



What ANR activities have been implemented? implemented?

Describe specific practices like fencing, invasive species removal, fire protection



How many trees are are regenerating?

Count naturally regenerating trees in ANR areas at designated intervals



Required Documentation

All ANR projects submit at least 5 geotagged photos per site showing ANR practices implemented in past 6 months.



Site Report FAQ

There are key factors and common questions to keep in mind as you complete your site report

- Only count trees planted within the 6-month reporting period (not cumulative!)
- Only count and report trees that are funded through TerraFund. Do not count trees from other donors!
- Exclude any plants that are not trees when calculating your tree total
- If you are doing assisted natural regeneration, review ANR protocol closely.



Nursery Reports



Nursery Report Data

For each nursery, projects will need to provide updates on the activities of the nursery.

Progress Update narrative

Seedlings Grown By Species

Upload: Photos, Videos, Additional Documents





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