

Minute of The 36th Monitoring and Evaluation Learning Forum

“Narrative Report Writing for Donors

30th April 2026, 8:00 am – 5:00 pm

Physical platform at Cambodiana Hotel

Participants 84 people (48 female)



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I. Opening Remarks by **Mr. Chea Vibol**, Head of Communications and Membership Development from CCC on this forum: He would like to say thanks to all participants, especially the M&E working group members who always support CCC in organizing this forum to our members. After having provided the series of M&E learning forums from 2023 until end of 2025 on the process of conducting the Baseline study, data collection, data cleaning and analyzing for baseline. Now it is time for the report to write on this baseline study.

Mr. Vibol ended thanks to all participants and M&E working group members who volunteer to facilitate this forum, and he believes that this forum will be useful for participants to learn more about how to write a report on baseline from our resource person.

Ms. Laing Thyda, led the session of Reflection on what participants have learnt & applied to their work from last forum in 2025 and then Mr. Khim Narith shared an overview of Narrative Donor Reporting.

Below is the questions and answers during his facilitation:

SVA: The report to donors mainly focuses on quantitative data and time of the report.

PWC: Short and concise information for the report.

What is the result or achievement?

=> **FIDR:** It focuses on sustainability for the project and target communities can survey after the project ends.

=> **LWD:** It focused on Output until the Outcome.

=> **Mr. Narith:** The result depends on the definition provided by our donors.



What are the benefits of writing or submission report to donors?

=> **PWC:** It showed the **transparency** to donors.

=> **Chab-Dai: Accountability** for donors as we use the budget from them so it is our responsibility. We can track all progress against the implementation and reflect of improvements point.

=> **The NGO:** It is the reflection of what we have done and improvement plan for next step.

=> **Ms. Thyda & Mr. Narith:** when we write more report and it is also my motivation for my **capacity growth**.

=> **FIDR:** Grow on critical thinking and build trust with donors.

What are the key process of writing Narrative report to donors?

=> CI and Morodok: =M&E team design KOBO-tool to collect data, consolidate, analyse then we generate data for prepare report with specific timeframe. Based on these experiences, we can get full information through this tool.

What sorts of Data do you need for writing Narrative Donor Report?

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- => Morodok: Quantitative and qualitative data and also including challenges and lesson learnt.
- => LWD: We need to know the requirements of our donors.
- => CCC: we need to check the M&E plan.
- => The data we should prepare is the use of our resource, be ready, and collect information as much as possible.

What are the consequences if we submit report late?

- => The NGOF: Lost trust from donors, but we need to show the reasons why we submit late, so it is not affected to our fund.
- => We can submit Zero draft but not late submission to donors.
- => MCC: Donors have many partners, so if we are late submission the report, they will check with other partners. So, the budget will be late based on the report submission.

What should we do to make new donors interested with us? => MCC: the quality of report submission is one of the best ways to extract new donors.

1. Mr. Be Borey, M&E and Reporting Specialist from CCC shared session of Key contents in Narrative Report to donors, Example of EU Report Template (Interim Narrative Report)

What Experienced Report Writers Do Differently?

Average writers

- Describe activities
- Repeat proposal language
- Report everything

Strong writers

- Focus on key results
- Select strong evidence
- Explain why results matter

Most reports fail because:

- They describe activities
- They list data
- They miss meaning
- Example: Training conducted for 60 participants
- *Is this enough? What is missing?*



- What is the most difficult type of evidence to collect when reporting outcomes, and why?
- Why is it difficult to explain “So What” in reports, even when results are available?
- What is one mistake you often make in reporting?

Participants shared their experiences as below:

- ⇒ We have misunderstanding about the definition,
- ⇒ Make it more meaningful

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⇒ Donor put the acronym based on their understanding, and it is hard to understand

⇒ Not providing credit to others (not show joint activity with other stakeholders)

In EU Report:

=> We-World: we need to understand the Logframe as EU focus on result change.

=> In conclusion we have to write achievement of each indicator.

=> We have to explain disaggregation of indicators which we agree with donors to show in the report.

=> For PITT, we should monitor it every six months to see how it progress.

=> EU template is standard which is no negotiation for change its structure or flow.

Panel Discussion: Donor Narrative Report

CCC: We have system for the database, so staff can enter data even where they are. We always have a check every three-month check and alert all staff to fill data on time. For EU, in every phase 1, 2 or 3, there will be ROM visit.



MCC: The challenge during reporting is to count the participants as direct or indirect beneficiary. The solution is we work with partners. It is very important to use it for next plan. We keep it in soft and hard copies for evaluation when the project ends. We use it to reflect strong and weak points on our implementation.

LHCO: It has challenges with duplicated data double counting and the capacity for report writing even if we have data. We expect to use it to influence the government who makes policy.

V. Detailed Agenda

Date/Time	Content	Responsible by:
8:00AM – 8:30AM	Registration	CCC
8:30AM – 8:40AM	Open Remarks	CCC
8:40AM -9:00AM	Reflection: Reflect on what you have learnt from forums in 2025 & share your experiences of what you have applied.	Ms. Laing Thyda, Freelance Consultant and M&E working group member

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9:00AM -10:00AM	2. Overview of narrative report to donors/government: <ul style="list-style-type: none"> - Why is the report important? - Role & responsibility and process - Data source, type of data for narrative report for quantitative and qualitative - Data collection method/data tracking/database - Data collection tools - (consequent of late submission report) 	Mr. Khim Narith, Freelance Consultant and M&E working group member
10:00 AM- 10:15 AM	Break	All
10:15 AM- 12:00 PM	3. Key contents in Narrative Report to donors, Example of EU Report Template (Interim Narrative Report)	Mr. Be Borey, M&E and Reporting Specialist- CCC
12:00 PM- 1:30 PM	Lunch	All
1:30 PM-2:00 PM	Key contents in Narrative Report to donors, Example of EU Report Template (Interim Narrative Report)	Mr. Be Borey,
2:00 PM-3:15 PM	Panel Discussion: Donor Narrative Report <ul style="list-style-type: none"> - Donor requirement - Process & Role and responsibility - Key content 	Moderator by: Ms. Laing Thyda,
3:15 PM - 3:30 PM	Break	All
3:30 PM- 4:45PM	Continue: Panel Discussion: Donor Narrative Report <ul style="list-style-type: none"> - Donor requirement - Process & Role and responsibility - Key content <p>Q &A</p> <p>Feedback Survey</p>	
4:45PM - 5:00PM		

Note: CCC will use the event photos from the learning forum for posting in CCC's website and other official use. CCC reserves the right to change the agenda based on the availability of the speakers and time constraints.

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