

# The *IDEAS Guide* Reporting Cards



Photo courtesy of the Rugby Plus Program, Island Breeze and PACMAS.

## How to use the reporting cards

*To make the reporting cards, cut along the dotted line.*

The reporting cards use clock icons to indicate the time and resources needed.



## Multimedia project postcards

Postcards are a great way to maintain regular communication throughout the project. These would usually be sent by email. You can add a photo, send a video, and add some text.



Screenshot retrieved from <http://placestories.com/story/14542> (2016).

## Resources

Placestories [www.placestories.com](http://www.placestories.com)

Placestories is a free digital storytelling and publishing platform. It allows you to create multimedia postcards and photo stories using images, text, audio and music. You can choose to share your stories privately (via email) or publish them on YouTube, Facebook or your own website.

## Photography



Take and assemble photographs of the key moments in your project and the changes or results you consider are significant. Write or record a narrative to go with the photo.



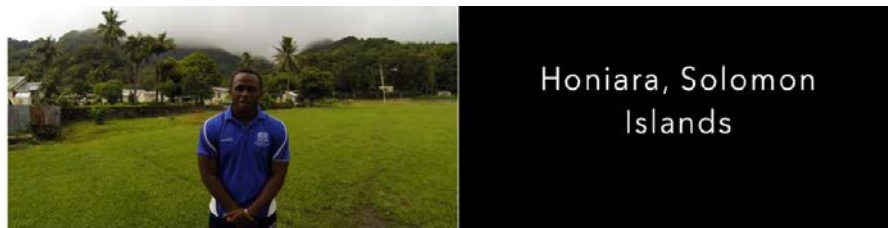
Documenting an event, Jennifer Anayo (2014).



## Video



If you are already comfortable with making videos you could consider making a video report to show funders, managers and the community. Make sure it covers the things the stakeholders want to know. You can include parts of interviews (with the person's permission), videos of the activities, or a video of the area. Remember to allow enough time for editing the video.



I am a participant in the Rugby Clinic.  
The importance of this activity is...



My name is...what I've found out  
From the Rugby Plus program is... My name is...This workshop helps me  
in my profession as a teacher

Images courtesy of the Rugby Plus Program, Island Breeze and PACMAS.

## Written report



A written report will usually include the following sections:

- A 'summary', which covers the key points of the whole evaluation report.
- An 'introduction', which explains who the key users are and what they will use it for (*IDEAS Guide* module 6), and the key questions (*IDEAS Guide* module 7).
- A 'methodology and methods' section, which outlines the evaluation plan (*IDEAS Guide* module 8), shows which methods were used to answer the questions, and includes your information sources.
- A 'discussion of findings' section, which is a summary based on your data analysis (*IDEAS Guide* module 9).
- A 'conclusions and recommendations' section, which is a summary of what the analysis means for your project or other similar projects. What did you learn along the way? How could you improve?

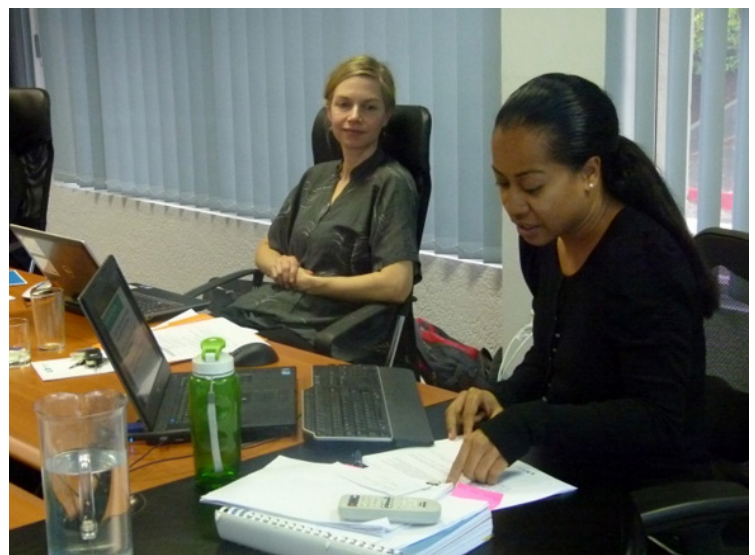


Photo courtesy of PACMAS.



## Posters

Posters are useful for presenting your project and findings in visual ways to public and local audiences. They can be shown at conferences, symposiums and festivals, or on community noticeboards.



Noticeboard Luganville, Vanuatu. Mobilising Media Project.



## Presentation

Presentations are good ways to share your findings and insights with a group of people. This might include participants, partners and funders. A benefit of presentations is that people can ask questions and give feedback directly.



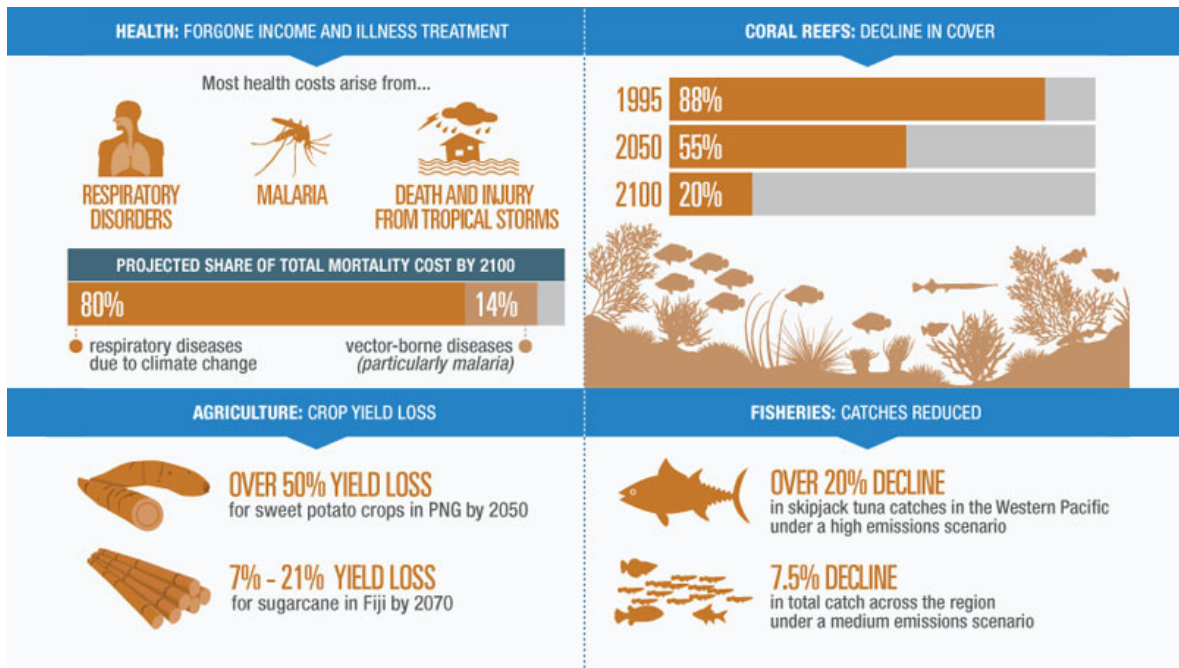
Photo courtesy of the Rugby Plus Program, Island Breeze and PACMAS.



# Infographics



Infographics use visual images and graphs and diagrams to make complicated information easier to understand. Infographics are particularly useful for communicating large sets of numbers and statistics. They use numbers and graphs to tell a story about what matters about the findings.



Infographic by Asian Development Bank. Source: <https://www.adb.org/news/infographics/economics-climate-change-pacific-vulnerability-island-nations>.

SHARING & REPORTING

# Newsletters

Newsletters can be a useful for sending project updates to partners, participants, community members and funders, and others who are interested in your organization. Newsletters are particularly good when you need to communicate with large numbers of people on a regular basis. Newsletters can be sent online or in the post. There are free tools you can use to create and send online newsletters, such as Mail Chimp.



SHARING & REPORTING

**Zambia National Malaria Control Centre**  
Monitoring and Evaluation Newsletter

**Issue No. 1: Third Quarter 2009**

Welcome to the Monitoring and Evaluation (M&E) Newsletter of the Zambia National Malaria Control Centre (NMCC). The newsletter is produced by malaria control partners to exchange information and news relevant to malaria control progress in the country.

We hope this newsletter will stimulate discussion and sharing of ideas for reporting on progress in malaria control activities around the country. We encourage you to contact us at [me@nmcc.org.zm](mailto:me@nmcc.org.zm) with ideas, success stories and features relevant for sharing with the national malaria M&E community.

Inside this issue:

- Progress in malaria control
- Data for decision making
- Planning for success
- Capacity Development
- District Basket - Kazungula
- Partner's corner
- Upcoming events

**Progress in malaria control**

The national Health Management Information System (HMIS) is the foundation of information for gauging district performance across the health sector. HMIS provides malaria information related to outpatient, inpatient attendance and deaths from health facilities across the country. The most recently compiled information for all districts on malaria case reports is presented below by province. The 2008 Annual Statistical Bulletin is being prepared for distribution which reflects on the burden of malaria related to reported malaria cases and case fatality rates.


HMIS has recently undergone an extensive revision provision which has expanded malaria relevant indicators! New information which will be collected and available nationally includes intermittent preventive treatment and malaria case confirmation with diagnostics such as microscopy and rapid diagnostic tests (RDTs). This new information will help keep the malaria control services delivered through facilities on track and provide accurate data to guide policy decisions and program implementation.

**Data for decision making**

The National Malaria Control Centre is gearing up for a large-scale Health Facility Survey 2009 which measures the progress in delivering malaria services through health facilities, including the availability of malaria diagnostic capacity, quality of malaria case management, and general facility capacities to offer malaria and other services. The survey uses state-of-the-art personal digital assistants (PDAs) for speeding data entry and data processing for a generalized facility audit.

The facility survey is being supported through numerous partners. It will provide critical evidence of progress in malaria control program efforts to better diagnose and treat malaria cases presenting in clinics throughout the country.

Photo: Survey field staff practice the use of PDAs for entering questionnaire data.



NMCC M&E Newsletter: Issue 1; Qtr 3 2009