ACADÉMIE DE RECHERCHE ET D'ENSEIGNEMENT SUPÉRIEUR

REPORTING MANUAL FOR GIRAF 2025-26

ENCODING INDICATORS AND PERFORMANCE SCORES

DGD Programme 2022-2027

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1. INTRODUCTION

The purpose of this manual is to provide support to annual activity reports writing for projects and institutional support as part of the 2022-2027 five-year program financed by the Belgian Agency for Development and Cooperation (DGD). This document explains the indicators and performance scores to be entered via the GIRAF platform (Integrated Management of Administrative and Financial Resources).

The indicators you are about to complete are built up at the start of the program and are intended to track its progress year after year. Once compiled, these data are used to draw up ARES' global activity reports and to post information on MOOVE, the academic cooperation blog. They are an essential source of information for our donor, the DGD, and are useful for periodic evaluations of our interventions or when transmitting data to IATI, an official international site ensuring transparency on the use of cooperation funds.

Above all, we would like to thank you for your time and the quality of the data you will provide.

1.1. EVALUATION IN DEVELOPMENT COOPERATION

Evaluation in development cooperation is based on the principles of transparency (resource allocation), accountability (to donors, stakeholders and citizens), objectivity (results-based management, SMART[1] indicators, external evaluations) and continuous learning (improving interventions and sharing knowledge). Its instruments are defined at international level (UN, OECD, etc.) and applied to all cooperation actors in the countries that belong to it.

In terms of reporting, this means:

1. Periodically monitoring and measuring the progress of interventions: monitoring of logical framework planning and annual measurement of indicators.
2. Assessing the criteria defined by the OECD (effectiveness, efficiency, relevance, coherence, sustainability) as well as the contribution of interventions to the priority themes of international cooperation (gender and environment): self-assessment through performance scores.
3. Capture learning from stakeholders (promoters, managers, beneficiaries, people and organizations impacted by the program or project): formulation of practical and theoretical lessons learned, which could be useful for improving our own interventions or those of other people and organizations, possibly relating to the theory of change.

In concrete terms: on the one hand, you are asked to complete the indicators and performance scores via GIRAF, and on the other hand, to formulate the learnings and lessons drawn from the past year via the reporting template.

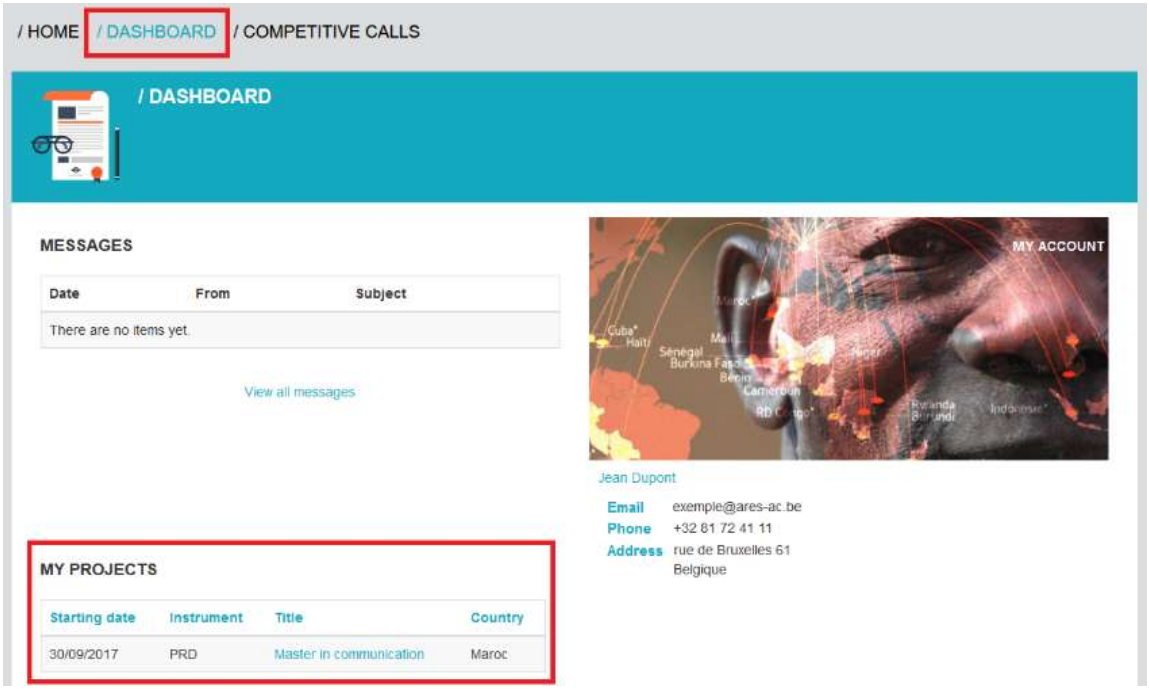
[1] S.M.A.R.T : **S**pecific, **M**easurable, **A**ttainable, **R**elevant, **T**ime Based

1.2 ACCESS TO GIRAF

To access GIRAF, go to giraf.ares-ac.be. You will be asked to log in using your e-mail address and personal password.

When logged in, go to the 'Dashboard' tab and click on the title of the project you are coordinating in the 'My Projects' table. This will take you to your project file. You can click on the 'Indicators' and 'Scores' tabs to complete them.

The GIRAF platform is bilingual in French and English. You can select the language of your choice at the top right of the screen.



2. INDICATORS

2.1 GROUND RULES

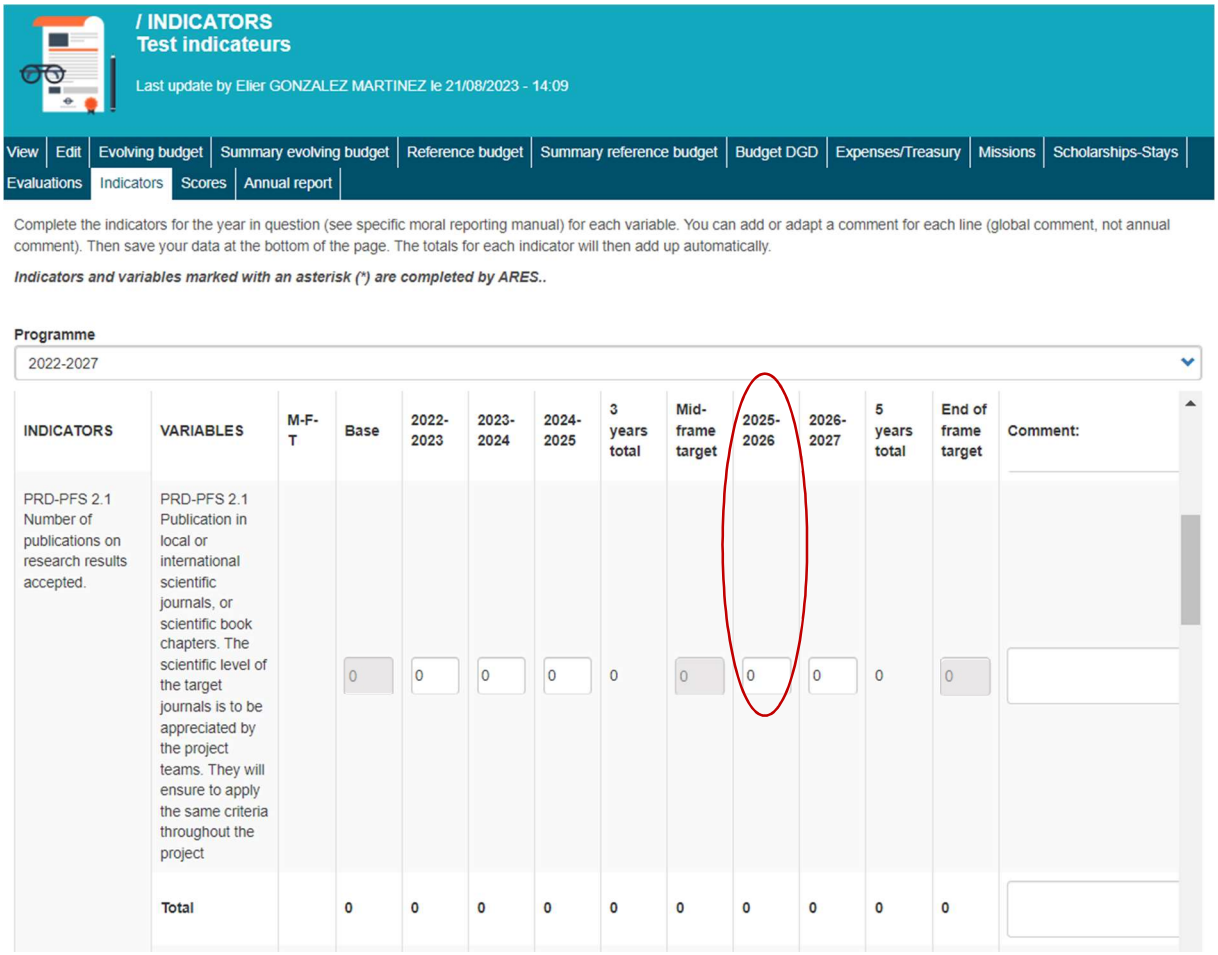
Who fills in the indicators?

Indicators are filled in by:

- North-FWB and/or South coordinators for RPD-TPS,
- The coordination team for IS,
- Research group coordinators for PSP,
- The North-FWB coordinators for Start-up & Promotion projects
- ARES monitoring and evaluation teams for of all instruments (data from surveys).

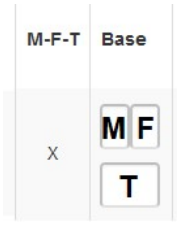
Important: In your project sheet, you'll see that some indicators are to be filled in by you, and others by ARES. Indicators completed by ARES are marked with an asterisk (*).

Important: Fill in the boxes for year 2025-26 only. You do not need to fill in the *Base*, *Mid-frame target* and *End-of-frame target* data, which will be also completed by ARES.



Gender-specific indicators

Where numbers are expected **by gender** (X in column H-F-T), it is necessary to mention the number of men (**H**), the number of women (**F**) and the total number of people counted (**T**). It is therefore essential to fill in all 3 boxes (at this level, the total is not calculated automatically).



It may happen that you don't know the gender of all the people you are inquiring about. This is not a problem, since you have to add the 3 data yourself (M-F-T). For example, you can fill in a total of 10 people (T), indicating that there are 3 men (M) and 2 women (F) (of which you are certain). This means that you don't know the gender of the other 5.

You must therefore fill in box T, but if you don't know the number of women and/or men, leave the value (0). Note that at this point, the total is not calculated automatically.

Be careful to fill in all the values for M and F, even if it is (0). **The value T** must be **equal to or greater than the sum of M and F**.

Data calculation

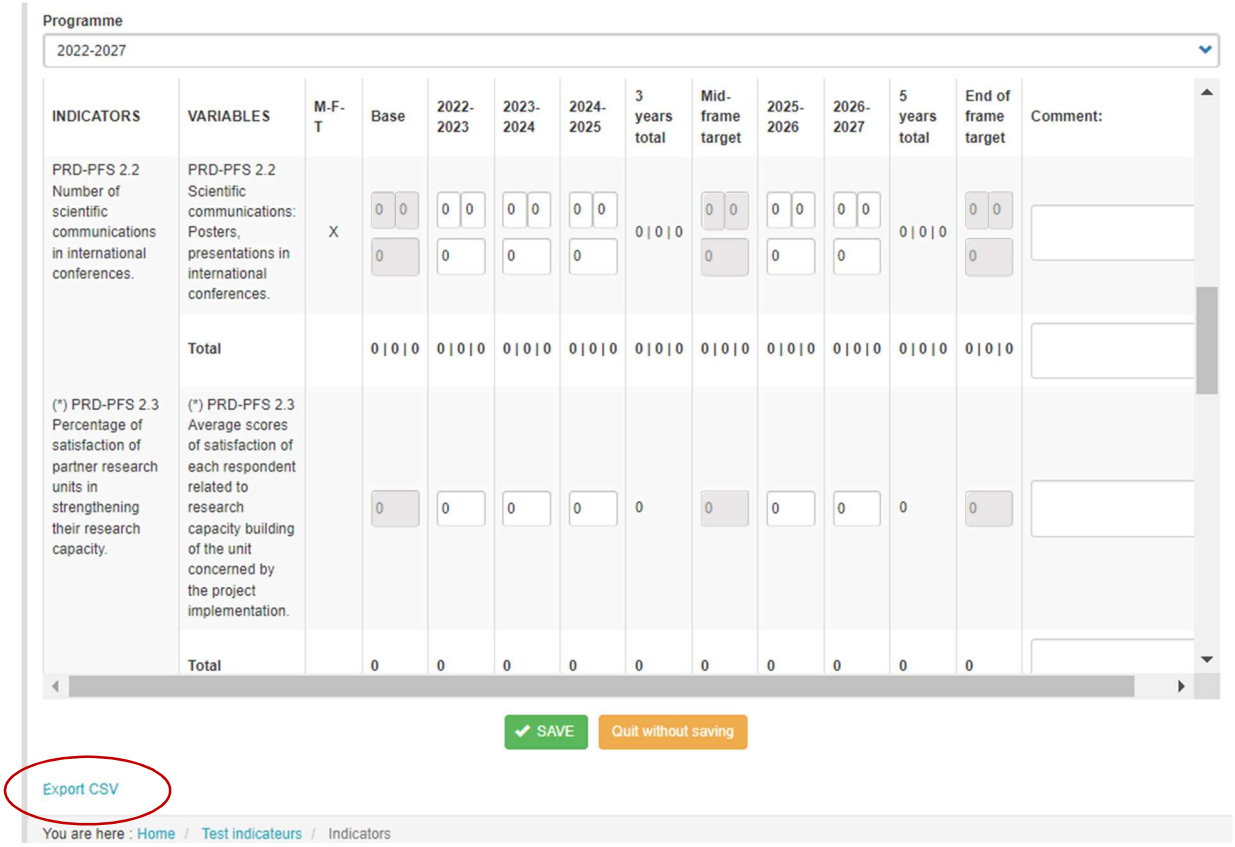
Indicators are **cumulative**. Care must be **taken not to repeat each year the figures already achieved in previous years**, at the risk of over-counting the indicators and having higher results in years 3 and 5 than is actually the case. Example: If a new research project, collaboration or synergy was launched in 2025-26, and is still in progress in 2026-27, you will only count it in 2025-26.

2.2 FILLING IN INDICATORS IN GIRAF

Here's how to fill in the indicators for a given year for RPD & TPS projects, Institutional Support projects, Start-up & Promotion projects and PSP projects.

WARNING: do not complete indicators marked with an asterisk (*), as they will be completed by ARES teams on the basis of surveys.

1. Open the 'Indicators' tab in your project menu. You will see the table of indicators for the five-year program 2022-2027.
2. Fill in the figures for the relevant year (in this case 2025-26) for each variable. It is possible to add or adapt a comment for each line (it is a global and not annual comment). The Base, Mid-frame target and End-of-frame target are not modifiable, they will be filled in by ARES teams.
3. Save your data at the bottom of the page by clicking on the green 'Save' button. The totals for each indicator are then added together automatically.
   - Please note: there is no automatic saving.
   - Simultaneous modifications are not possible. If two users complete the same table at the same time, only the last saved version will be taken into account.



On the screen above:

- White boxes can be modified, grey boxes cannot be modified.
- The 'Comment' boxes allow you to make an overall comment for the whole five-year plan, and can be completed as you go along. You can enlarge the field by placing the cursor on its lower right-hand corner.
- The 'Total' rows and columns are calculated automatically during registration.
- Clicking on the green 'Save' button is required for changes to take effect. No automatic saving is performed.
- Click on the 'Export to CSV' link at the bottom of the page to download a version of the indicator table.

2.3 INDICATORS BY INSTRUMENT

Indicators are objective and measurable evaluation criteria, in line with the prerequisites of the Results-Based Management approach of international cooperation. They are common to all countries and projects, and are formulated for each ARES instrument. For this reason, they are very general. In this guide, as in GIRAF, you will find these indicators and their descriptions. In the ARES reporting process, they will be enriched by more qualitative information derived from specific surveys and learning from reporting documents.

Reminder: in GIRAF, **do not fill in** the indicators preceded by an asterisk (*), they will be filled in by ARES. The indicators listed below are to be completed by you, depending on the instrument your project fits into.

Indicators to fill in	Indicators description
RPD-TPS *Whether you are involved in a RPD or a TPS, please select the indicators that are **most relevant** to your intervention. A TPS may well have led to activities aimed at third-party organizations, or participated in the completion of doctorates. By the same token, some RPD include training activities: in this case, please refer to indicator 6 "TPS training", even if it's a RPD.*	
1. Number of accepted publications on research results.	Publication in local or international scientific journals, or scientific book chapters. The scientific level of the target journals is to be appreciated by the project teams. They will ensure to apply the same criteria throughout the project.
2. Number of scientific communications in international conferences.	Scientific communications: Posters, presentations in international conferences. Precise the gender of the persons who made the communications.
3. Number of PhD theses finalised by researchers.	Number of PhD theses publicly defended. Post-doctorates are not to be included for this indicator.
4. Number of activities organised to disseminate/utilise research results, targeting third parties.	All activities, in whatever format (communication, training, production of information media, etc.), aiming to transfer, disseminate and/or make applicable the research results to actors outside the project, be they academic or not (civil society organisations, public structures, private sector).
5. Number of services performed at the request of third parties.	When external actors seek HEIs for their expertise (with remuneration or not); example: a study order/ an evaluation/ laboratory analyses etc.
6. Number of people having completed training created or improved in a TPS.	All people who obtained, within the report year, a diploma or a degree through a training created or improved in a TPS (whether they received ARES funding or not).

Institutional Support	
1. Number of interventions (conferences, collaborations, policy support) based on research results.	This covers all activities, in whatever form (communication, training, production of information media, etc.), aimed at transmitting, popularising and/or making operational the research results produced for stakeholders outside the project, whether academic or non-academic (CSOs, public bodies, private sector).
2. Number of publications accepted on research results.	Publication in local or international scientific journals, or chapters in scientific books.
3. Number of new initiatives taken by the HEI (including at departmental and faculty level) to maintain and secure the institution's funding (seeking partnerships, responding to calls for tenders, etc.).	All new initiatives taken by the HEI (including at departmental and faculty level) to maintain and secure its funding (seeking partnerships, responding to calls for tender, etc.).
4. Number of collaborations/synergies/partnerships achieved through the involvement of partner HEIs in national, regional and international networks.	This concerns any collaboration/synergy/partnership initiative which aims to include the partner HEI in national, regional and international networks.
Start-up & Promotion project	
1. Number of networks initiated/strengthened as a result of ARES-funded initiatives by Start-up & promotion projects.	Concerns any initiative that aims to involve HEIs in the FWB and partner countries in collaboration and exchange.
2. Number of conferences/events on research results organised for partner HEIs and other stakeholders in society.	This covers all activities, in whatever form (communication, training, production of information media, etc.), aimed at transmitting, popularising and/or making operational the research results produced for stakeholders outside the project, whether academic or non-academic (CSOs, public bodies, private sector).
Policy support Program (PSP)	
1. Number of seminars, events, training courses, webinars on research results organized (by the research group and/or the administration) for/and open to the administration.	This number takes into account all the events (training, courses, seminars, webinars, workshops) organized around the project.
2. Number of publications on research results, organized (by the research group and/or the administration) for/and open to the administration.	This number takes into account written publications (policy briefs, studies, reports, etc.) of all types to which at least the DGD (support sponsors) is invited.
3. Number of networks in which members of the research group and focal point are involved.	Number of networks that members of the research group and focal points count in their activities.

3. PERFORMANCE SCORES

3.1 GROUND RULES

Who fills in the performance scores?

- The North-FWB coordinators for RPD-TPS,
- The Results Achievement Pilots for IS,
- Research group coordinators for PSP,
- The Nord-FWB coordinators for Start-up & Promotion projects.

What are these scores?

The scores are an annual self-assessment of the achievement of the specific objective of the logical framework or the general objectives of the project, in line with the OECD's DAC criteria (5 criteria: effectiveness, efficiency, relevance, sustainability and coherence) and the priority themes of cooperation (2 themes: gender and environment). This is an obligation of accountability to the DGD, but it is also an opportunity to draw up a summary of a more qualitative assessment of the intervention.

Score	Qualification	Interpretation
A	Very good	The situation unfolds as desired, potentially setting a reference point for good practice.
B	Good	The situation is largely unfolding as desired. Small adjustments are necessary, but are under control. They have already been carried out, planned, or are in progress within the intervention.
C	Issues	Some problems need to be addressed to avoid negatively influencing the overall functioning of the intervention. Consultation with the DGD is necessary.
D	Severe deficiencies	The deficits mentioned are so serious that if they are not addressed, the intervention will fail. Profound changes are needed. Consultation with the DGD is required.

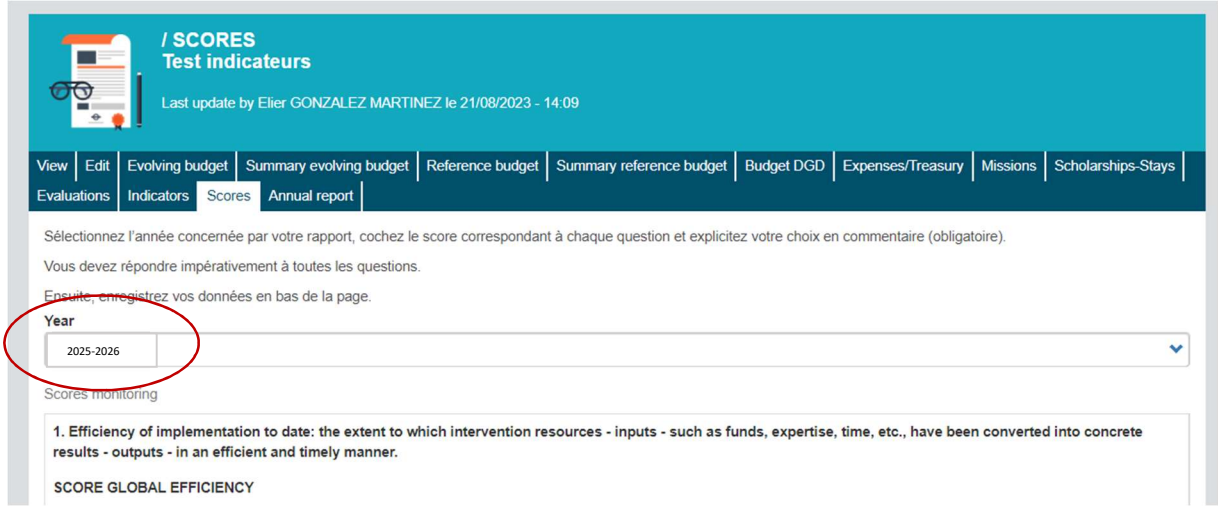
Comments are **mandatory** for all scores (A, B, C and D).

3.2 FILLING IN SCORES IN GIRAF

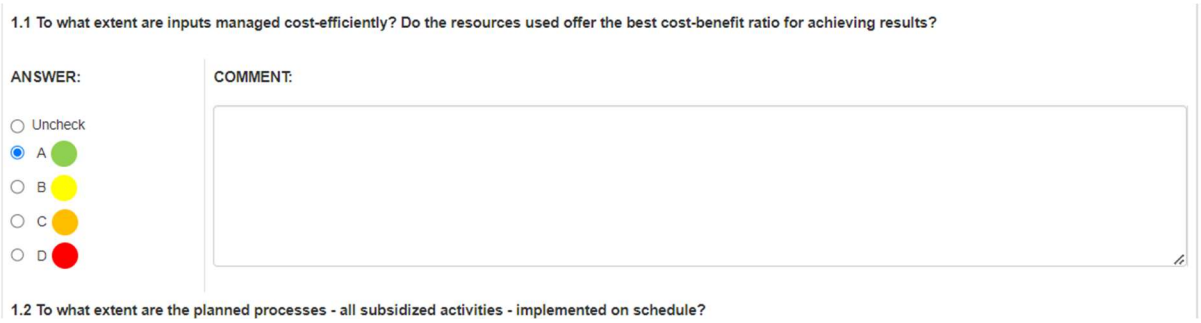
General procedure

To complete a year's performance scores in GIRAF, follow these steps:

- Open the ‘Scores’ tab in your project menu.
- Select the year you wish to report on: in this case 2024-25.



- Tick the score corresponding to each question and explain your choice in the comments (mandatory). <u>All questions</u> must be answered and explained.



- Save your data at the bottom of the page by clicking on the green "Save" button.
  - Please note that there is **<u>no automatic saving</u>**.
  - Simultaneous modifications are not possible. If two users complete the same table at the same time, only the last saved version will be taken into account.

Export is possible if you wish to download a CVS version of the completed form. Click on 'Export to CVS' at the bottom of the page for the year in question.

Score 5.1 about coherence with JSF

In concrete terms, your interventions must relate to one or more of the 6 strategic targets defined in the belgian Joint Strategic Framework (JSF) drawn up by ARES, VLIR-UOS and the Institute of Tropical Medicine. These are as follows:

Target 1 Increase individual capabilities.

Target 2 Enable individuals to be agents of change.

Target 3 Increase capacity within higher education and scientific institutes.

Target 4 Enable higher education and scientific institutes to be drivers of change.

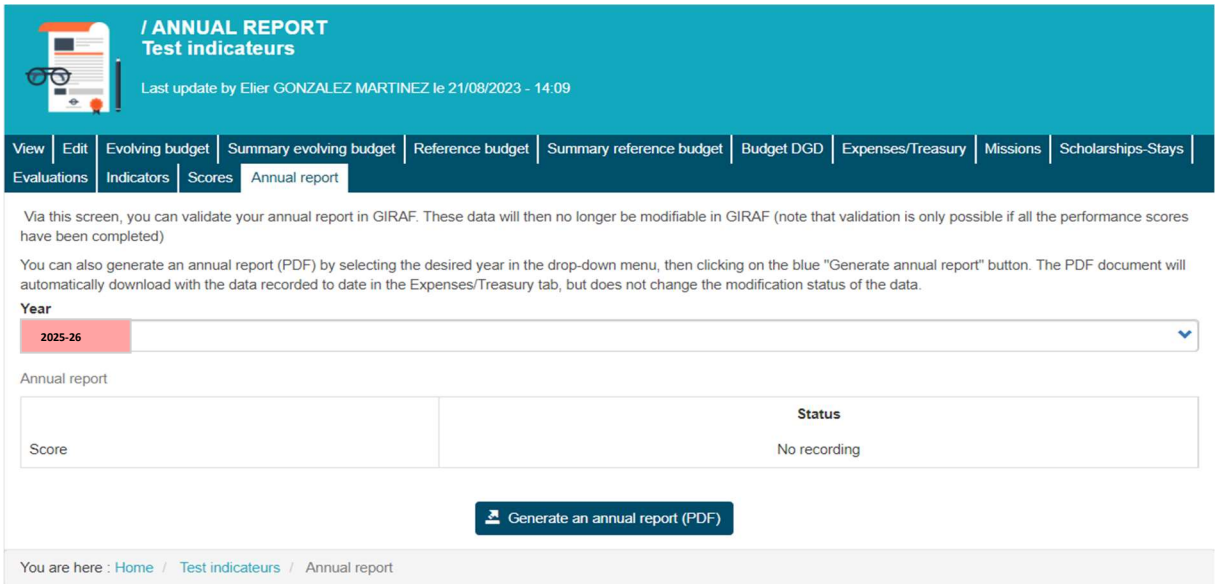
Target 5 Co-create, transfer and apply relevant knowledge.

Target 6 Strengthen the Research-Society interface.

3.3 FINAL VALIDATION OF INDICATORS AND SCORES IN GIRAF

Once the indicators and performance scores have been completed in GIRAF, the North-FWB project coordinators **must validate** this information in order to submit it to ARES.

- Open the 'Annual Report' tab in your project menu.
- Select the year you wish to report on. **Warning**: if you skip this step, you will validate the scores and indicators only for the first year of the activity, and the figures will not be validated correctly.



The status of the scores is a check to ensure that data has been recorded before validation. Until you have completed all the scores, you will not be able to validate. **Please note** that the indicators are not mentioned here. This does not mean that you have not entered any, but simply that no verification is performed.

When all your information is completed, click on the green "Validate" button. This button is **only available to the North-FWB Coordinator**. The data can no longer be modified in GIRAF. They will be processed by ARES in a compilation by country of intervention.

3.4 ASSISTANCE WITH TECHNICAL PROBLEMS

Your **ARES manager** remains the main contact person for any questions you may have about the moral reporting of your project. However, if you encounter a technical problem, you can send your questions and comments to giraf@ares-ac.be. We will deal with your request as quickly as possible.