



LIFE-AR

LDC Initiative for Effective
Adaptation and Resilience



Bi-annual Reporting

Process

Guidance for countries

Sept 2026

INTRODUCTION

The LIFE-AR annual and bi-annual reporting process takes place in March-April and September-October every year. In line with LIFE-AR's adaptive management approach, countries participating in LIFE-AR are asked to reflect on the achievements and challenges of the preceding six months or year, document the lessons learned and provide accompanying data and impact stories. These national reports are used by the interim secretariat to compile LIFE-AR's annual report to the Board. A public version is published and disseminated widely to raise awareness of LIFE-AR's achievements and lessons learned to-date. As we reviewed with the MEL WG last week, this year the [template](#) has been improved to sharpen focus on progress and impact and to include 4 specific indicators required for the UK ICF Reporting (see Excel file attached). Please use the new template attached and [on the website here](#).

Below are suggested activities to facilitate the reporting process within countries (see timeline). The reporting deadlines are fixed, but the activities below are suggested to support you in the process – please adapt them to your context.

DEADLINE: Please send your draft reports to your Country Support for input, review and clarifications, cc Leo.Charlesworth@iied.org, before **Friday, 24 September**. Final reports from countries are due to us by **30 September**, to allow time for the interim secretariat to compile and finalize the overall report to the Board, due in October.

Value of the reporting process

The reporting process is invaluable and supports many of LIFE-AR's Principles, including: tracking progress and measuring impact in terms of the LDC "Asks" and "Offers", giving time for **intentional learning and reflection sessions** for more targeted initiatives that are equitable and inclusive, and it supports **evidence-based decision making**. In addition, the reporting process is designed to ensure **accountability and transparency**, and facilitate compliance with policies, while also **improving stakeholder communication** between key groups including:



communities, government, LIFE-AR Task team, Board and interim secretariat. Finally, in terms of finance, the reporting process supports budgeting, financial planning and management, and the findings are used to advocate for and **attract additional climate finance**, both at national and global level.

Reporting process: Timeline

Sept 2026: Reflection, information and data gathering, drafting and finalization

Date	Action	Who
Aug 27	MEL Working Group meeting to review and share feedback on Semi Annual Reporting template updates;	Interim secretariat, MEL FPs
31 Aug– 3 Sept	Feedback from MEL WG meeting incorporated in the reporting template and internal review of final template approved	Interim secretariat and National teams
4 Sept	Updated reporting template shared by the LIFE-AR interim Secretariat with country teams (National, MEL and GESI FPs, alternates and Coordinators)	Delivery lead
Throughout September.	Discuss reporting in regular bi-weekly calls between Country Support and National FP.	National, GESI & MEL FPs, Comms
7 Sept – 17 Sept	In country activities to support the reporting process: e.g. - Task team meeting, GESI reflection session, data collection, gathering impact stories – see suggestions below. Report drafting and data/information collection	National, GESI & MEL FPs, Comms, District and local
24 Sept	Drafts due: Countries share drafts with Country Supports for input, review and clarifications, cc Leo.Charlesworth@iied.org .	National FP, MEL/GESI FPs
30 Sept	Deadline for countries to submit completed reports to Country Supports, cc Leo.Charlesworth@iied.org .	National Focal Points and Country Supports

Suggested activities, 7-18 Sept:

- Schedule annual reflection session with the LIFE-AR Taskforce - ideally in-person, e.g. 1-2 days.
- Include a GESI-specific reflection session between National Focal Point, GESI & MEL FPs, using LIFE-AR's [GESI reflections and 'GESI Question Bank.'](https://www.life-ar.org/documents/173/GESI-reflection-session-guide-and-question-bank_97G5IIG.docx)¹
- Convene MEL WG and GESI FP/WG together to review and identify data sources for the report and the Impact/Change Stories.
- Communications colleagues to collate media, news, social media stories, etc., and measure the impact and engagement levels of the activities carried out.

¹ https://www.life-ar.org/documents/173/GESI-reflection-session-guide-and-question-bank_97G5IIG.docx