

How to Report an Impact/Outcome case

Learn how to report an Impact/Outcome Case on MEL



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Go to mel.cgiar.org and login to your account

How to plan a Policy/Impact case

Use your email and password to login

Click on «Forgot password?» if you need to change/forgot your credentials



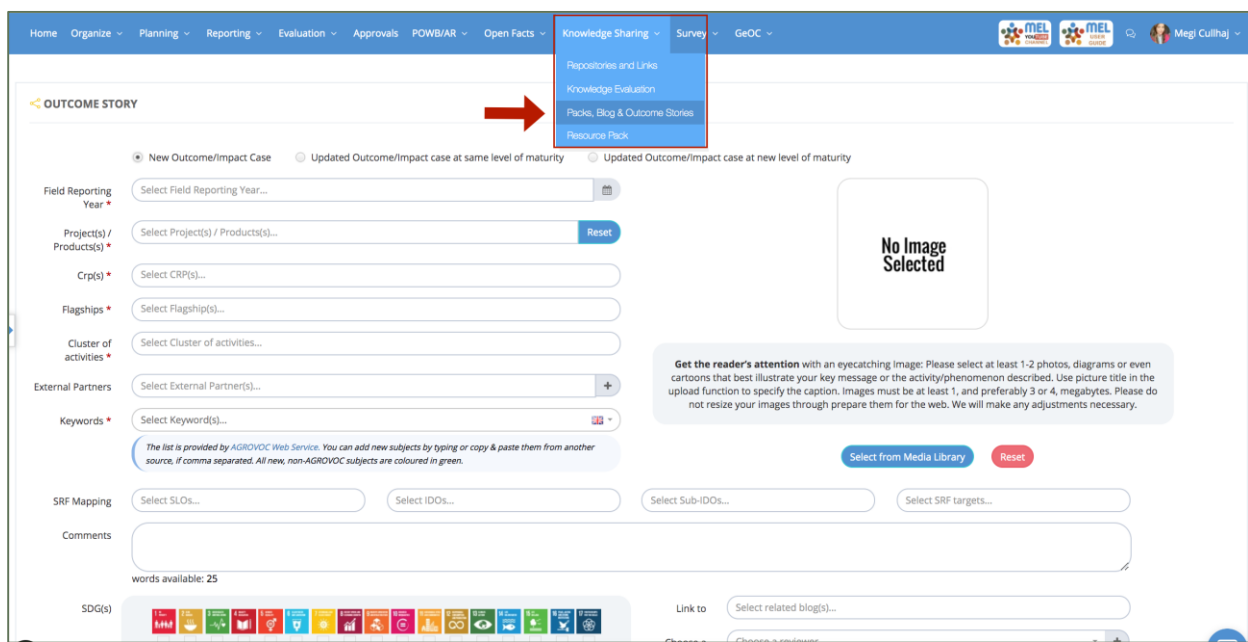


Before you start

Remember that:

- 1) The main purpose of Outcome case is to **capture and identify changes (any of the 3 stages)** in Knowledge, skills, practices, behaviors, attitudes, investments, etc. emerged as a result of an intervention/research activity.
- 2) When reporting) an outcome case it is important to also analyze the dimension and significance of **cross-cutting themes** within the change generated.
- 3) Also, you should be able to provide **evidence** of the change.

How to plan a Policy/Impact case



*The picture is an overview of the section used to write outcome/impact cases for reporting purposes. This will generate a public page.

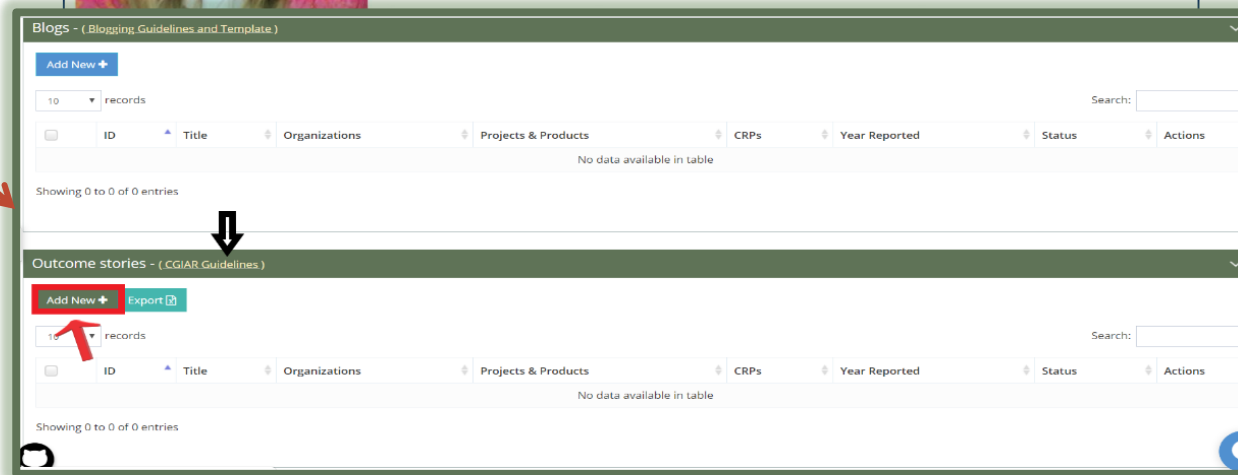
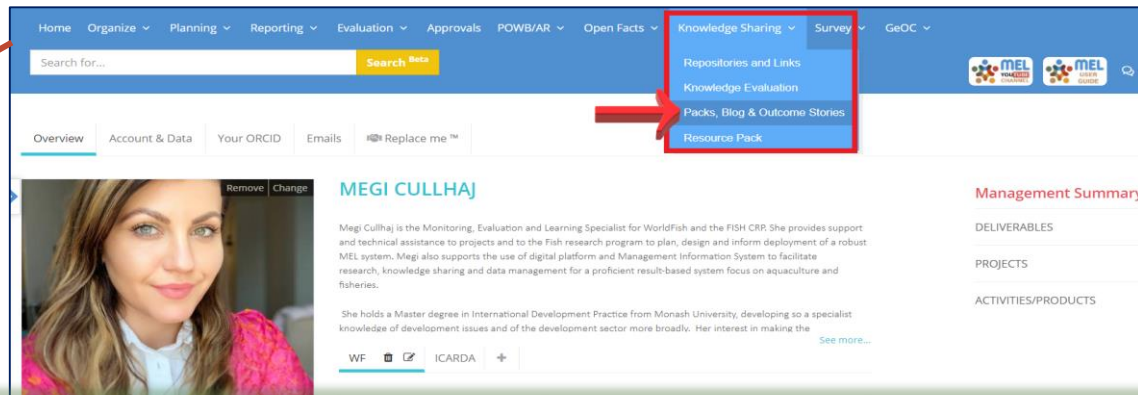




To start, click on the «Add New» button on the *Outcome Stories* Section

Cluster leaders/co-leaders can add a Policy/Impact case through the <<Pack, Blog & Outcome Stories>> sub-module, which is found under the Knowledge Sharing module.

How to report an Outcome/Impact case



To access the CGIAR guidelines on writing and Outcome/Impact case, click on the [CGIAR Guidelines](#) as indicated by the black arrow. This will redirect you to the guidelines. Alternatively, proceed directly to <Add New> to start drafting the case.





Write a new or update an existing case

1. Start by selecting accordingly depending if the case is new or existing.
2. Fill up in a sequential order all the boxes with a red asterisk (*)
3. Upload an photo that best reflect the Outcome/Impact case you are reporting.
4. You may also link the case with the CGIAR SLOs and/or SDGs based on the sphere the case contributes to.
5. You may also choose a review if you would like an additional opinion before submitting the case.

The screenshot shows the 'OUTCOME STORY' form with the following sections highlighted by red boxes and numbers:

- 1:** Radio buttons for case type: 'New Outcome/Impact Case', 'Updated Outcome/Impact case at same level of maturity', and 'Updated Outcome/Impact case at new level of maturity'.
- 2:** A group of required fields marked with a red asterisk (*): 'Field Reporting Year', 'Projects / Product(s)', 'Crop(s)', 'Flagships', 'Cluster of activities', 'External Partners', and 'Keywords'.
- 3:** An image upload area with a 'No Image Selected' placeholder and a 'Select from Media Library' button.
- 4:** 'SPF Mapping' section including 'Select SLOs...', 'Select IDOs...', 'Comments' (with a 25-word limit), and 'SDGs' (with a grid of icons).
- 5:** 'Link to' (with 'Select related blogs...'), 'Choose a reviewer', and 'Author' dropdown menus.





Elaborate of the Outcome/Impact case

After completing the first steps, continue by elaborating the outcome/impact case accordingly. Follow the steps by completing the boxes with red asterisk (*).

How to report an Outcome/Impact case

The screenshot shows a form with the following sections:

- Geo Scope ***: Select Scope...
- Title: Heading ***: words available: 25
- Sub Heading**: words available: 25
- Impact Statement ***: words available: 80
- Body ***: words available: 400
- Elaboration of Outcome ***: words available: 200

The 'Elaboration of Outcome' section contains a table for marking relevance and stage of maturity for various cross-cutting dimensions:

Other Cross-Cutting Dimensions	Relevance *	Stage of Maturity
Gender	0 1 2	
Youth	0 1 2	
Capacity Development & Knowledge Sharing	0 1 2	
Climate change	0 1 2	

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Mark the relevance of the cross-cutting issues accordingly (0 – the lowest & 2 – the highest). You may also specify the dimension of the relevant cross-cutting. Then select the Stage of maturity between 1, 2 and 3.





Provide evidence and submit

After completing all steps and before submitting, provide evidence through <Add Reference> button. In here you can add one or more relevant links on files/publications related to the case reported.

How to report an Outcome/Impact case

Quantify your Outcome

Actual counts or estimates from a particular study (please provide reference) Number: Unit:

Extrapolated estimates Number: Unit:

words available: 400

Does this outcome reflect a contribution of the CGIAR in influencing or modifying policies (or strategies, laws, regulations, budgets, investments or curricula)? Yes No

Innovations and Findings

Use this box to add any link that can serve as an evidence of the outcome/impact case.

Go Back **Save as draft** **Submit to reviewer** **Submit for Publishing**

1 2 3



1. Click *Save as Draft* if you still want to work on the case before submitting.
2. Click on *Submit to reviewer*, if you would like the selected reviewed (step 5, PG.5).
3. Click *Submit for Publishing* if this is the final version. The outcome/impact case will then undergo a review and approval procedure before being published online (as shown in the example on the right picture).





For more detailed information on how to use MEL please use the [online guide](#)

You need support?

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monitoring
evaluation and
learning

