

2020

SDG PROGRESS REPORT



Your NFP Name



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INTRODUCTION

The Sustainable Development Goals (SDGs), also known as Global Goals, are a set of 17 integrated and interrelated goals to end poverty, protect the planet and ensure that humanity enjoys peace and prosperity by 2030.

Reporting on the SDGs is important in communicating to stakeholders the organization's commitment to contributing to the Global Goals; claiming accountability and responsibility to take the necessary actions; and measuring progress over time.

SDG Progress Reports cater to a variety of audiences, so it's best to adjust it accordingly. First, identify your target reader. Next, you can shift your focus on what they need to know. For example, your action plans are in the interest of your beneficiaries. Some readers might prefer details like timelines or budgets, while others like your trustees will be more interested in the impact made, the challenges you encountered and the lessons you learned from them.

Your SDG progress report can start with a brief review of your organization's alignment to the Global Goals. It can include the social responsibility and business case for taking action on the SDGs.

Creating a good SDG progress report means being transparent with your audience. Back up your claims with relevant data. Keep your sentences concise when necessary, but dive into detail when it comes to qualitative and quantitative evidence. Remember: this report is a combination of understanding how your mission aligns with global sustainability efforts, and communicating that clearly with the rest of the world.

MESSAGE FROM OUR LEADERS



This section is an opportunity to demonstrate how top management is taking the lead and giving direction to your NFP's sustainability efforts.

An authentic, sincere and mission-driven statement from the chair, CEO or president signals commitment and sets the tone for the rest of the report. It can include an overview of the vision, direction and strategy the organization is committed to take, to help move the needle on the SDGs to meet the global 2030 deadline.

This message demonstrates the organization's understanding of its impact and responsibility to people and the planet. Importantly, it also builds the audience's trust and confidence in the organization.

***Catch your
reader's eye by
highlighting one
of your main
points in this
space.***

PRIORITY SDGS

There are 17 SDGs and 169 targets in total. While they are all important and interrelated, some will be more relevant to your organization than others. This section can identify the specific SDGs and targets you are prioritizing, and demonstrate how they align with your own strategy and goals.



No. 01 – Priority SDG

To help give your audience an overview, this section can include a brief description of the goal, its relevance to your sector or industry, and the specific sub-targets your organization is addressing.



No. 02 – Priority SDG

To help give your audience an overview, this section can include a brief description of the goal, its relevance to your sector or industry, and the specific sub-targets your organization is addressing.



No. 03 – Priority SDG

To help give your audience an overview, this section can include a brief description of the goal, its relevance to your sector or industry, and the specific sub-targets your organization is addressing.

MEASURING PROGRESS

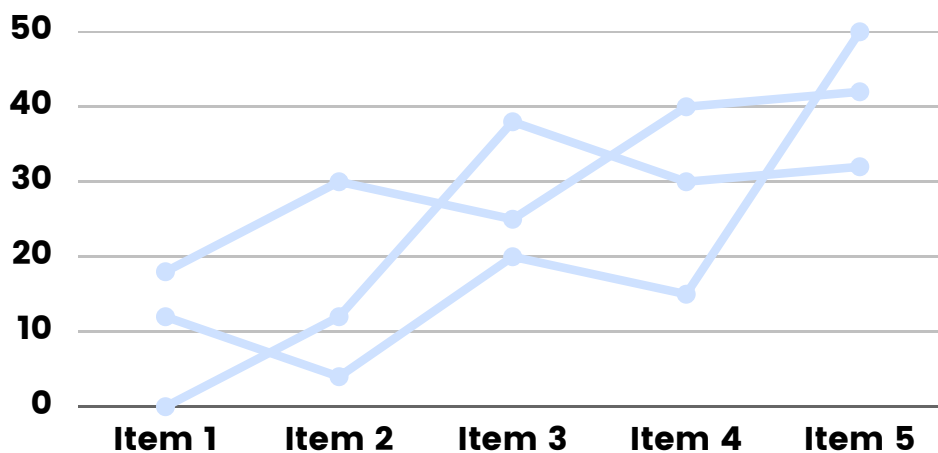
Performance goals are a good way to monitor and measure progress. Reporting performance can include details such as indicators identified, data collected and SDG-related activities accomplished. Clear and concrete performance goals make it easier to generate relevant, consistent and comparable data over time, in formats that your audience can understand and appreciate.

Key Indicator	Activity / Project	Data / Outcome
Your Key Performance Indicator goes here	Add a few details describing the related activities	<ul style="list-style-type: none">• What results did you obtain from your project?• Write them here.
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What's your Infographic Title?

Here, you can add a brief line explaining your data.



100

readers appreciate
accurate information

100

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What should you be including in your SDG progress report? While there is no standard way of reporting on the Global Goals as of yet, here are a few methods to consider when presenting your data:

- **Key statistics** - your most important quantitative data
- **Key findings** - qualitative results from SDG-related projects or activities
- **Report cards** - criteria and grade assessments for transparent reporting
- **Infographics** - an organized snapshot of relevant data
- **Timelines** - a visual way to track progress over time

100%

Catch your reader's eye by highlighting one of your main points in this space.

NEXT STEPS

Where do you go from here? Sustainability reports are not just about looking back, but also looking forward. This SDG Progress Report is a continuous work in progress - a way for your organization to track its impact and improvements over time. This section outlines your strategy for continuing the good work done so far.



No. 01 – Action or Commitment

Include a brief description, rationale and intended impact.
It helps to keep it concise yet concrete!



No. 02 – Action or Commitment

Include a brief description, rationale and intended impact.
It helps to keep it concise yet concrete!



No. 03 – Action or Commitment

Include a brief description, rationale and intended impact.
It helps to keep it concise yet concrete!

CONCLUSION

End your report with a review of the highlights, and a renewed commitment to continue working on making the SDGs attainable by 2030.



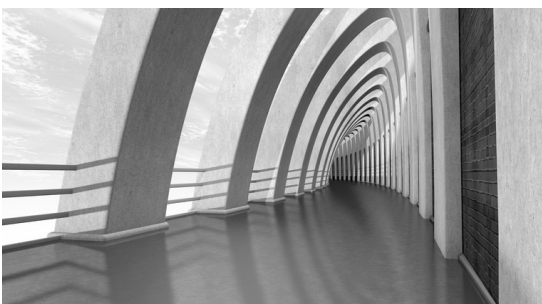
Summarize the key points here.

- Bullet points help!



Summarize the key points here.

- Bullet points help!



Summarize the key points here.

- Bullet points help!

A vision statement, call-to-action or quote from your leaders are powerful ways to conclude your progress report. Leave your audience inspired, and motivated to help your organization achieve its SDG-aligned goals!

ACKNOWLEDGEMENTS

Most reports conclude with a page acknowledging the contributions of the people who worked tirelessly on the projects mentioned within. Below, list down the names of those committed to these projects, such as:

- Those responsible for concept and coordination
- Your group of researchers
- The writers behind the impact report
- The designers of the impact report
- Your colleagues from Local and Partner Organizations
- Your contributors and donors

***We thank you for your continued support
in our efforts to contribute to the SDGs.***



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