Ministry of Agriculture & Livestock Development

REPUBLIC OF KENYA

Alliance Bioversity & CIAT

CGIAR

ICAT Initiative for Climate Action Transparency



Functionality of the Nature-based Solutions (NbS) Monitoring and Evaluation (M&E) Framework and Reporting Tool

TRAINING GUIDE

Initiative for Climate Action Transparency - ICAT

TRAINING GUIDE
FUNCTIONALITY OF THE NATURE-BASED SOLUTIONS (NBS) MONITORING AND EVALUATION (M&E) FRAMEWORK AND REPORTING TOOL

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May 2026

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Contents

MODULE 4: Functionality of the M&E Reporting Tool 1

Purpose of this module

Module 4 (A): Translating framework indicators for data collection 1

Purpose of this module 1

Learning objectives 1

Selecting indicators using the SMART 2

What are SMART indicators? 2

Translating indicators into field-level questions 3

Key considerations when translating indicators into questions 3

Data collection methods 4

Technical resources 5

Module 4 (B): The NbS M&E Reporting Tool 6

Purpose of this module 6

Learning objectives 6

Introduction to the NbS M&E Reporting Tool 7

Tool usability context 7

Getting started with NbS reporting 7

Accessing the tool 7

Homepage window 8

Creating and activating an account 9

User rights assignment 12

Reporting 15

Reviewing reports 28

Downloading aggregated reports 32



Acronyms and abbreviations

CSA	Climate-Smart Agriculture
CSART	Climate Smart Agriculture Reporting Tool
FGD	Focus Group Discussion
KII	Key Informant Interview
M&E	Monitoring and Evaluation
NbS	Nature-based Solutions
NGO	Non-Governmental Organisation
ODK	Open Data Kit
SMART	Specific, Measurable, Achievable, Relevant, Time-bound

MODULE 4

Functionality of the M&E Reporting Tool



Purpose of this module

The module focuses on the functionality of the NbS M&E Framework. It equips users with the knowledge and skills needed to translate NbS indicators into field-level data collection processes and apply the NbS M&E Reporting Tool for data management, aggregation, analysis, and reporting.

MODULE 4 (A)

Translating framework indicators for data collection

Focuses on translating indicators within the NbS M&E Framework into practical field-level questions and data collection approaches. It supports field practitioners to identify relevant data sources and apply appropriate methods for collecting data from communities. The module aims to strengthen consistency and quality in field-based NbS monitoring while improving alignment between local data collection and national reporting requirements.



Learning objectives

By the end of this module, participants will be able to:

- Translate NbS indicators into practical field-level questions and data collection variables.
- Identify appropriate methods, tools, and data sources for collecting NbS-related information.
- Apply context-appropriate approaches for collecting data.

Selecting indicators using the SMART matrix

A critical step in operationalising Kenya's NbS M&E Framework is translating indicators into practical and measurable field-level questions. Indicators provide the basis for measuring change, tracking progress, and generating evidence on the effectiveness of NbS interventions. However, for indicators to be useful, they must be converted into clear, measurable, and context-appropriate questions that can be administered through household surveys, Focus Group Discussions (FGDs), Key Informant Interviews (KIIs), and other field-based data collection approaches.

Indicators are most useful when they follow the SMART principles. SMART indicators help ensure that data collected are relevant, measurable, practical, and useful for reporting.



What are SMART indicators?

A SMART indicator is Specific, Measurable, Achievable, Relevant and Time-bound. Table 1 provides examples of SMART indicators used in NbS monitoring.

Table 1. SMART indicator principles and examples in NbS monitoring

SMART Principle	Operational gaps	Solutions
Specific	Clearly defines what is being measured	Percentage of households adopting agroforestry practices
Measurable	Can be quantified or assessed consistently	Number of hectares restores through reseeding
Achievable	Realistic to measure using available resources and methods	Number of households receiving climate information
Relevant	Linked to NbS objectives and reporting needs	Adoption of sustainable grazing practices
Time-bound	Measured within a defined timeframe	Increase in tree cover over the last 3 years

SMART indicators are important because they:

- Improve consistency in data collection across landscapes and institutions.
- Support comparability of results over time.
- Ensure indicators can generate evidence for national and international reporting.
- Help translate broad NbS outcomes into measurable field-level observations.
- Improve the quality and reliability of data collected from communities.

Translating indicators into field-level questions

The NbS M&E Framework contains indicators across ecological, socio-economic, policy and governance, and environmental dimensions. These indicators need to be converted into questions suitable for different data collection tools.

For example:



OUTPUT INDICATOR: Strengthened policy and regulatory frameworks for NbS implementation

- **Indicator to be measured:** Number of local NbS policies and laws enacted and operationalised (e.g. on wildlife corridors, carrying capacity for livestock).
- **Possible question:** Are you aware of any community by-laws or policies governing environmental conservation, grazing, or resource management in your area?
- **If yes**, which ones, and who enforces these rules or by-laws? (e.g. county government, community committees, elders, NGOs).
- **Data source:** Household survey or FGD
- **Data tool:** Questionnaire



OUTPUT INDICATOR: Improved livelihood diversification through NbS

- **Indicator:** Number of households participating in nature-based enterprises.
- **Possible question:** Does your household participate in activities such as beekeeping, tree nurseries, pasture production, or ecotourism?
- **Data source:** Household survey
- **Data tool:** Questionnaire



Key considerations when translating indicators into questions

When developing field questions:

- Use simple and locally understandable language.
- Avoid technical terminology where possible.
- Ensure questions are linked directly to the indicator being measured.
- Include both quantitative and qualitative questions where necessary.
- Consider local livelihood systems and ecological contexts.

Data collection methods

Different indicators require different types of data sources and collection methods. Combining quantitative and qualitative methods improves triangulation, data quality, and interpretation.

Common data sources:

- **Household surveys** - Generate quantitative household-level data
- **Focus Group Discussions (FGDs)** - Capture community perceptions and collective experiences
- **Key Informant Interviews (KIIs)** - Obtain institutional and expert perspectives
- **Field observations** - Verify ecological conditions and practices
- **Institutional records** - Support validation and reporting

Digital data collection tools are critical for improving the efficiency, consistency, accuracy, and transparency of NbS monitoring and reporting. These tools support real-time data capture, validation, storage, and aggregation across different administrative levels.

For the piloting of Kenya's NbS M&E Framework in the Chyulu Hills landscape, data collection was conducted primarily through digitally administered questionnaires using the Open Data Kit (ODK) platform. Household surveys, KIIs, and other field-based instruments were administered electronically using mobile devices.

In addition to ODK, other digital platforms that can support NbS data collection and management include:

- SurveyCTO
- KoboToolbox
- ONA Data

Execution of the field data collection process was facilitated by Ministry of Agriculture (MoA) extension officers operating at the subnational level, working alongside conservation partners and local stakeholders. Extension officers and enumerators used mobile applications to collect and synchronise field data directly from communities and landscapes.

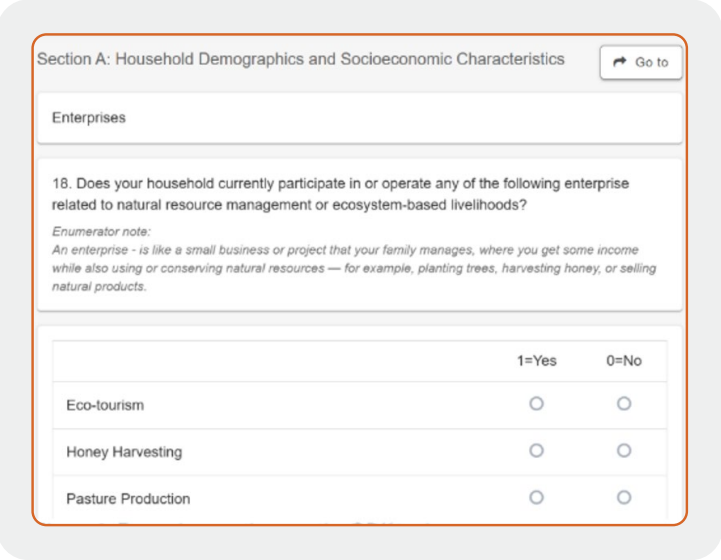


Figure 1. Example of a household survey question in ODK

Return to contents



BOX 1. PILOTING THE NBS M&E FRAMEWORK INDICATORS

The indicators within the NbS M&E Framework were piloted in the Chyulu Hills landscape, spanning Makueni, Kajiado, and Taita Taveta counties, to assess their feasibility in a complex, multi-use setting characterised by high ecological value and increasing environmental pressures. Through a combination of household surveys, FGDs, and KIIs, the pilot tested the practicality and relevance of the proposed indicators across ecological, socio-economic, and governance dimensions. The findings confirmed that while NbS practices are already widely applied, they remain fragmented and insufficiently documented, reinforcing the need for a harmonised framework. Overall, the pilot demonstrated that the indicators are both practical and effective in capturing the multidimensional impacts of NbS, while supporting improved monitoring, learning, and decision-making.

Technical resources

Africa Training Institute. 2025. How to Develop SMART Indicators for Effective M&E in Africa.

Akoko T, Jalango D, Binge B, Ngige C. 2026. Piloting Kenya's nature-based solutions monitoring and evaluation framework: Lessons from Chyulu Hills. Blog. Alliance Bioversity and CIAT.

Binge B, Nyawira SS, Akoko T, Ngige CM, Muriithi C, Jalango D. 2026. Piloting Kenya's Nature-based Solutions (NbS) monitoring and evaluation framework for Kenya: Lessons from the Chyulu Hills. 55p. Alliance Bioversity and CIAT.



MODULE 4 B

The NbS M&E Reporting Tool

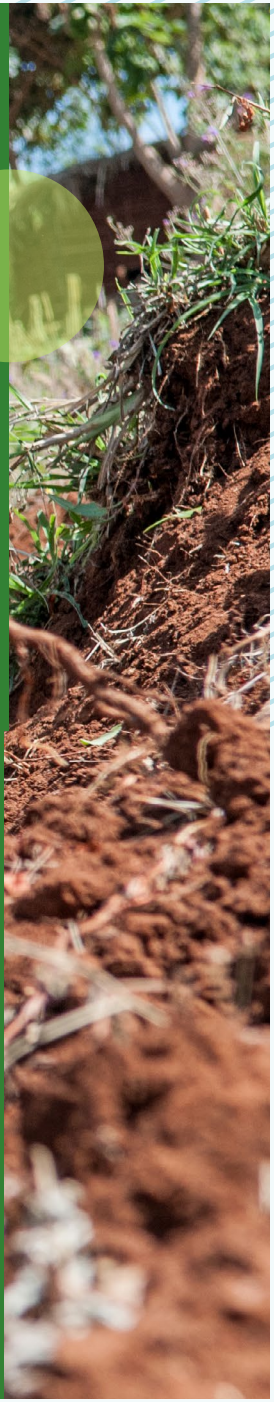
Purpose of this module

Focuses on the practical application of the NbS M&E Reporting Tool, integrated within the CSA Reporting Tool, to support the entry, collation, validation, aggregation, analysis, and reporting of NbS data across different administrative levels. The module introduces the structure, functionality, and management of the reporting system and supports national and sub-national technical teams responsible for hosting the tool, managing reporting workflows, and generating evidence for climate, restoration, and biodiversity reporting processes.

Learning objectives

By the end of this module, participants will be able to:

- Understand the purpose and functionality of the NbS M&E Reporting Tool and its integration with the CSA Reporting Tool.
- Apply the tool for data collation, reporting, and basic analysis of NbS interventions across administrative levels.
- Recognise how the tool supports transparency, coordination, and evidence-based climate and NbS reporting.



Introduction to the NbS M&E Reporting Tool

The NbS M&E Reporting Tool is integrated into the CSART which was developed by partners from government, the private sector, research organisations, NGOs, civil society organisations and community-based organisations. The CSART was developed in response to the need for a digital CSA tool for effective, efficient and transparent reporting of climate action in the agricultural sector. The tool is configured to accept data input from various sources and to store it in a centralised database for analysis and further action.



Tool usability context

The NbS M&E Reporting Tool is an online web application designed for use by stakeholders at the county and national level who are to serve as reporters, reviewers and administrators in climate action related projects. The tool can be accessed using a variety of devices such as tablets, laptops, desktops, and mobile phones. However, it cannot be used offline, connection to the internet is required to access the tool and to submit data.

The tool can integrate with other systems such as databases and data visualisation tools, thereby facilitating more comprehensive data analyses, and through its visualisation options, allows for easy interpretation. The main aim of the tool is to support data reporting on NbS interventions, at national, county, sub-county, and ward levels. The data is then used to track the progress of climate action.

Getting started with NbS reporting



Accessing the tool

The NbS M&E Reporting Tool is an online website data collection tool. The tool is designed to accept data input from various sources and to store it in a centralised database for analysis and further action. This requires an internet connection.

Access the NbS M&E Reporting Tool by opening a browser application and entering the following URL: to be provided. Once you are logged in, you will see a webpage with several navigation tabs (Home, About, Overview, Resources, Partnerships and Contacts) located at the top right of the screen.

Homepage window



The homepage has six tabs which function as follows:

- **Home tab** - This is the main landing page that you will be directed to upon visiting the site. It provides an overview of the site's purpose and content and includes links to other sections or pages within the site such as About, Overview, Resources, Partnerships, Contacts, and a button to log in and access the data collection form. It provides summary information about the tool and project.
- **About tab** - Gives information on the website and the details of key persons such as creators, owners, or administrators. This tab also provides the background and history of the website and information on the partners behind its development.
- **Overview tab** - Gives a summary of the main goals, objectives, and the scope of the tool.
- **Resource tab** - Provides additional information and materials related to the main content or purpose of the website.
- **Acknowledgement tab** - Gives credit to individuals, organisations, or entities that contributed to the content or development of the tool, and/or supported the development of the website.
- **Contacts tab** - Provides users with information on how to get in touch with the website owner, operator, or support team.

Creating and activating an account

Here you will learn how to create and activate an account with the CSART.

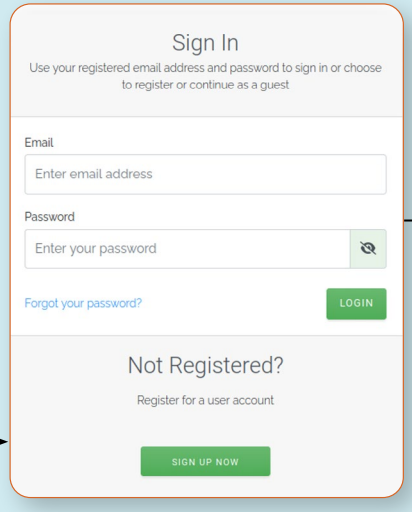
There are two ways to create a user account: One is user-led (self) and the other is admin-led.

USER-LED (SELF) REGISTRATION PROCESS

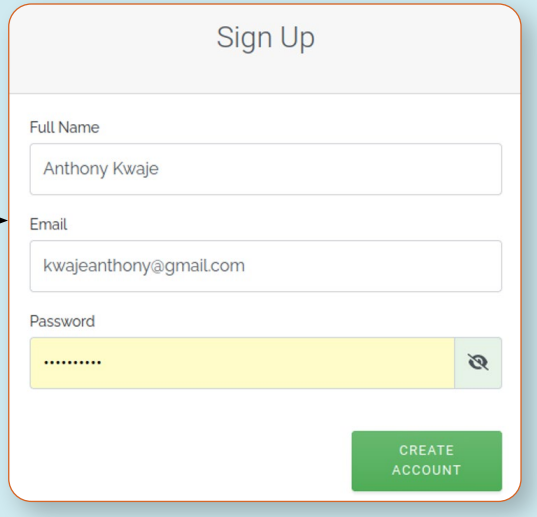


A Click the **Get Started** button on CSART's homepage to open the Sign In page.

B On the **Sign In** page, go to the Not Registered section and click the **Sign Up Now** button to create a new user account.

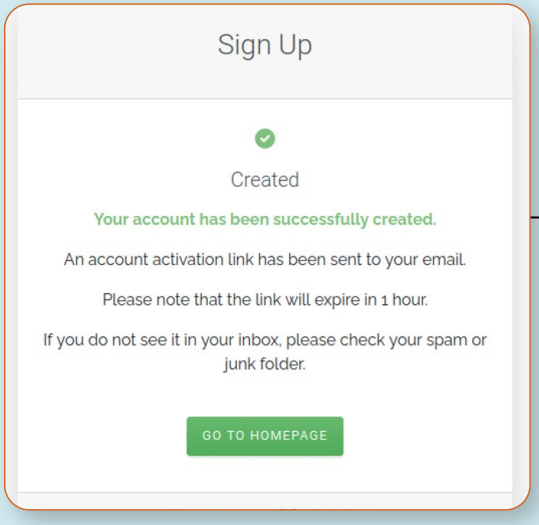


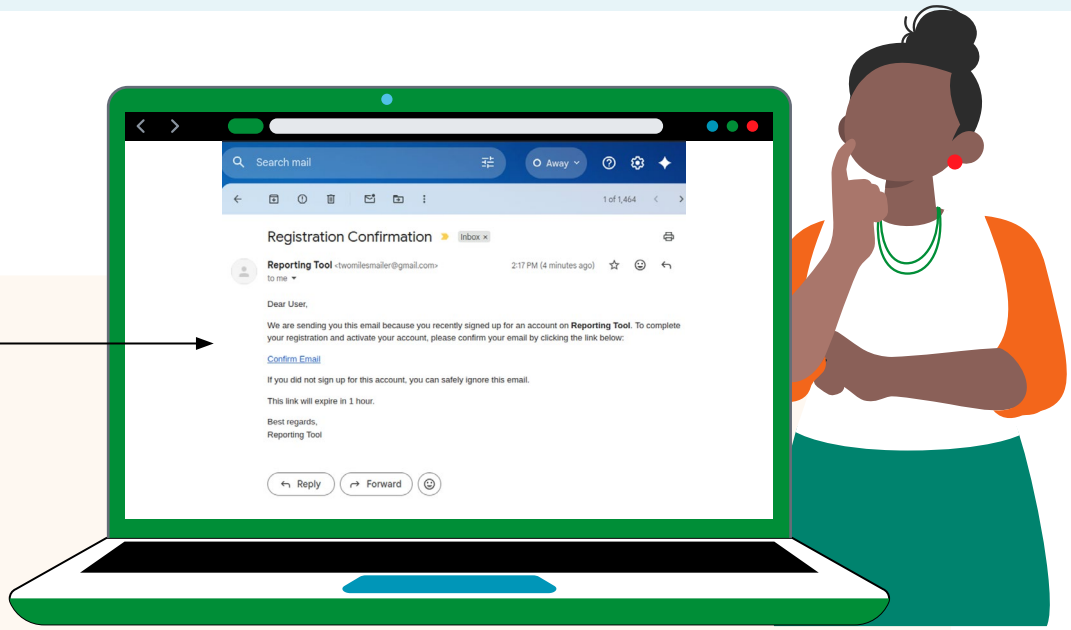
C Enter your full name, email address, and preferred password, then click the **Create Account button**.



D

Wait for the account creation confirmation message to appear. This confirms that your registration request has been received and that an activation link has been sent to your email address.



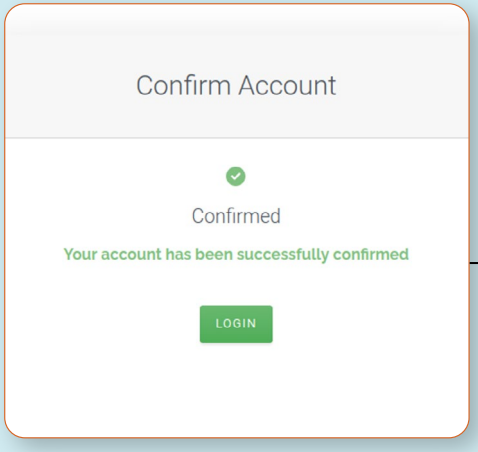


E

Open your email inbox, find the registration confirmation email from the reporting tool, and click the Confirm Email link to activate your account. The confirmation link expires after 1 hour.

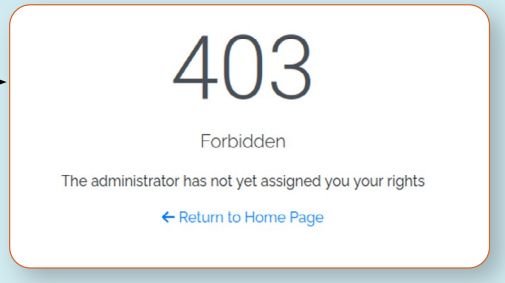
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After clicking the **Confirm Email** link, wait for the account confirmation page to open. Once the message confirms that your account has been successfully activated, click the Login button to proceed to the sign-in page.



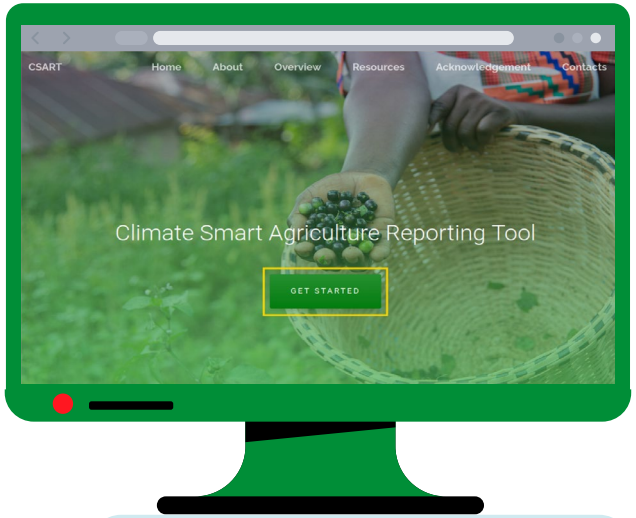
G

Note: If you try to log in before the administrator has assigned your user rights, the system will display a **403 Forbidden** message. This means your account has been confirmed, but you do not yet have permission to access the reporting interface.



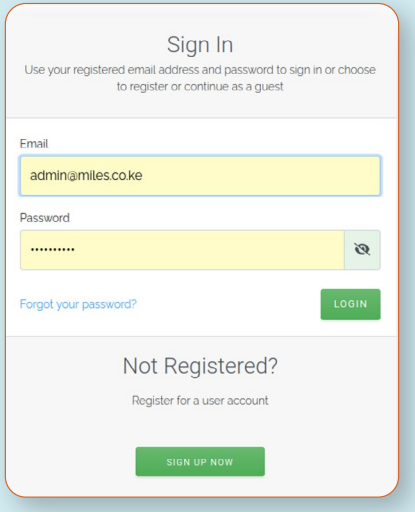
Return to contents

ADMINISTRATOR-LED REGISTRATION PROCESS

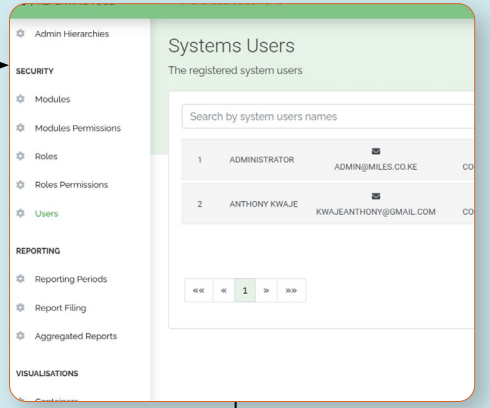


A Click the **Get Started** button on CSART's homepage to open the Sign In page.

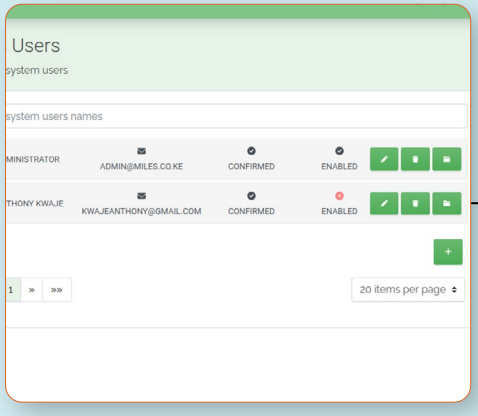
B On the **Sign In** page, enter the administrator's registered email address and password, then click the **Login** button to access the administrative account.



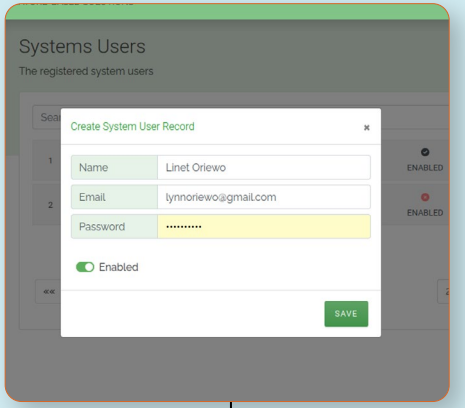
C After logging in, go to the left-hand navigation menu. Under the **Security** section, click **Users** to open the **System Users** page, where registered user accounts are listed.



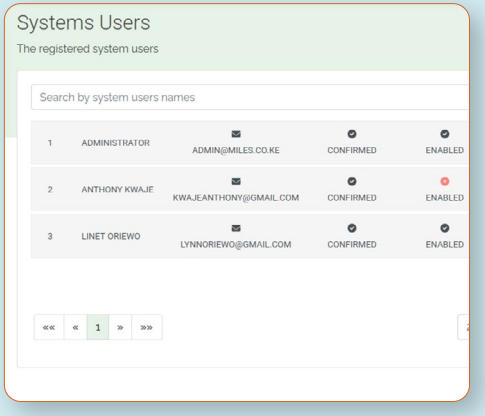
D On the **System Users** page, click the green + button at the bottom-right of the page to open the **Add User** dialog.



E In the **Create System User Record** dialog, enter the user's **name, email address**, and a temporary or placeholder **password**. Since this is an administrator-led registration, keep the account set to **Enabled** if the user should be allowed to access the system after login. Then click **Save** to create the user account.



F After saving, the new user should appear on the **System Users** page. Confirm that the user's record is listed with the correct name and email address, and that the account status shows as **Confirmed and Enabled**.



User rights assignment

UNDERSTANDING USER RIGHTS ASSIGNMENT

Before assigning user rights, it is important to understand that access in the reporting tool is controlled through three key elements: Context, Role, and Scope. A user must be assigned all three for their access rights to be properly defined.

Context

A context is the reporting workspace within which the user will operate. It defines the project, programme, initiative, or framework under which reporting activities are organised and managed.

For example, a context may represent a specific project, an NbS reporting framework, or any other defined reporting environment configured in CSART.

Role

A role defines what the user is allowed to do within the selected context. It determines the actions and permissions available to the user. Common roles include:



Administrator

Grants broad control over system setup, user management, configurations, and reporting administration.



Reporter

Grants permission to prepare and submit reports.



Reviewer

Grants permission to review submitted reports.



Observer

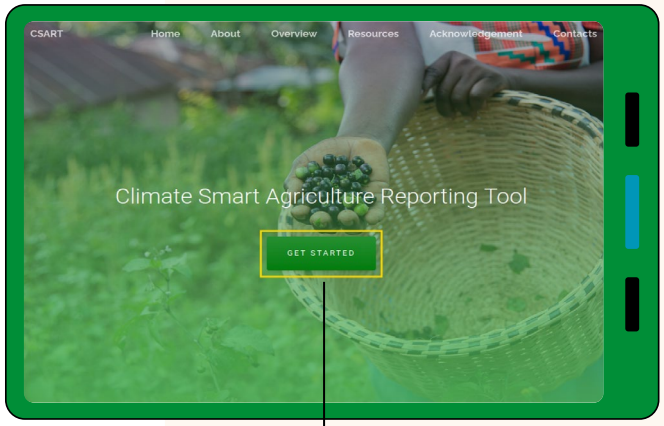
Grants permission to view submitted reports and their review status without making changes.

Scope

A scope defines the extent of the user's responsibility or jurisdiction within the selected context. It determines where the user's role applies. The scope may be:

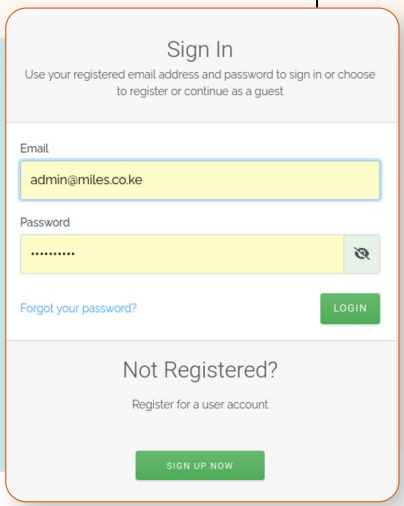
- **Location-wide scope** - Applies to a geographical area and may include its lower-level or subsidiary locations.
- **Entity-wide scope** - Applies to a specific reporting entity or unit, such as a farm, institution, facility, or other defined reporting unit.

USER RIGHTS ASSIGNMENT PROCESS

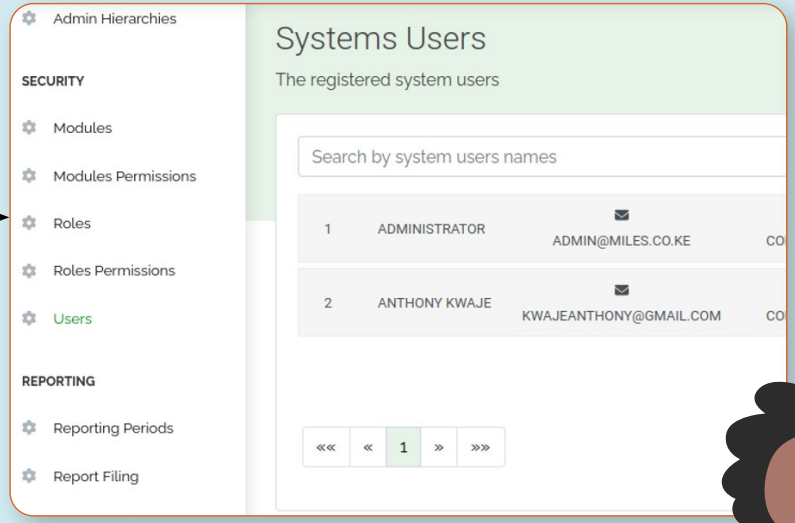


A Click the **Get Started** button on CSART's homepage to open the Sign In page.

B On the **Sign In** page, enter the administrator's registered **email address** and password, then click the **Login** button to access the administrative account.



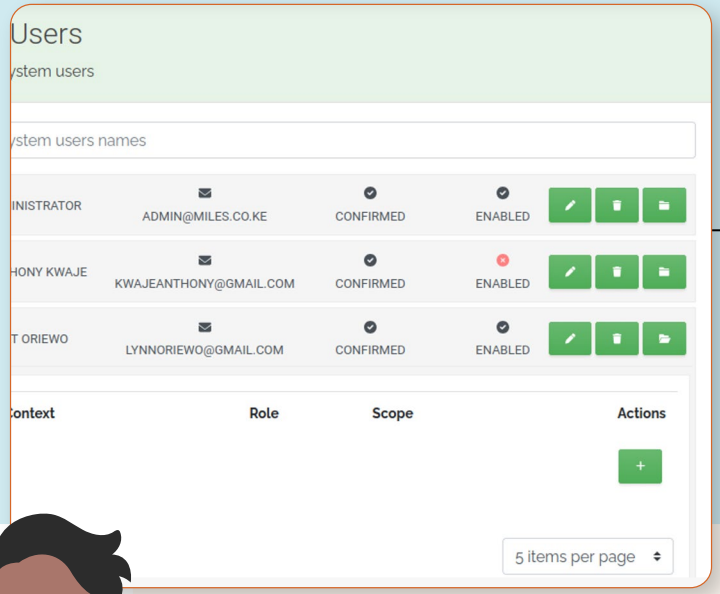
C After logging in, go to the left-hand navigation menu. Under the **Security** section, click **Users** to open the **System Users** page, where registered user accounts are listed.





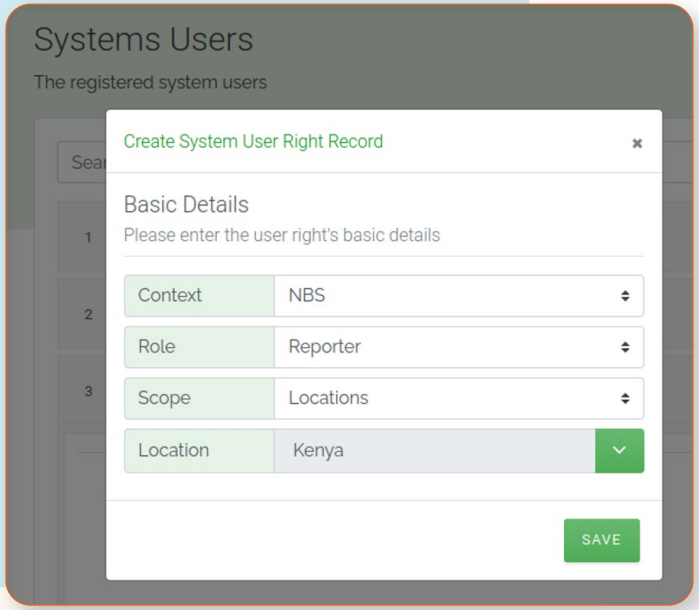
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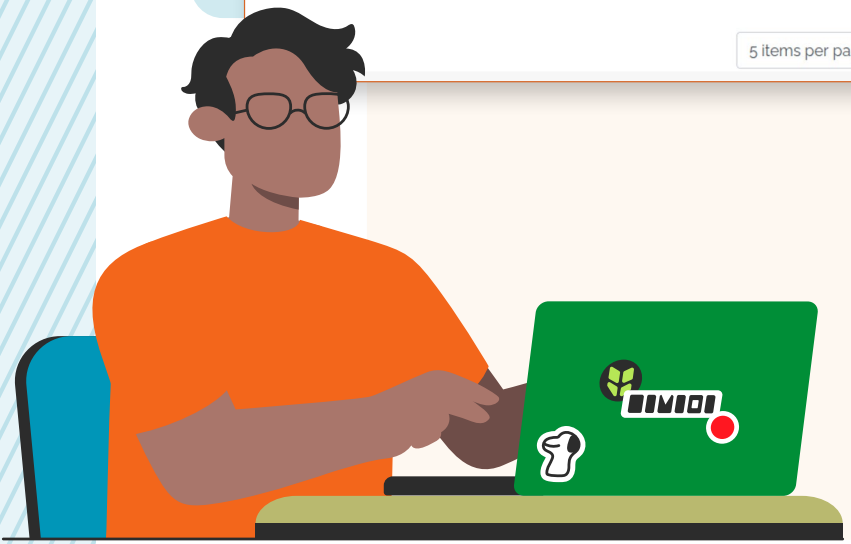
Expand the user's record by clicking the **folder icon** in the user's row. This displays the user rights section for that account. Then click the green + button under the expanded record to open the dialog for adding a new rights assignment.



E

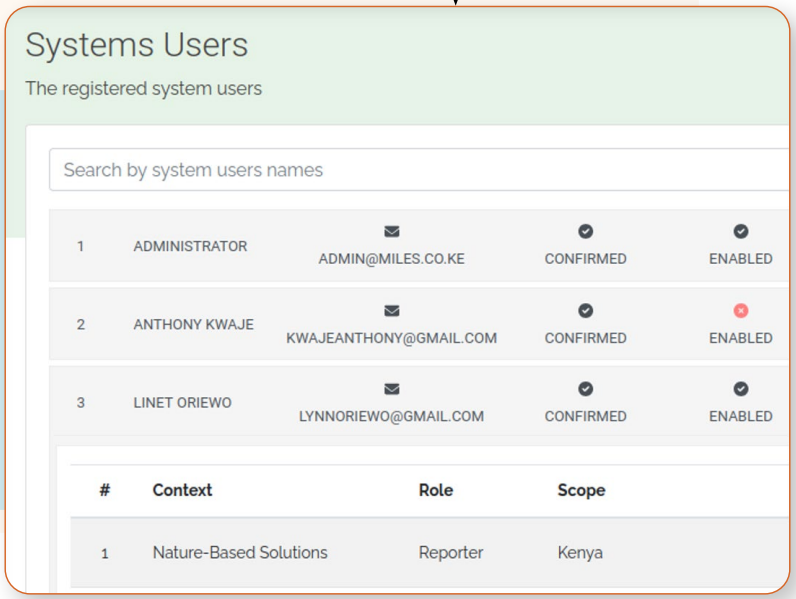
Select the **Context** within which the user will work, choose the appropriate **Role**, and then define the **Scope** of access. If the scope is based on a location, select **Locations** and choose the relevant location, such as **Kenya**. Once all details are correct, click **Save** to assign the rights to the user.





F

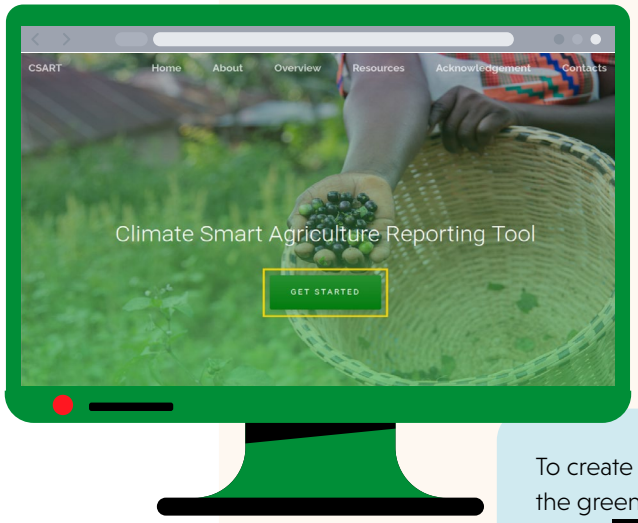
After saving, the new rights assignment should appear under the expanded user record. Confirm that the assigned **Context**, **Role**, and **Scope** are displayed correctly. This confirms that the user has been granted the selected access rights within the reporting tool.



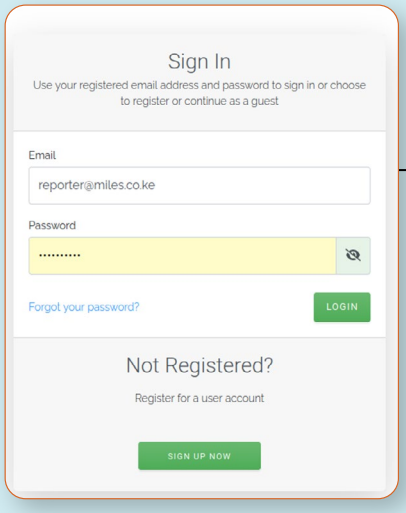
Reporting

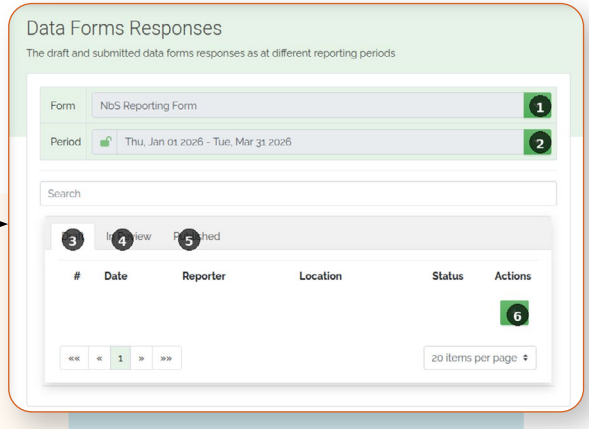
REPORT CREATION

A Click the **Get Started** button on CSART's homepage to open the Sign In page.



B On the **Sign In** page, enter the reporter's registered **email address** and **password**, then click the **Login** button to access the **Data Forms Responses** page.

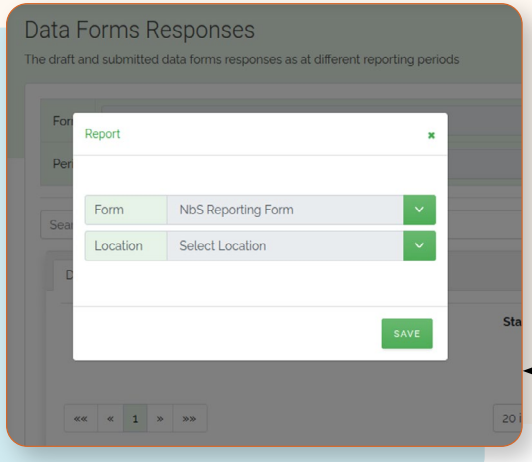




C The **Data Forms Responses** page is the main reporting workspace. The page includes:

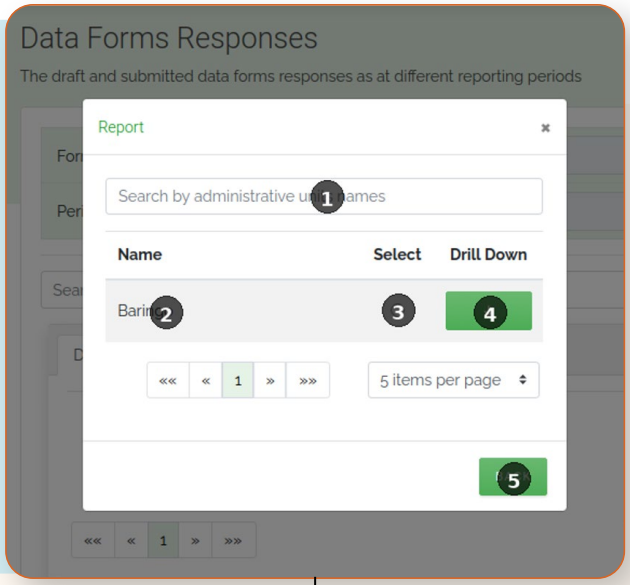
1. **Form Selection field**
2. **Reporting Period field**
3. **Draft reports tab**
4. **In Review reports tab**
5. **Published reports tab**
6. **Create Report button**

D To create a new report, click the green **Create Report** button 6 under the **Draft** tab. The system will open the **Report** creation dialog. The selected reporting form will already be filled in, while the ***Location*** field will remain blank for the user to select the location for which the report is being prepared.



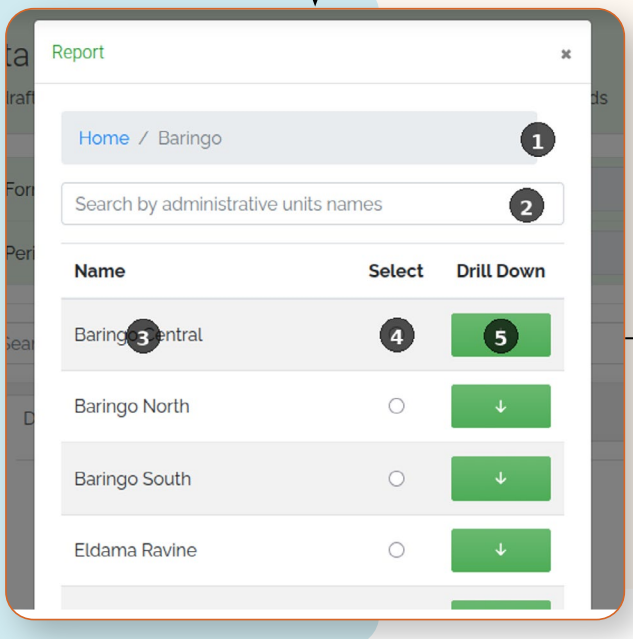
E

Click the **Select Location** field to open the location selection dialog. The dialog includes a **search field** 1 for finding administrative units by name. The available location is shown in the **Name** column 2. To select the displayed location for the report, click the **Select** radio button 3. To view lower-level locations under the displayed location, click the green **Drill Down** button 4. To return to the previous report creation dialog without selecting a location, click the **Back** button 5.



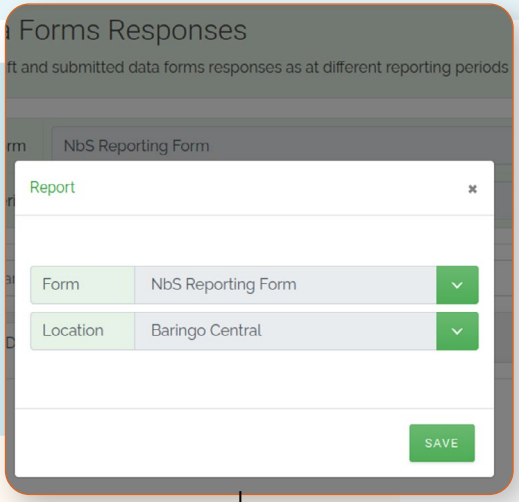
F

To choose a location for the report, identify the required location under the **Name** column 3, then click the **Select** radio button 4 next to that location. For example, selecting **Baringo Central** will close the location selection dialog and return you to the report creation dialog with **Baringo Central** filled in as the selected location. The green **Drill Down** button 5 can be used to continue navigating to lower-level locations where applicable. A **breadcrumb** 1 is usually displayed, once you drill down into lower-level locations, to help you navigate back to a previous location level.



G

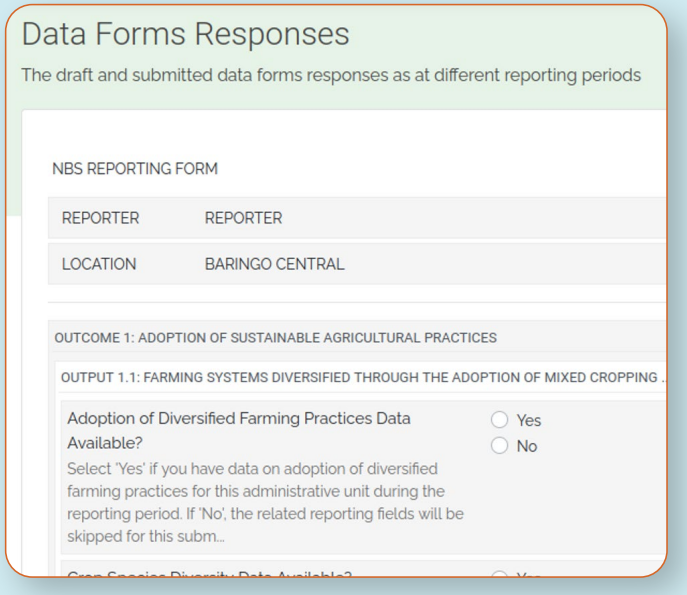
With the location selected, confirm that the **Form** and **Location** fields are correct, then click **Save** to create the report.



H

After saving, the system opens the selected reporting form for the chosen location. The form displays the selected **reporting form**, **reporter**, and **location** details at the top, followed by the reporting sections and fields to be completed.

The structure of the reporting form is explored in detail in the next section.



Return to contents

REPORTING FORM STRUCTURE



OUCOMES 1: Adoption of sustainable agricultural practices

Description

The aim of Outcome 1 is to promote sustainable agricultural practices that improve productivity, strengthen food and nutrition security, enhance soil health, and build resilience within farming systems.

This outcome focuses on supporting farmers and communities to shift towards more diversified, resource-efficient, and climate-resilient production systems that can sustain livelihoods while reducing pressure on natural ecosystems.

Outcome indicators

Table 2. Outcome 1 indicators and their units of measure

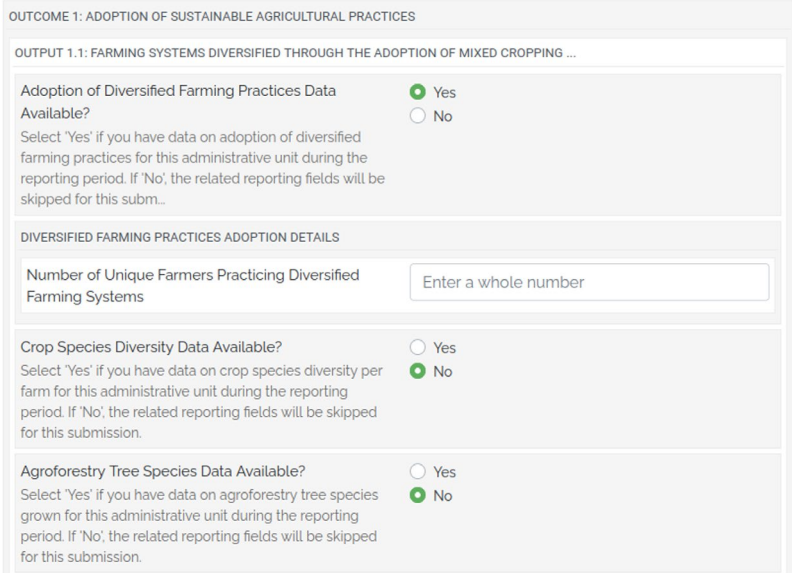
Indicator title	Unit of measure
Percentage of households reporting a more stable food supply	Percent (%) of households
Average percentage change in farm incomes among participating households, disaggregated by income source	Percent (%) change
Percentage of farmers adopting diversified and sustainable farming systems, including indigenous crops/trees, mixed cropping, and integrated systems	Percent (%) of farmers
Yield stability of indigenous varieties and breeds	
Reduction in pest and disease incidence, alongside decreased synthetic fertilizer and pesticide use	
Improvement in soil health and land productivity, including soil organic matter, key nutrients, erosion rate, and moisture retention	
Enhancement of ecosystem services and biodiversity, including tree survival, vegetation cover, riparian vegetation health, and pollinator/ predator populations	



Expected outputs

- Farming systems diversified through the adoption of mixed cropping, crop rotation, intercropping, and agroforestry practices
- Increased cultivation of indigenous crop varieties and rearing of locally adapted livestock breeds
- Reduced use of synthetic chemicals
- Adoption of integrated soil fertility management and conservation practices

Sample reporting fields



OUCOMES 2: Enhanced resilience of communities to climatic shocks

Description

The aim of Outcome 2 is to strengthen the resilience of communities to climate-related shocks and stresses affecting agriculture, livelihoods, food systems, and natural resources.

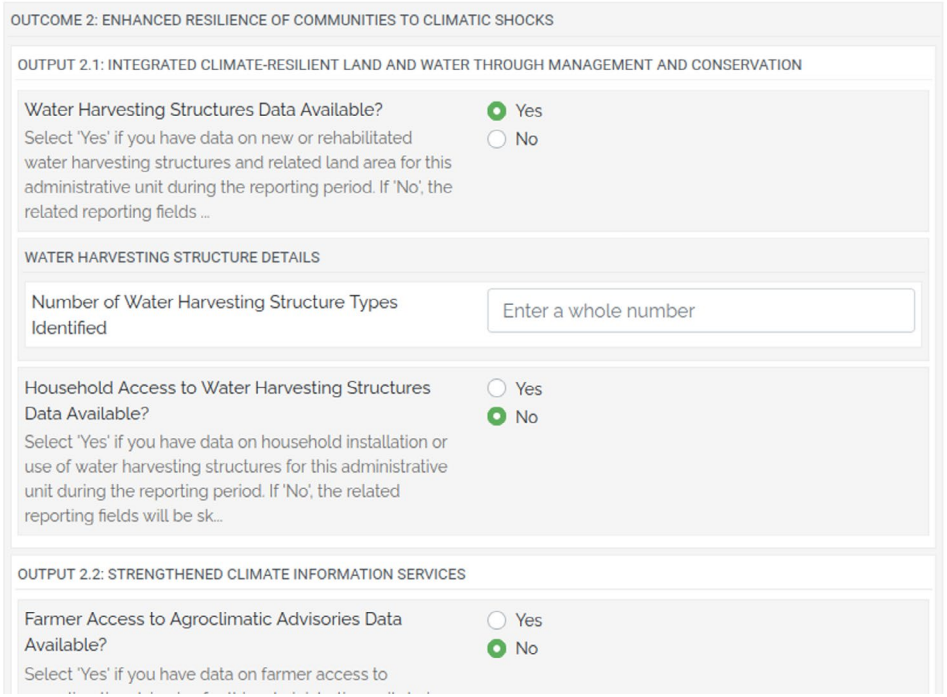
This outcome focuses on improving the ability of communities to anticipate, adapt to, and recover from climate risks through better preparedness, climate-smart practices, and more resilient production and livelihood systems.

Outcome indicators

Table 3. Outcome 2 indicators and their units of measure

Indicator title	Unit of measure
Adoption of climate-resilient practices	Number of households
Use of Climate Information Services	Number of households
Reduction in crop and post-harvest losses	Number of households

Sample reporting fields



Expected outputs

- Integrated climate-resilient land and water management and conservation
- Strengthened climate information services
- Adoption of climate risk reduction practices
- Adoption of climate-smart livestock practices that reduce heat stress and productivity losses

Return to contents

OUCOMES 3: Restored and sustained protected ecosystems

Description

The aim of Outcome 3 is to restore, protect, and sustainably manage degraded and vulnerable ecosystems so that they continue to provide ecological, social, and economic benefits.

This outcome focuses on improving ecosystem health, conserving biodiversity, strengthening natural resource management, and supporting the long-term sustainability of landscapes that communities and livelihoods depend on.

Expected outputs

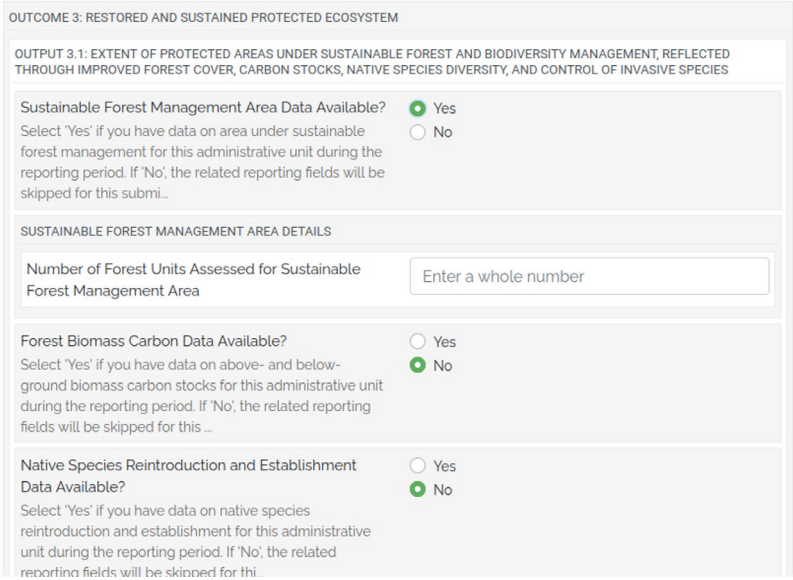
- Extent of protected areas under sustainable forest and biodiversity management, reflected through improved forest cover, carbon stocks, native species diversity, and control of invasive species
- Extent of degraded land rehabilitated and illegal mining sites restored to support ecosystem recovery in protected areas
- Effective development and adoption of fire management strategies
- Establishment and protection of wildlife corridors
- Extent of sustainable pasture management promoted through rehabilitated pasture areas, implementation of community grazing plans, enhanced biodiversity of pasture species, and active participation of women and youth in management initiatives
- Protection and restoration of fragile ecosystems and buffers

Outcome indicators

Table 4. Outcome 3 indicators and their units of measure

Indicator title	Unit of measure
Change in vegetation canopy cover in protected areas over time	Percent (%)
Area of land rehabilitated or restored from mining activities	Hectares (ha)
Area of critical riparian land under active protection or restoration	Hectares (ha)
Species population abundance	
Carbon sequestration potential of improved pastures	tCO_2e/acre/year
Net change in forest carbon stocks	tCO_2e

Sample reporting fields



OUTCOME 4: Enabling Environment for NbS Implementation

Description

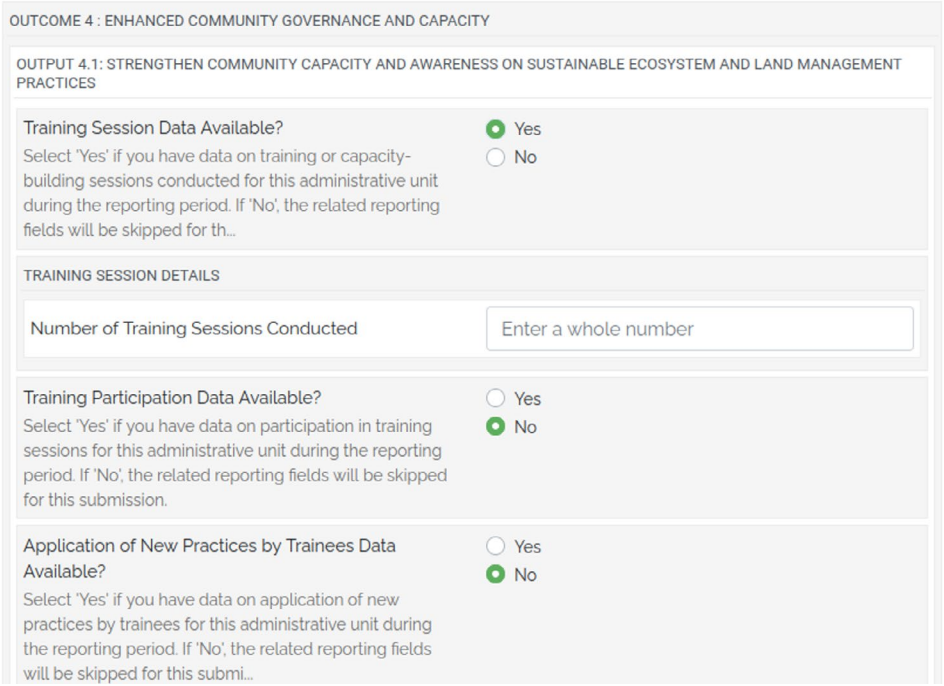
The aim of outcome 4 is to enhance the enabling environment for effective, coordinated, and scaled implementation of NbS through enhanced capacity, financing, policy frameworks, and institutional coordination.

Outcome indicators

Table 5. Outcome 4 indicators and their units of measure

Indicator title	Unit of measure
Improved knowledge and capacity to design and implement NbS	%
Increased financial resources mobilized and invested in NbS implementation	Number
Functional and Coherent policy and legal frameworks supporting NbS implementation	Number
Effective and coordinated institutional arrangements for NbS implementation	Number

Sample reporting fields



Expected outputs

- Community capacity and awareness strengthened on sustainable ecosystem and land management practices
- Accessible financial resources, and increased community-driven NbS-based enterprises
- Policy frameworks and plans, supported by active enforcement mechanisms to institutionalise and sustain NbS efforts

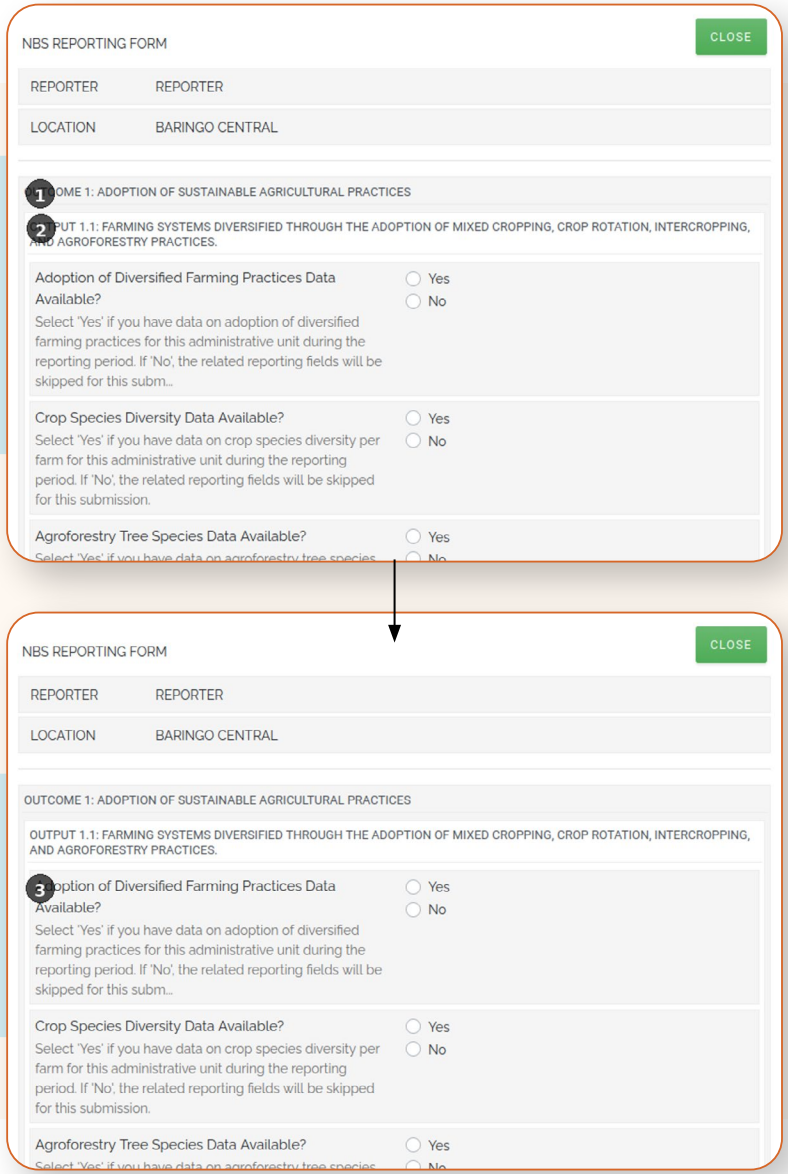
REPORT FILLING

A

The reporting form is organised by **Outcome** 1 and **Output** 2. Each outcome represents a broad reporting result area, while each output represents a more specific result or activity area under that outcome. Start by locating the relevant outcome and then move to the output under which you want to report.

B

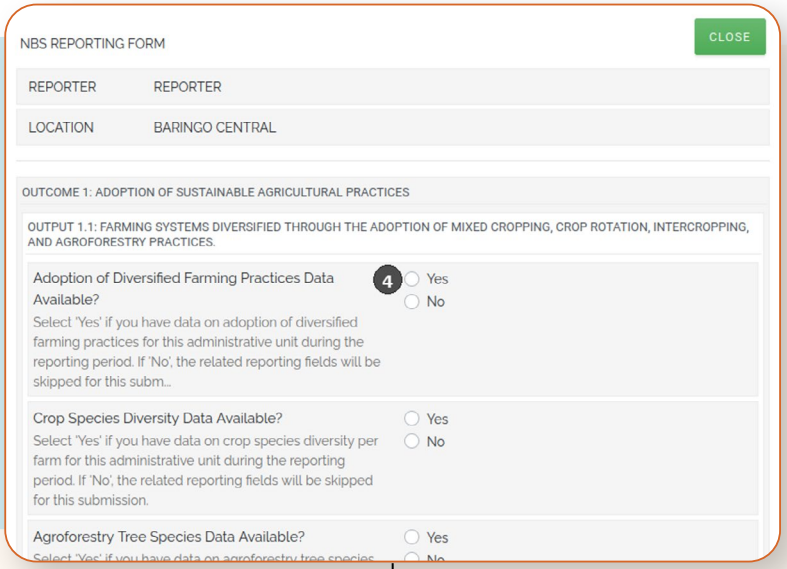
For each output, the form first asks whether the required data is available. This is shown as the **data availability question** 3. Use this question to indicate whether there is data to report for that specific section during the selected reporting period and location.





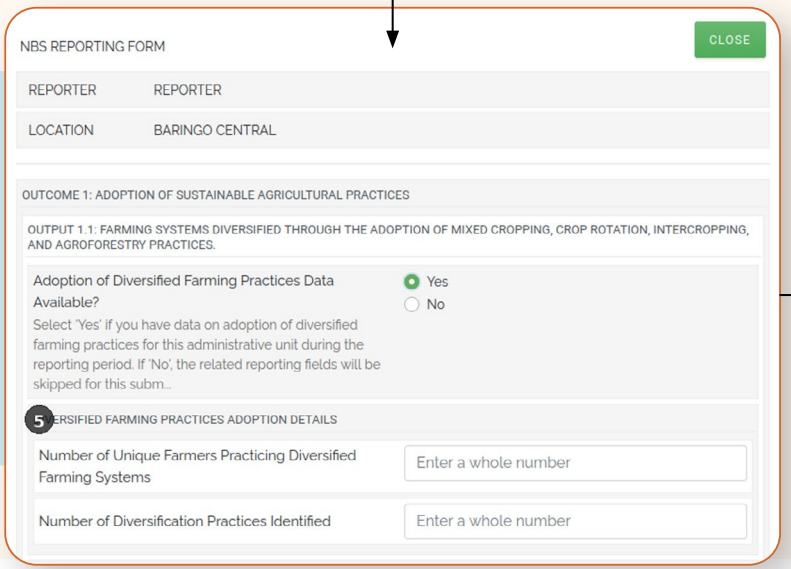
C

If data is available, select **Yes** 4. Selecting **Yes** expands the related reporting section and displays the fields that need to be completed. If data is not available, select **No** and the related reporting fields will be skipped for that submission.



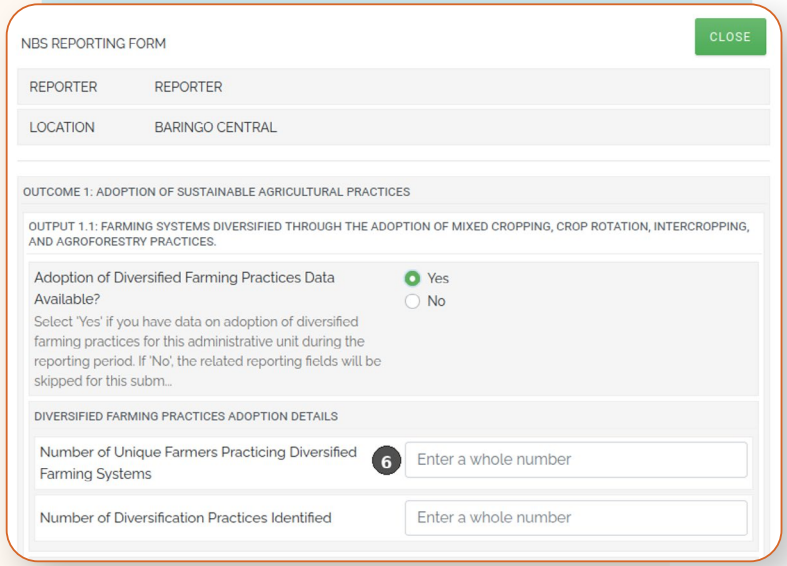
D

Once **Yes** is selected, the system displays the related **reporting section** 5. This section contains the specific fields linked to the selected data availability question.



E

Enter the required figures in the **data entry fields** 6. For example, where diversified farming practices data is available, enter the number of unique farmers practicing diversified farming systems and the number of diversification practices identified.



Return to contents

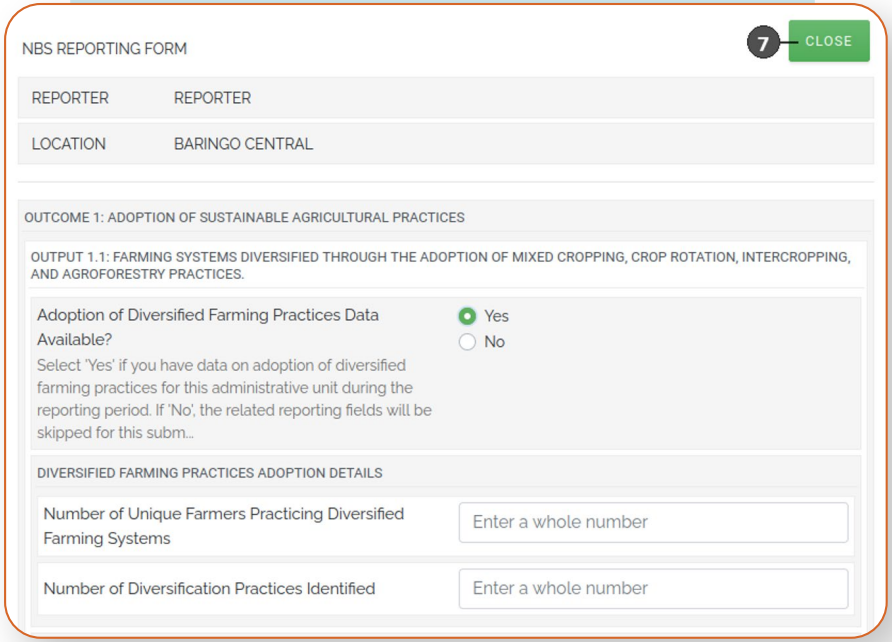


REPORT SAVING



A

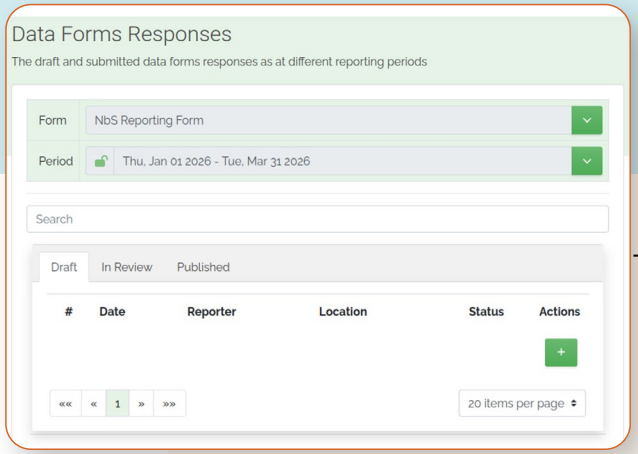
The system automatically saves entries as they are added, updated, or later removed. If you need to stop and resume reporting later, click the **Close button** 7 at the top-right corner of the screen to exit the reporting session. The report will remain available as a draft, and you can later use the **Edit Report** option to continue filling it.



REPORT EDITING

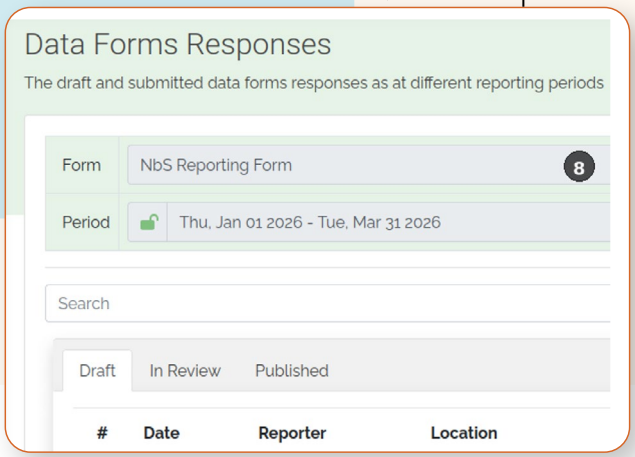
A

Open the **Data Forms Responses** page. This is where draft, in-review, and published reports are managed for each reporting form and reporting period.



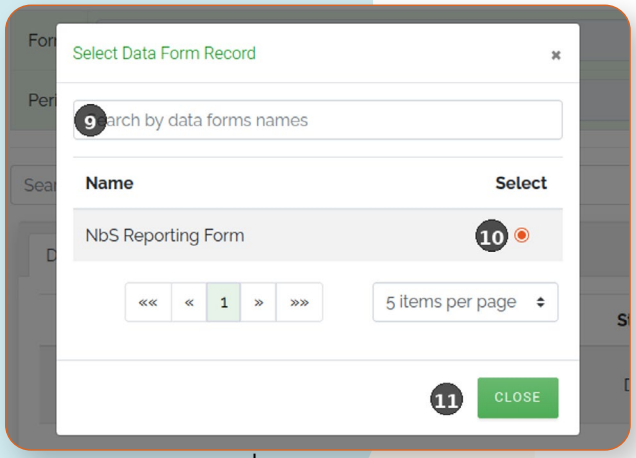
B

If the required form is not already selected, click the **Form** dropdown **8** to open the form selection dialog.



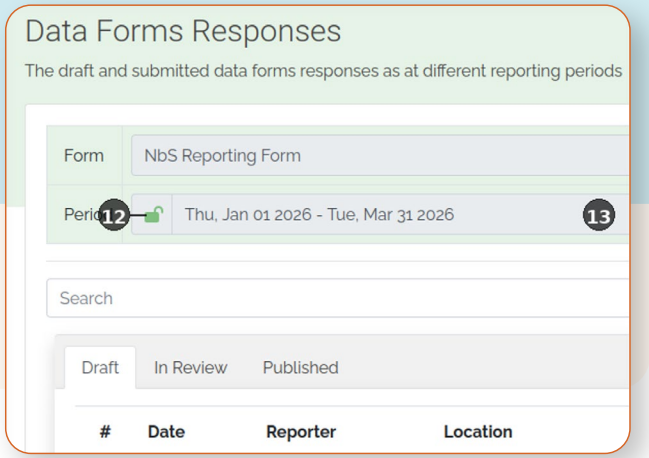
C

In the opened form selection dialog, use the **search field** **9** to find the required reporting form, especially where many forms are listed. Once you locate the target form, click the **Select** radio button **10** next to it. After selection, the dialog will automatically close and return you to the **Data Forms Responses** page. To close the dialog without selecting a form, click the **Close** button **11**.



D

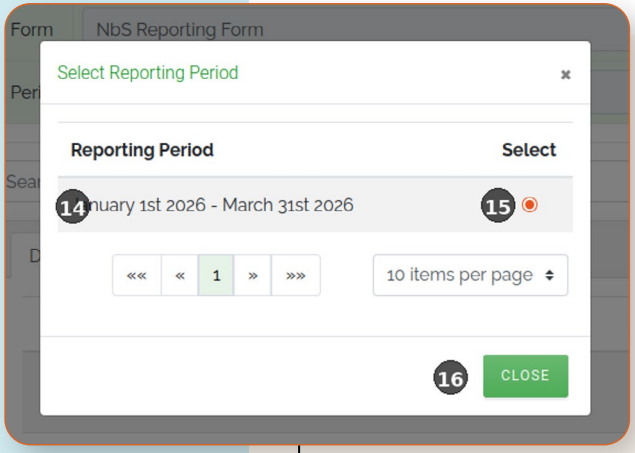
Confirm that the correct reporting period is selected in the **Period** field. The open padlock icon **12** indicates that the reporting period is still open. Reports can only be created or edited for open reporting periods. If a reporting period is closed, users will not be able to create new reports or edit existing draft reports for that period. If the required open period is not already selected, click the **Period** dropdown **13** to open the reporting period selection dialog.



Return to contents

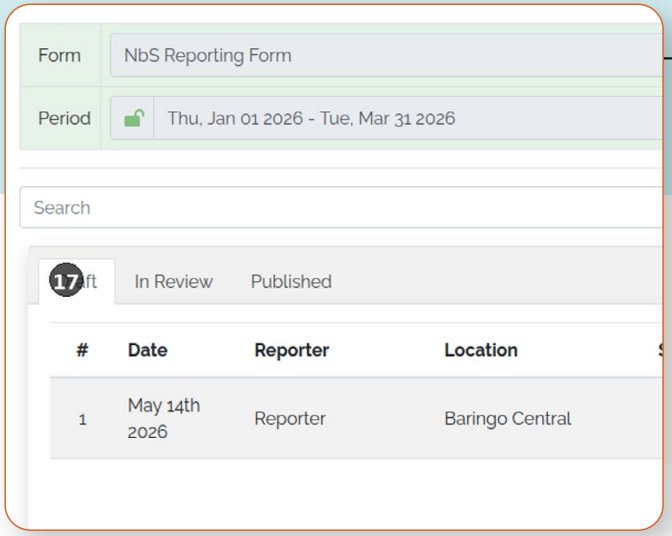
E

In the opened reporting period selection dialog, review the available **reporting period** 14 and confirm that it is the period you want to work with. Click the **Select** radio button 15 next to the required reporting period. After selection, the dialog will automatically close and return you to the **Data Forms Responses** page. To close the dialog without selecting a reporting period, click the **Close** button 16.



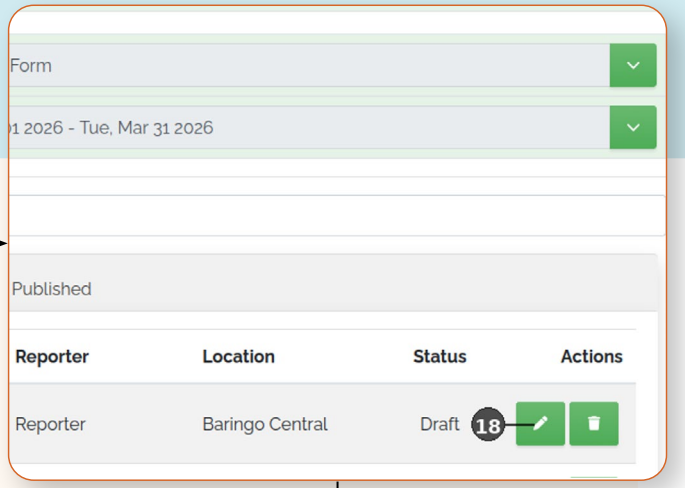
F

Click the Draft tab 17 to view reports that have been created but not yet submitted for review. This is where you can find draft reports that can still be edited.



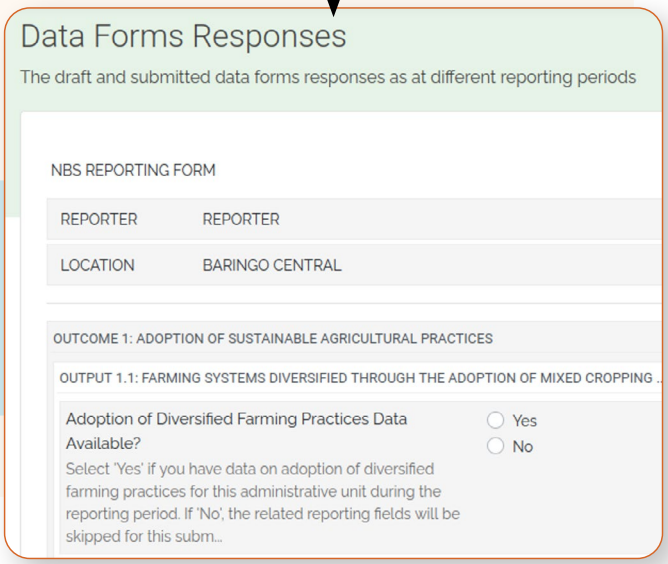
G

Locate the report you want to continue editing. Confirm that the row shows the correct **reporter**, **location**, and **draft status**, then click the **Edit** button 18 shown with the pencil icon, on the same row. The system will reopen the reporting session for editing.



H

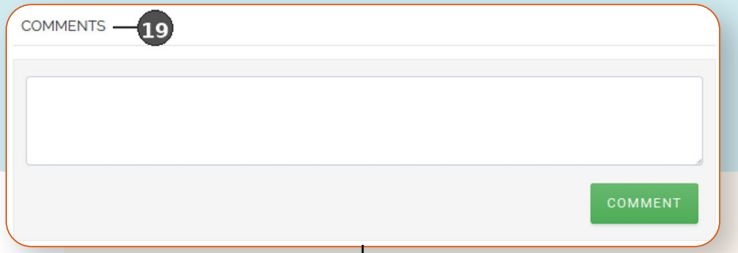
Continue adding, updating, or removing entries as needed.



REPORT COMMENTS ADDITION

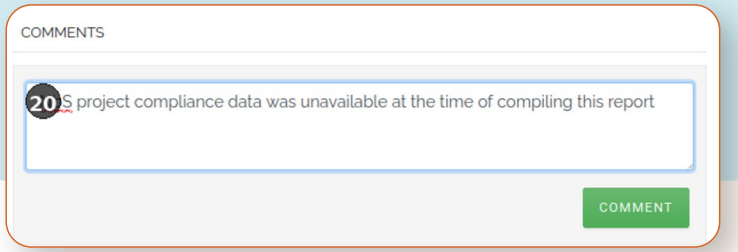
A

Go to the bottom of the reporting form and locate the **Comments** section 19. This section is used to add explanatory notes or contextual information related to the report.



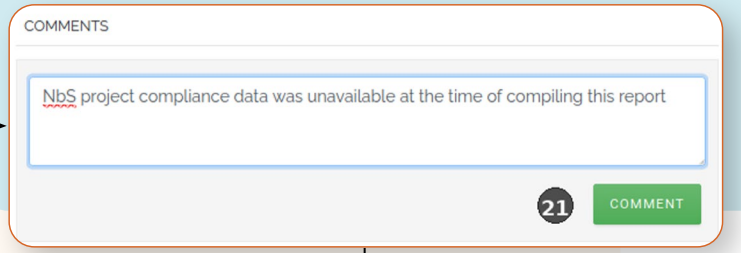
B

Enter the comment in the **Comment** text box 20. The comment should provide useful context, clarification, or explanation related to the report.



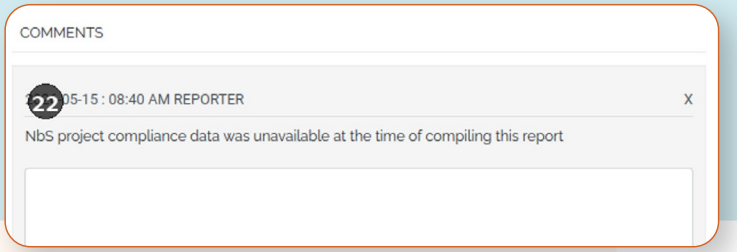
C

After entering the comment, click the **Comment** button 21 to add the comment to the report.



D

Once added, the comment appears in the **Comments** list 22 with the date, time, and user who posted it.



REPORT SUBMISSION / POST-SUBMISSION ACCESS

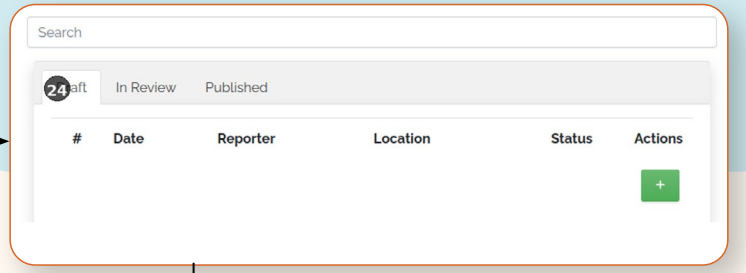
A

Once you are satisfied that the report has been fully completed, go to the bottom of the reporting form and click the **Submit** button 23. This submits the report for review.



B

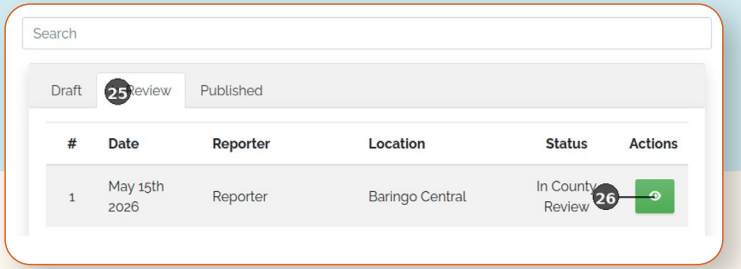
After submission, the system returns to the **Data Forms Responses** page. The submitted report will no longer appear under the **Draft** tab 24 because it has moved into the review process.



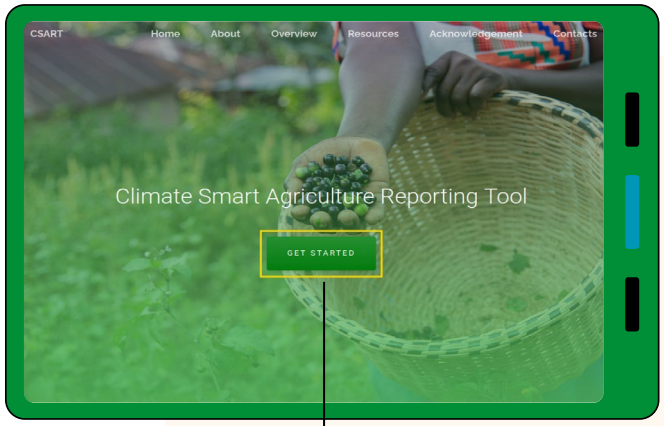


C

To view submitted reports, open the **In Review** tab 25. At this stage, the report is no longer editable. Only the view option is available, shown by the **view icon** 26.

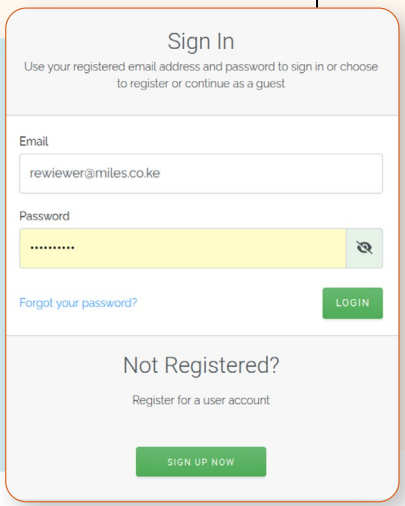


Reviewing reporting

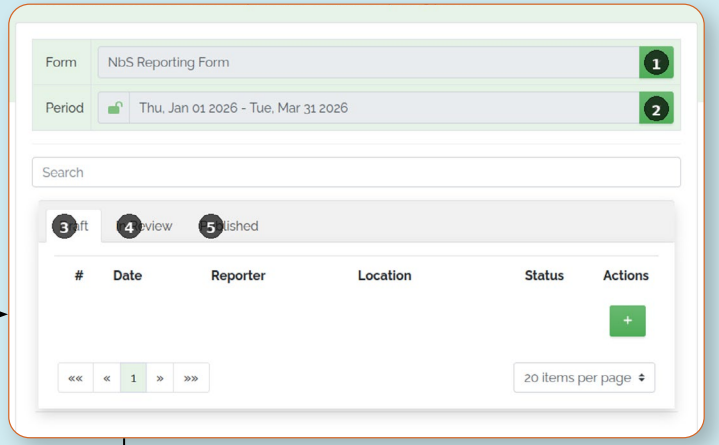


A Click the **Get Started** button on CSART's homepage to open the Sign In page.

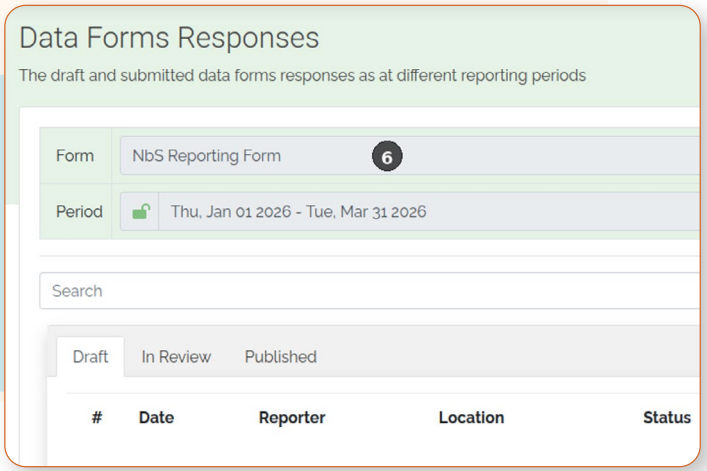
B On the **Sign In page**, enter the reviewer's registered **email address** and **password**, then click the **Login** button to access the **Data Forms Responses** page.



C The **Data Forms Responses** page is the main reports review workspace. The page includes the **Form Selection** field 1, the **Reporting Period** field 2, the **Draft** reports tab 3, the **In Review** reports tab 4 and the **Published** reports tab 5 that are important to the review process.

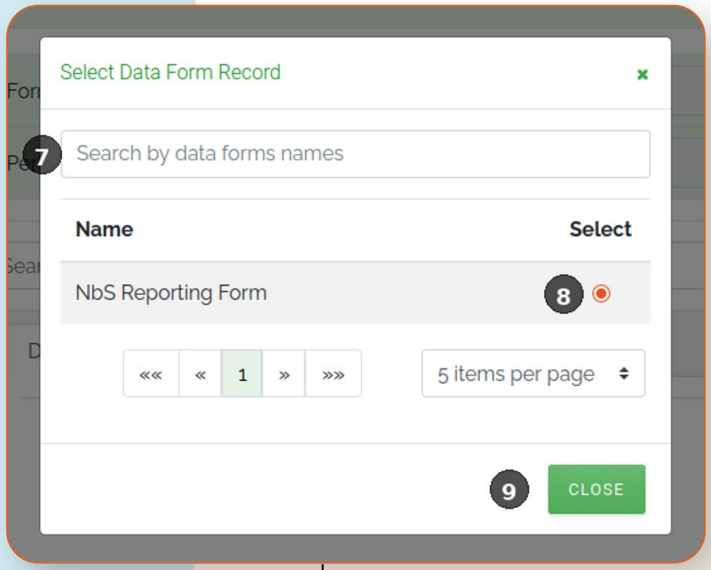


D If the form for which you want to review submitted reports is not already selected, click the **Form** field 6 to open the form selection dialog.



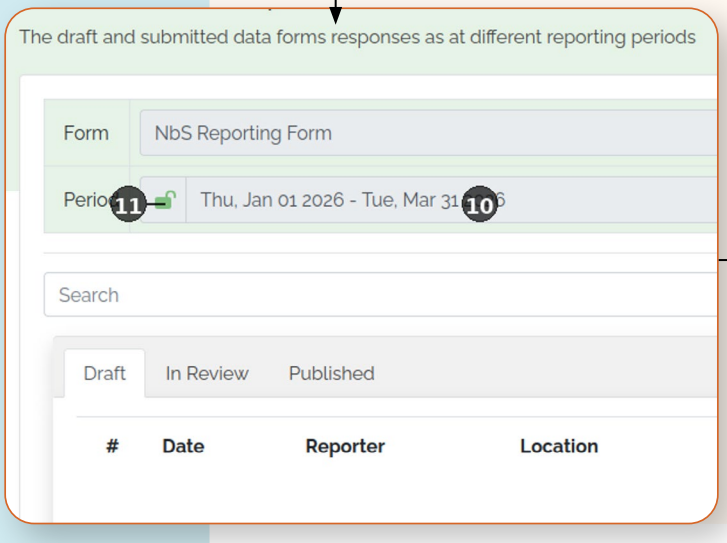
E

In the opened form selection dialog, use the **search field** 7 to find the required reporting form, especially where many forms are listed. Once you locate the target form, click the **Select** radio button 8 next to it. After selection, the dialog will automatically close and return you to the **Data Forms Responses** page. To close the dialog without selecting a form, click the **Close** button 9.



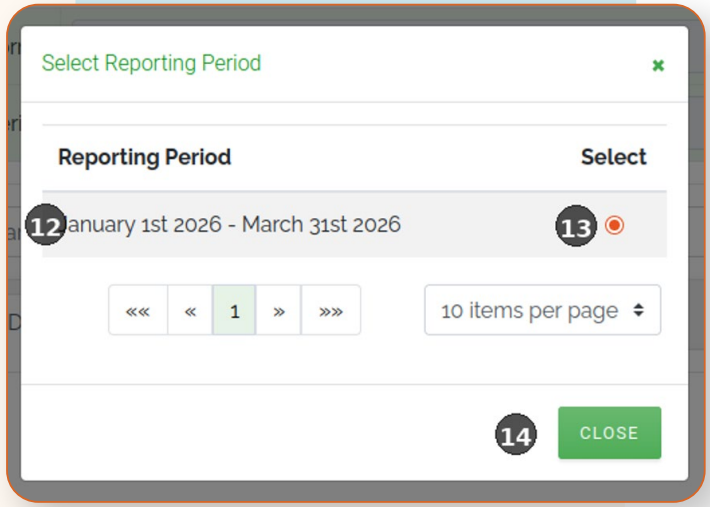
F

If the reporting period for which you want to review submitted reports is not already selected, click the **Period field** 10 to open the reporting period selection dialog. The open padlock icon 11 indicates that the reporting period is still open. Reports can only be created or edited for open reporting periods. If a reporting period is closed, users will not be able to create new reports or edit existing draft reports for that period.



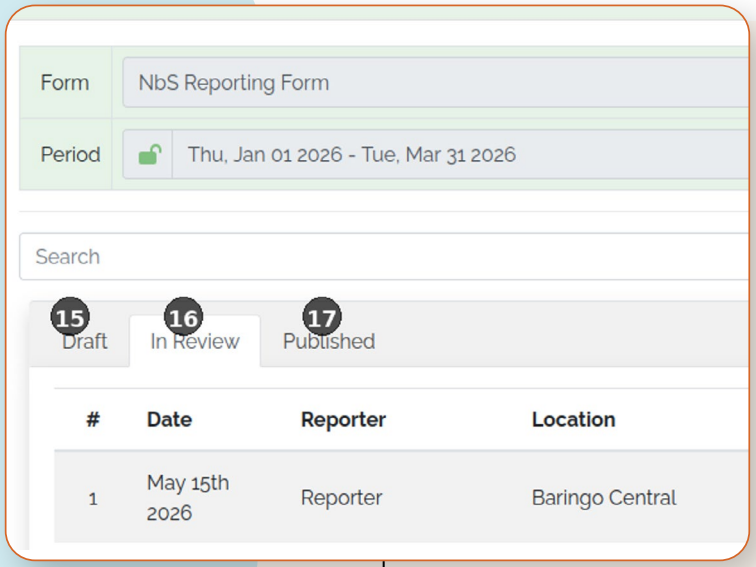
G

In the opened reporting period selection dialog, review the available **reporting period** 12 and confirm that it is the period you want to work with. Click the **Select** radio button 13 next to the required reporting period. After selection, the dialog will automatically close and return you to the **Data Forms Responses** page. To close the dialog without selecting a reporting period, click the **Close** button 14.



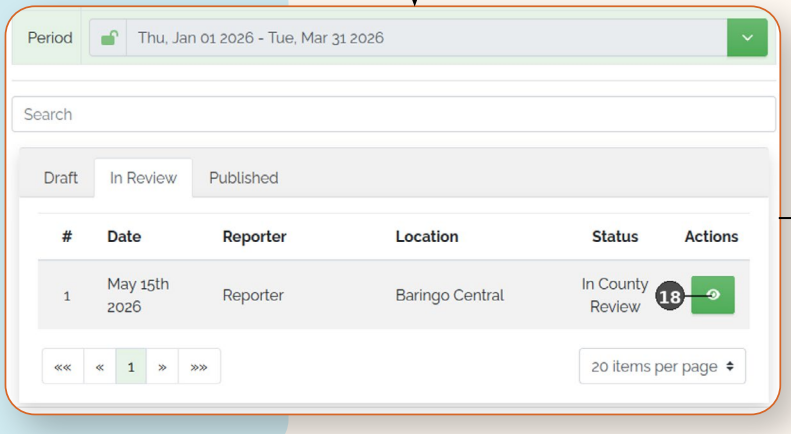
H

Click the In **Review** tab **16** to view reports that have been submitted for review. The **Draft** tab **15** can be used to see reports that reporters are still working on, or reports that were submitted, reviewed, and returned for correction. The **Published** tab **17** shows reports that have been reviewed and approved.



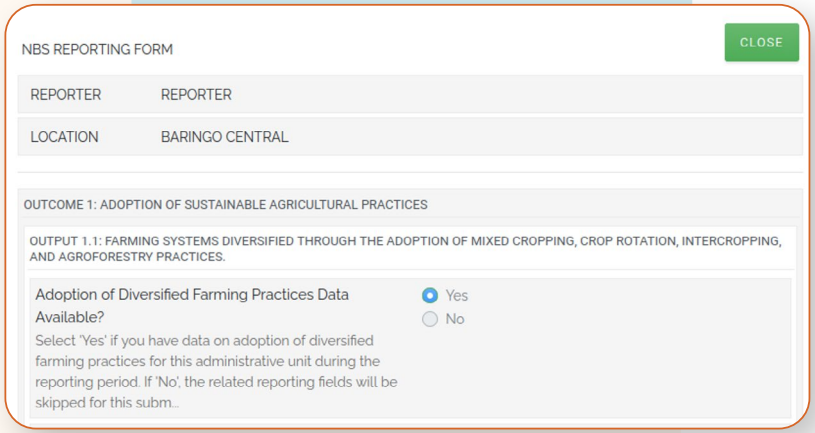
I

Locate the report you want to review. Confirm that the row shows the correct **reporter**, **location**, and **review status**, then click the **View** button **18**, shown with the eye icon, on the same row. The system will open the report for review.



J

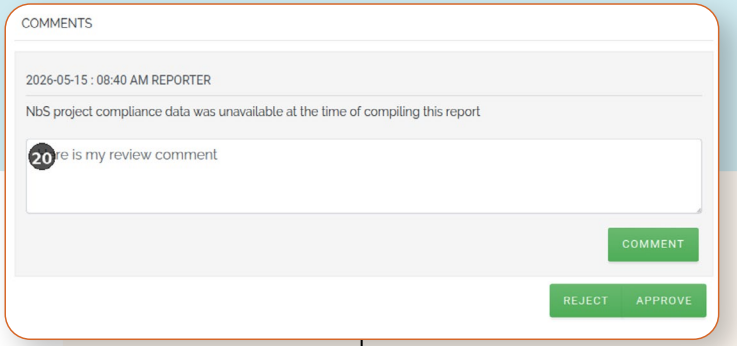
Go through the submitted report entries **19** and assess whether the information provided is complete, accurate, and consistent with the reporting requirements. Check the selected responses, reported values, and any supporting comments before deciding whether the report should proceed to the next review stage or be returned for correction.



Return to contents

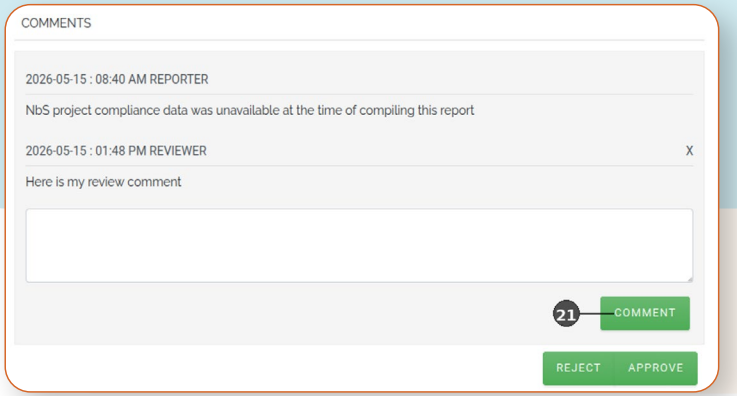
K

At the end of the review, enter any review comments in the **comment text box** 20. Comments may be used to provide clarification, feedback, or reasons for the review decision.



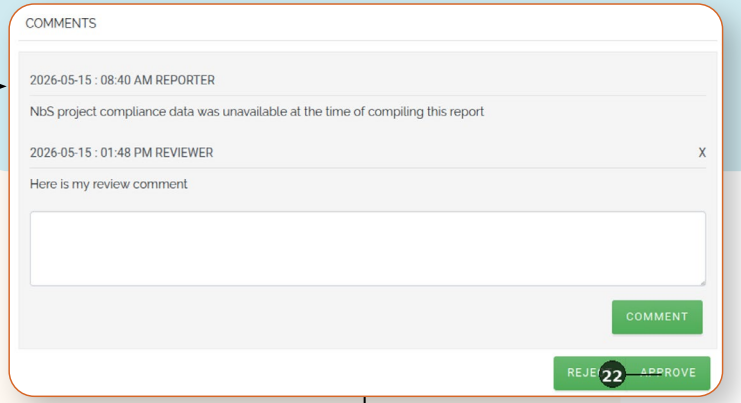
L

After entering the comment, click the **Comment** button 21 to add the comment to the report.



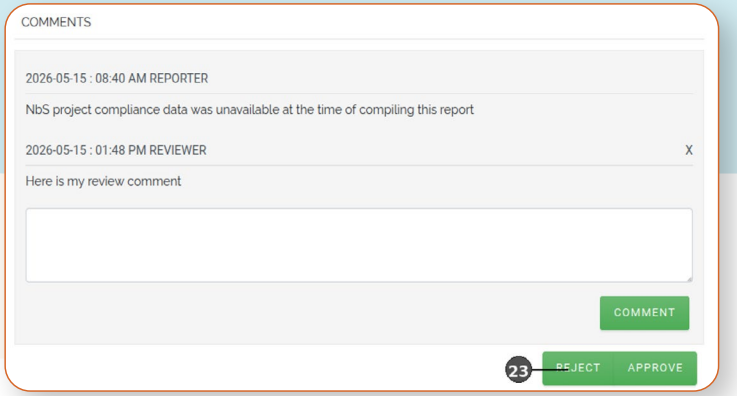
M

If the report is complete and correct, click the **Approve** button 22. Approved reports move to the **Published** tab, where they can be used for aggregation.



N

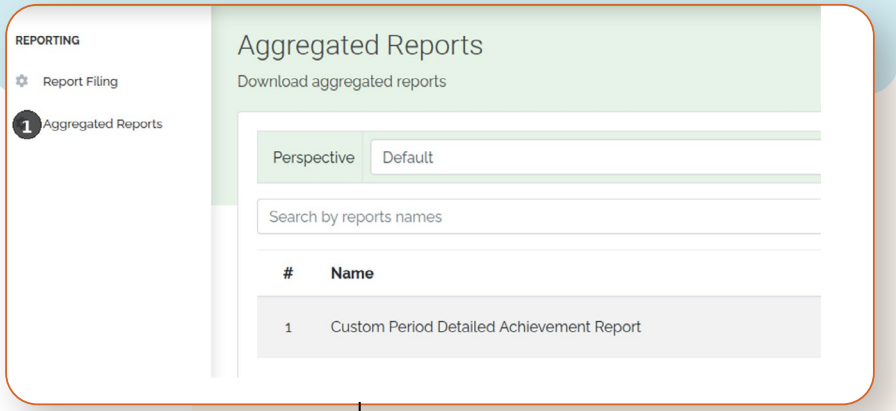
If the report requires correction, click the **Reject** button 23 Rejected reports are returned to **Draft** status, where the reporter can edit and resubmit them.



Downloading aggregated reports

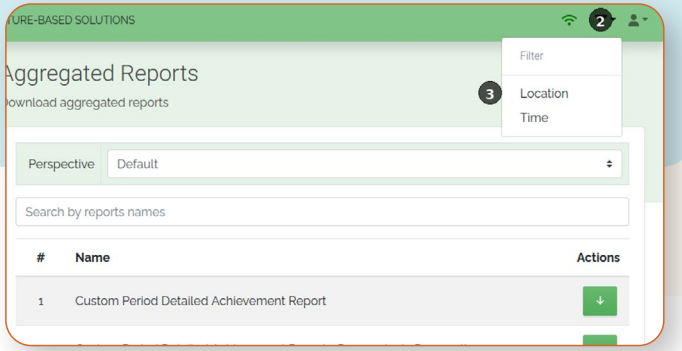
A

Once logged in as an administrator, reviewer, reporter, or observer, go to the left-hand navigation menu and click **Aggregated Reports** 1 to open the aggregated reports page.



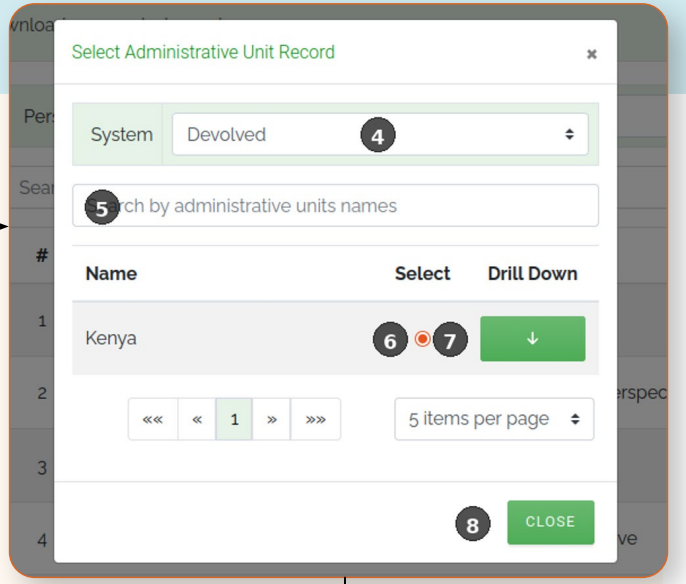
B

On the aggregated reports page, click the **Filter** icon 2 at the top-right corner of the screen to open the report filter menu. From the filter menu, click **Location** 3 to open the location selection dialog.



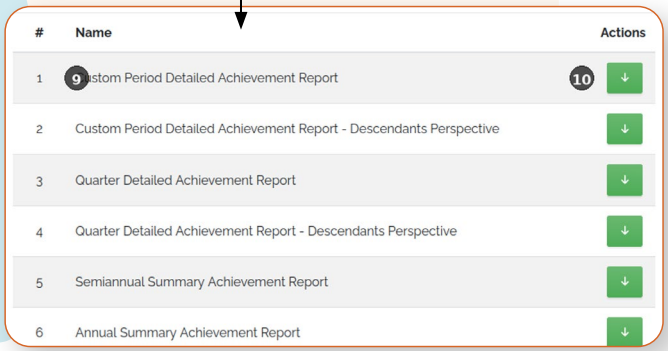
C

In the location selection dialog, confirm the administrative system using the **System field** 4. Use the **search field** 5 to find the location you are interested in. Click the **Select** radio button 6 to select the displayed location, or click the green **Drill Down** button 7 to view and select lower-level locations under it. To close the dialog without changing the selected location, click the **Close** button 8.



D

Locate the detailed or summary report you want to generate from the report options list 9, then click the green **Download** button 10 next to it. Reports marked as **Descendants Perspective** generate results from the perspective of the lower-level locations under the selected location.

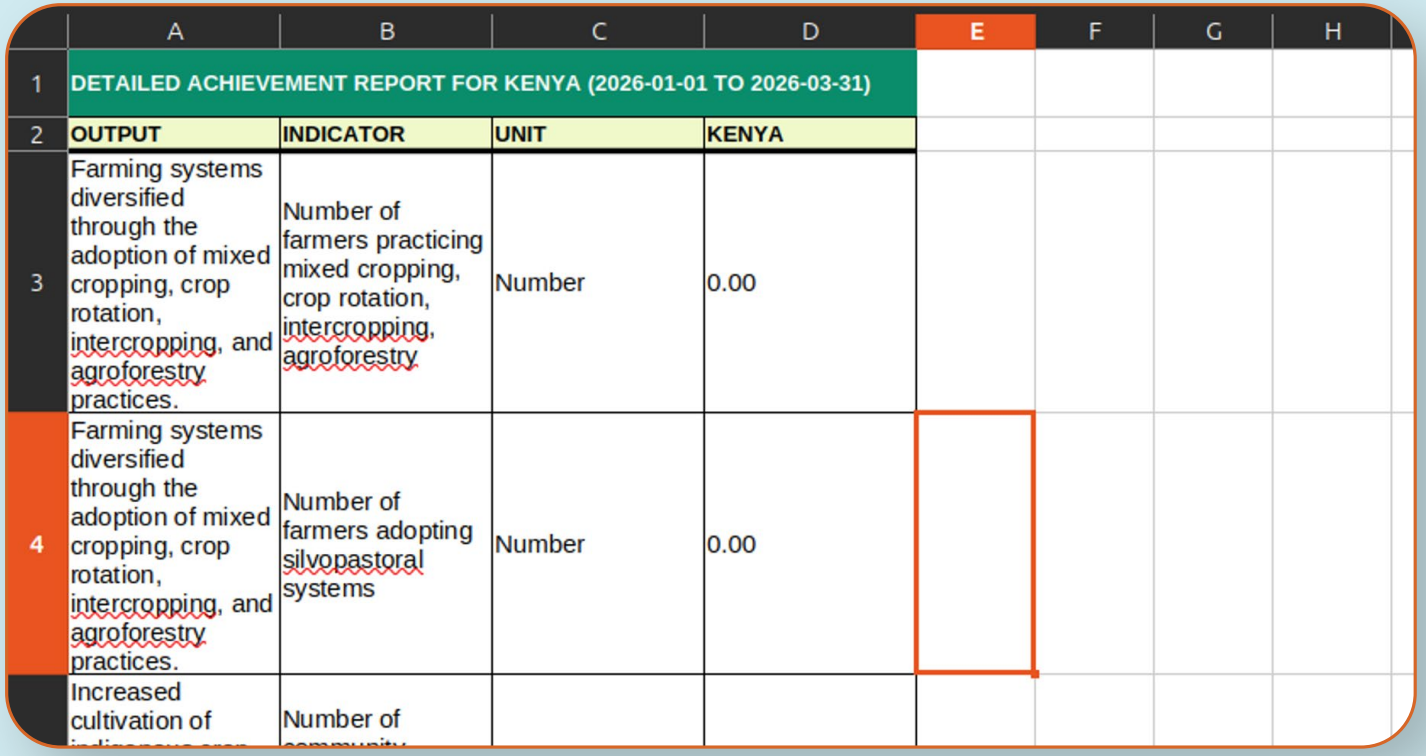


Return to contents

After downloading an aggregated report, the system generates an Excel report based on the selected location, reporting period, and report type. The examples below show the common report outputs, including detailed reports from the selected location's perspective, detailed reports from the descendants' perspective, and summary reports for annual achievement reporting.

Sample Detailed Achievement Report – Selected Location Perspective

This report shows detailed achievement values for the selected location only. The selected location appears as the main reporting column, and the report lists outputs, indicators, units of measure, and the corresponding achievement values for the selected reporting period.



	A	B	C	D	E	F	G	H
1	DETAILED ACHIEVEMENT REPORT FOR KENYA (2026-01-01 TO 2026-03-31)							
2	OUTPUT	INDICATOR	UNIT	KENYA				
3	Farming systems diversified through the adoption of mixed cropping, crop rotation, intercropping, and agroforestry practices.	Number of farmers practicing mixed cropping, crop rotation, intercropping, agroforestry	Number	0.00				
4	Farming systems diversified through the adoption of mixed cropping, crop rotation, intercropping, and agroforestry practices.	Number of farmers adopting silvopastoral systems	Number	0.00				
	Increased cultivation of	Number of						

Sample Detailed Achievement Report – Selected Location's Descendants Perspective

This report shows detailed achievement values from the perspective of the lower-level locations under the selected location. Each descendant location appears as a separate column, allowing comparison of achievement values across the locations under the selected administrative unit.

	A	B	C	D	E	F	
1	DETAILED ACHIEVEMENT REPORT FOR KENYA (2026-01-01 TO 2026-03-31)						
2	OUTPUT	INDICATOR	UNIT	BARINGO	BOMET	BUNGOMA	BUSIA
3	Farming systems diversified through the adoption of mixed cropping, crop rotation, intercropping, and agroforestry practices.	Number of farmers practicing mixed cropping, crop rotation, intercropping, agroforestry	Number	0.00	0.00	0.00	0.00
4	Farming systems diversified through the adoption of mixed cropping, crop rotation, intercropping, and agroforestry practices.	Number of farmers adopting silvopastoral systems	Number	0.00	0.00	0.00	0.00
	Increased cultivation of	Number of					

Return to contents

Sample Summary Achievement Report – Annual

This report summarises achievement values for the selected year. It provides a higher-level view of reported achievements by output, indicator, unit of measure, and annual achievement value.

	A	B	C	D
1	SUMMARY ACHIEVEMENT REPORT FOR KENYA (2026)			
2	OUTPUT	INDICATOR	UNIT	2026 ACHIEVEMENT
3	Farming systems diversified through the adoption of mixed cropping, crop rotation, intercropping, and agroforestry practices.	Number of farmers practicing mixed cropping, crop rotation, intercropping, agroforestry	Number	
4	Farming systems diversified through the adoption of mixed cropping, crop rotation, intercropping, and agroforestry practices.	Number of farmers adopting silvopastoral systems	Number	
5	Increased cultivation of indigenous crop varieties and rearing of locally adapted livestock breeds	Number of community seedbanks for indigenous crops and trees	Number	
6	Increased cultivation of indigenous crop varieties and rearing of locally adapted livestock breeds	Farm Area under Indigenous Crops	Hectares	
	Reduced use of synthetic	Number of Farmers Using		



Ministry of Agriculture &
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