



USAID
FROM THE AMERICAN PEOPLE

WEST BANK/GAZA

[ACTIVITY TITLE]

[Quarterly] Progress Report

Period [XX] – MMMM DD, YYYY to MMMM DD, YYYY

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ACRONYMS AND ABBREVIATIONS

AAO	Acquisition and Assistance Office at USAID Mission
AMELP	Activity Monitoring, Evaluation, and Learning Plan
AOR	Agreement Officer Representative
COR	Contract Officer Representative
M&E	Monitoring and Evaluation
MEL	Monitoring, Evaluation, and Learning
OAA	Office of Acquisitions and Assistance
PPP	Public Private Partnership
USAID	United States Agency for International Development

GUIDE FOR IMPLEMENTING PARTNERS

INTRODUCTION

This template has been established as a resource to guide Implementing Partners (IPs) through the process of compiling and writing their Activity's Quarterly Reports. In addition to the base template, each section includes a short explanation including the purpose, recommended narrative to include, and in some cases formatting suggestions.

The template has been structured to standardize reporting trends across activities, sector and IPs, but as you would expect, not all of the sections or recommendations may apply to each Activity. The guidance provided aims to address as many IPs as possible, however in cases when a section is not applicable, nor suitable, a section may be adapted or omitted to best meet Activity and reporting needs.

It is essential to note that the sections and examples of narrative included in this template are recommendations, and as such, should not be considered as mandatory.

ACTIVITY OVERVIEW

ACTIVITY DETAILS

Provide a short and concise introductory section (max. 1 page) which gives an overview of the activity/mechanism, e.g., purpose, objectives, target beneficiaries, geographical focus, etc. This is standardized information that can be used repeatedly in each progress report.

This information may be included in **any** suitable format; a recommended table is included below.

TABLE 1: ACTIVITY DETAILS	
Activity Name	
Activity Start / End Date	
Name of Prime Implementing Partner	
Contract/Agreement Number	
Name of Subcontractors/Sub-awardees:	
Geographic Coverage (Governorates / Districts)	
Reporting Period	

EXECUTIVE SUMMARY

A 2-3 page summary of the report.

Focus on highlighting key results and include a narrative of key accomplishments/achievements from the Quarter. The summary should also discuss any issues or challenges that were faced, relevant lessons learned, and note any key sources of information (after-action reviews, stakeholder roundtables, assessments, internal evaluations, etc.).

The Executive Summary should provide **no additional** information; anything referenced should be discussed in detail in the body of the report.

Appropriate headings may be used to help structure the summary however, they are not compulsory. Recommended headings are as follows:

- (a) Short Introduction
- (b) Summary of Results for the Reporting Period and Key Achievements
- (c) Problems Encountered/ Lessons Learned

ACTIVITY IMPLEMENTATION

Around 5-6 pages, this chapter should discuss the key achievements or results of all elements of the Activity. This section should address the activity's achievements in the most suitable manner for the Activity, e.g. organized by Component/indicators.

PROGRESS NARRATIVE

The narrative should discuss achievements and results as well as progression of implementation i.e. performance indicators, milestones, ongoing issues etc.

As part of the reporting narrative including relevant photos, graphs, graphics, or maps is encouraged, in order to illustrate or demonstrate part of the narrative, such as a map showing locations of interventions.

REPORTING DATA AND DIS

Each quarter, any requests for revisions or additions to the data reported on DIS (approved or pending) should be reported within this section. This may be included as part of a table or within the narrative.

IMPLEMENTATION CHALLENGES AND MODIFICATIONS MADE/ISSUES ADDRESSED FROM LAST QUARTERLY REPORT

The section should address any significant challenges/modifications/changes/delays/etc. that faced the Activity during the reporting period, whether internal or external factors, that may have affected the implementation plan. Discussion of how these challenges were approached, resolved, or circumvented by the activity should be included.

Additionally, this section should also refer back to any issues or challenges highlighted in the previous reporting periods that were not resolved or addressed. This will help to improve the continuity between reports.

As this section may include sensitive information, this section may be included as a relevant annex (see annexes for more detail).

COLLABORATING AND/OR KNOWLEDGE SHARING

COLLABORATION AND/OR KNOWLEDGE SHARING WITH OTHER USAID ACTIVITIES

Insert a list of events, joint planning efforts, coordination efforts meeting etc. that were geared towards building partnerships and collaborating across USAID activities. In some Activities this may include an overwhelming amount of content, utilize this section to highlight the most valuable, effective, or significant collaboration that occurred during the quarter.

LEARNING FOCUSED COLLABORATION AND ENGAGING IN LEARNING APPROACHES

Insert a description on how the Activity has collaborated with and/or incorporated learning from other USAID Activities on solutions/approaches to achieve critical activity purposes and help create the right conditions for the Activity's development success.

KEY HIGHLIGHTS OF THE COLLABORATION

Insert if applicable any key highlights or achievements that resulted from collaborating with other USAID projects, i.e. were any targets surpassed; any challenges overcome; any lessons learned?

CHALLENGES OF THE COLLABORATION

Insert if applicable any challenges of note that resulted from collaborating with other USAID projects i.e. were any mutual targets not established; was communication limited or hindered?

COLLABORATION AND/OR KNOWLEDGE SHARING WITH PARTNER ENTITIES IN HOST GOVERNMENT AND OTHER DONOR AGENCIES

Discuss alignment with government/donor agencies priorities or involvement – changes in those priorities, challenges, or progress in collaboration. Similar to the previous section, some Activities may include an overwhelming amount of content, utilize this section to highlight the most valuable, effective, or significant collaboration that occurred during the quarter.

KEY HIGHLIGHTS OF THE COLLABORATION

Insert if applicable any key highlights or achievements that resulted from any collaborations i.e. were any targets surpassed; any challenges overcome; any lessons learned?

CHALLENGES OF THE COLLABORATION

Insert if applicable any challenges of note that resulted from any collaborations i.e. were any mutual targets not established; was communication limited or hindered?

ASSESSMENTS / EVALUATIONS / LESSONS LEARNED

(1-2 pages)

LIST MAJOR ASSESSMENTS / INTERNAL EVALUATIONS AND LESSONS LEARNED

Discuss or list what lessons have been realized through the reporting period, including any findings, conclusions, recommendations for any assessments, internal evaluations (conducted by the partners), or any other learning efforts and/or special studies.

This section should also include the lessons learned identified in section 2 and 3.

ACTIONS AND WAY FORWARD

Identify how any of these lessons might influence the direction and emphasis of the project in the coming quarter or more generally in the future.

This section may include a list of recommendations from evaluations, and an action-plan tracker.

PLANNED ACTIVITIES FOR NEXT QUARTER

(1 page)

PROPOSED TASKS AND ACTIVITIES FOR THE NEXT QUARTER

This section should include all planned activities for the coming quarter; it is recommended to organize the proposed tasks and activities as bullet points or within a table.

A sample table format has been included below.

TABLE 2: ACTIVITIES PLANNED FOR THE NEXT QUARTER

Planned Activities from previous Quarter Date: _____	Actual Status Quarter Date: _____	Explanation for Deviations	Proposed Activities for the next Quarter. Date: _____

BRANDING COMMUNICATIONS AND DISSEMINATION

(1-2 pages)

KEY COMMUNICATION ACTIVITIES - SPECIFIC ACTIVITIES THAT REFLECT BRANDING AWARENESS FOR USAID

This section should aim to outline any activities that reflected USAID branding awareness during the quarter; it can be more detailed based on the activity plan. It may include sub-contents elaborating on Electronic Media/ Print Media/ News briefs/ Events etc. (This may include news clippings showing specific activities that reflect USAID branding).

BRANDING

This section should provide an overview of how USAID’s branding has been reflected in the activity site, materials, letterheads etc. For branding issues ask AAO for further clarification, (this should include any issues or requests related to exceptions for applying the branding requirements).

CALENDAR OF PLANNED OUTREACH AND COMMUNICATION EVENTS FOR NEXT QUARTER

This section should provide any relevant information i.e. name of event, date, objective of event, and level of participation (GOJ, USG, other) for any upcoming events in the next quarter. This information can be provided in any suitable format.

SUSTAINABILITY AND EXIT STRATEGY

(1/2 page)

This section should include a description of what the activity as a whole has done to advance sustainability and to support a proper exit strategy, or more specifically in relation to certain interventions or tasks undertaken during the project.

In some cases, there may be nothing to report during the quarter or over the course of several quarters. In which case, as recommended in previous sections, leave the section empty or note that there was nothing to report on this quarter.

ANNEXES

ANNEX I INDICATOR PERFORMANCE TRACKING TABLE

Update actuals against the targets. This section should include a summary table of the Activity Monitoring, Evaluation, and Learning Plan (AMELP) indicators and narrative section discussing: reasons for variance between targets and actuals, data collection challenges, data quality concerns, etc.

Quarterly data for the required Performance Indicators should be submitted through the Mission’s online performance monitoring system, which is currently DevResults.

The following is an example of a performance data table with baselines, targets, and results.

TABLE 3: INDICATOR PERFORMANCE TRACKING TABLE

#	Indicators	Disaggregation	Baseline Year (USFY)	Baseline Value	Reporting Quarter	Reporting Quarter Comments	FY 2014 Target	FY 2014 Actual	FY 2015 Target	FY 2016 Target	Life of Project Target	Actual to Date
Purpose:												
I-1												
I-2												
R 1.1:												

1.1-1												
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ANNEX II GEOGRAPHIC DATA REPORTING – GIS TEMPLATE

This section should include (Activity Location Data) which indicates the geographic location or locations where an activity is being implemented. The partner must provide electronic primary data sets in accordance with the Geographic Data formatting standards in the contracting language. Partners should work with AORs\CORs and the Program Office to determine the level of reporting and include the data in the applicable template.

ANNEX III SUCCESS STORIES

Include at least 1-2 stories from the field that will depict progress and challenges of the beneficiaries.

GUIDE TO COMPILE A SUCCESS STORY:

Success stories¹ help the Agency educate people about U.S. assistance. A success story uses a photo and approximately 500 words to explain the impact USAID has had on an individual or community. The Success Story of an activity's positive impact should be written in consultation with technical staff that are most familiar with the anecdotal stories of beneficiaries, in order for them to ask the right questions and gather the correct information that reflects the success of the USAID assistance.

The narrative starts by introducing the character, conflict, or opportunity. The middle paragraphs describe the program, and the final section ends the story with a powerful close.

- Good headlines are short, simple, and summarize the story.
- Intro copy and pull quotes highlight key points
- Photographs are colorful and depict action.
- The lead grabs the reader's attention
- Body copy details what USAID did and funded.
- The summary explains what changed and who benefited.

The selected story should focus on the impact of a project on a substantial number of beneficiaries rather than on one individual. The story should address the following details: objective of the activity that had a positive impact, who participated in the achievement of the results, and where was the project located (country and area).

The Success Story should gather information directly from the concerned individuals that participated in creating the positive impact, if the result was due to their effort. This can be done through a focus group discussion focusing on the below questions:

A. What did these individuals do?

1

- B. How did they do it?
- C. How long did it take them to do the positive result?
- D. What was the cost of achieving the intended positive result?
- E. What were the actual results?

ANNEX IV TRAINING REPORT

Include conferences, workshops, and trainings. This will be ideally in a table format that should also include number of participants etc. This will consist potentially of a print out from the web-based training database, TraiNet.

ANNEX V PICTURES (EVENTS, TRAININGS ETC.)

This annex should include pictures taken during the quarter, if any. Any pictures included here must meet the USAID photo and image guidelines, [as per section 6.1 of the USAID Graphic Standard Manual](#).

ANNEX VI SUB-GRANTS UNDER THE ACTIVITY

Insert Sub-Grant name, amount, duration, description, geographic info, contact information, and main results (if completed), or it may be a report from the Civic Initiatives Support program database or some such database managed by the activity implementer.

ANNEX VII INTEGRATION OF CROSSCUTTING ISSUES

The following annexes should include relevant information from the report. Each section does not require any additional content, revisions, or the provision of context. Narrative from the body of the report that references or relates to any of the cross-cutting themes, may simply be copied in.

Each annex should be provided on separate pages as per the following headings.

GENDER EQUALITY AND FEMALE EMPOWERMENT

[Provide narrative that will highlight progress or challenges toward addressing gender equality. Illustrate specific interventions that target gender equality and reduce the inequality gap, (include any intervention that is related to gender-based violence and to Women, Peace, and Security issues).]

ENVIRONMENTAL COMPLIANCE AND CLIMATE RISK MANAGEMENT

[Provide status update on environmental compliance and climate risk management; this section can be as short as 2 sentences, but it would require attachments as annexes to comply with the [Environmental Mitigation and Monitoring Report template](#).]

INSTITUTIONAL STRENGTHENING AND LOCAL CAPACITY BUILDING

[Provide narrative on collaboration with and capacity building of host government institutions or local institutions in an effort to strengthen them and sustain USAID's interventions.]

YOUTH (IF APPLICABLE)

[Provide narrative that will highlight progress or challenges regarding youth, especially as related to their well-being and civic engagement. Illustrate specific interventions that were made in this regard.]

CONFLICT MITIGATION/STABILITY/COHESION BUILDING (IF APPLICABLE)

[Provide narrative that will highlight conflict mitigation, stability, and/or cohesion building. Illustrate specific challenges addressed and interventions made in this regard.]

DISABILITY (IF APPLICABLE)

[Provide narrative that will highlight progress or challenges regarding disability. Illustrate specific interventions that were made in that regard.]

PUBLIC PRIVATE PARTNERSHIP (PPP) (IF APPLICABLE)

[Provide narrative that will highlight progress or challenges regarding PPP. Illustrate specific interventions made in this regard.]

SCIENCE, TECHNOLOGY, AND INNOVATION (IF APPLICABLE)

[Provide narrative that will highlight progress or challenges regarding science, technology, and innovation. Illustrate specific interventions made in this regard.]

POLICY AND REGULATORY REFORM (IF APPLICABLE)

[Provide narrative that will highlight progress or challenges regarding policy and regulatory reform. Illustrate specific interventions made in this regard.]

ALLEVIATING RAPID POPULATION GROWTH (IF APPLICABLE)

[Provide narrative that will highlight progress or challenges regarding alleviating rapid population growth. Illustrate specific interventions made in this regard.]

ANNEX VIII FINANCIAL INFORMATION

Annex VIII and IX should contain any relevant financial and administrative information for the quarter, or may be excluded if the information is included in a separate report as per the contract. As these sections may contain sensitive content regarding the Activity, including the information as an annex ensures that the information can be easily extracted before publishing or sharing.

CASH FLOW CHART (CUSTOMIZE AS PER MISSION REQUIREMENT)

Obligations, Actual Expenditure, Pipeline Projection.

BUDGET DETAILS AND NOTES

Salaries, supplies, allowances etc.

SUB-AWARD DETAILS

Sub-award info, amount, and description. All sub-awards made to date under the agreement.

ANNEX IX MANAGEMENT AND ADMINISTRATIVE ISSUES

CONSTRAINTS AND CRITICAL ISSUES

Note any challenges and issues. Potential or planned ways forward, or describe any actions already taken.

PERSONNEL

Provide an account of any personnel changes.

ADAPTATION OF THE ACTIVITY

Discuss changes in activity that may be required due to practical considerations “on the ground.” If decisions (in consultation with the AOR/COR to either change the geographical location or the strategic elements being emphasized in the project, they should be noted here for the official record. If contract modification or amendments are needed, they can be described in the subsequent section.

MODIFICATIONS AND AMENDMENTS

Any modifications and amendments should be noted in this section; those that took place and/or those that are expected to take place in the future. For any further clarification, ask your AAO.