



(Insert Activity Name) Quarterly (or Semi-Annual or Annual) Progress Performance Reporting Template

Please Note: USAID Logo not required with assistance agreements.

(Insert Activity Name)

FY 20xx Qx PROGRESS REPORT

(01 Month – 31 Month 20xx)

Award No: (Insert award number)

Prepared for USAID/Ukraine
C/O American Embassy
4 Igor Sikorsky St.,
Kyiv, Ukraine 04112

Prepared by
(Insert company name)
(Insert company headquarters address)

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I. ACRONYMS AND ABBREVIATIONS

(Insert activity specific acronyms and abbreviations below)

II. CONTEXT UPDATE

(Maximum of one-third page) This section provides information on any changes in the reporting period to the socio-political, economic, country, and security contexts related to project implementation.

III. EXECUTIVE SUMMARY

(Maximum of two pages) Summarize the significant activities during the current reporting period.

A. Key Narrative Achievements

Highlights any accomplishments that cannot necessarily be quantified. For example, results of public events, trainings and other interventions that should be described in narrative form. If the work of the activity led to specific behavior changes in the intended audiences, these should be described. Deliverables should also be listed here and provided in greater detail in Section III.

B. Quantitative Highlights

Briefly summarize any progress made toward the achievement of your M&E Plan targets, which should also be provided in greater detail in Section IV.

C. Activity Administration

Address any significant management or operational challenges, e.g., changes in scheduled or planned activities or in key staff, and/or issues related to coordinating activities are appropriate.

D. Subsequent Reporting Period

Describe anticipated work in the next reporting period, including planned deviations from the approved Annual Work Plan.

IV. KEY NARRATIVE ACHIEVEMENT

(Maximum length = 2 pages for small awards (under \$5m) and 10 pages for awards with numerous sub-grantees)

Describe key achievements during the reporting period, linking actions taken with results.

V. PROGRESS AGAINST TARGETS

Describe key achievements during the reporting period. Use the attached sample performance data table ([Table 1](#)) to convey progress toward the achievement of targets for performance indicators included in your MEL Plan. Duplicate Table 1 for each indicator, as needed.

VI. PERFORMANCE MONITORING, EVALUATION AND LEARNING

(Maximum one page) Describe performance monitoring, evaluation and learning activities conducted by your organization in the reporting period. Examples of learning activities include analysis, site visits, study tours, tacit knowledge exchange, and expert panels. Describe the intended outcome for each action item, and what was changed as a result of implementing the learning activity. If data quality issues were identified, explain any action(s) proposed or taken to address those issues.

VII. LESSONS LEARNED

(Maximum one page) Discuss lessons learned over the reporting period, including any findings and conclusions, as well as recommendations. Please identify how any of these lessons might influence the direction and emphasis of the activity.

VIII. ENVIRONMENTAL MONITORING

(Maximum two pages) If an Environmental Mitigation and Monitoring Plan (EMMP) was approved by USAID for this activity, please state all the required mitigation measures that were put in place and/or monitored during the reporting period; what issues were encountered (if any); and what measures are being taken to address the specific issues.

IX. PROGRESS ON LINKS TO OTHER ACTIVITIES

(Maximum one paragraph) Describe your efforts in the current reporting period to link your activities with other USAID and donor activities.

X. PROGRESS ON LINKS TO HOST GOVERNMENT

(Maximum one paragraph) Describe any relevant efforts during the reporting period to link your activities with host government agencies.

XI. PROGRESS ON INCLUSIVE DEVELOPMENT

(Maximum one paragraph) Describe your efforts in the reporting period to address inclusive development equities, including approaches promoted by your activity and practiced by your partners. Highlight outcomes and impacts of your efforts on marginalized populations, including youth, women, ethnic minorities, PWDs, LGBTI, and whether these populations faced different barriers or constraints accessing activity events. Note: the publicly available USAID-sponsored CDCS Gender Analysis is a guide to considering many of these issues as they arise in the country context. Refer to [ADS Chapter 205](#) for more information about USAID requirements to address gender equality and women's empowerment, and ADS [200](#) and ADS Reference [200mab](#) for more on inclusive development, gender equality and female empowerment.

XII. FINANCIAL INFORMATION *(Required for Contracts; Optional for Other Award Types)*

Monitoring financial conditions is one of the most important, yet often neglected areas of reporting. In this section, please discuss issues such as unexpected expenditures, material changes in costs due to considerations outside the control of the activity, cost savings realized, and cost savings plans. Please also provide a generalized summary of all accounting activity.

Note: the financial data provided in this section is an estimate of the financial condition, and does not constitute the contractually required financial reporting as defined in the Award Notice.

Cash Flow Report and Financial Projections (Pipeline Burn-Rate)

In this section, please detail your financial projections. At a minimum, categories should include:

1. **Obligations** (the funds authorized to date for expenditure for the activity; this is NOT the Total Estimated Cost, but amount already obligated up to the time of the writing of this report).
2. **Actual expenditures** through the current reporting period.
3. **Pipeline projection** (expenditures expected, by quarter, for the coming three quarters, based on planned activity hiring, procurements, expansions, etc.).

XIII. SUB-AWARD DETAILS

For each sub-award (to include subgrants and subcontracts) made in the past reporting period, please include a table like the one that may be found in [Table 2](#) of the attached Excel spreadsheet.

XIV. ACTIVITY ADMINISTRATION

(Maximum 2 pages)

A. Constraints and Critical Issues

The efficient operation of the activity is an important consideration in the evaluation of how the implementing partner is performing. This section of the report provides an opportunity to officially notify USAID of challenges that occurred in the previous reporting period and/or are anticipated in the future.

B. Personnel

Discuss any personnel changes—to fill or create positions, or progress made on hiring staff—for the reporting period. *Note: this is not the place to discuss confidential personnel issues which may arise during the implementation of the activity.*

C. Contract, Award or Cooperative Agreement Modifications and Amendments

Note any modifications and amendments that took place during this reporting period.

D. Status of Deliverables/Milestones

Summarize the status of completed, in process, and planned deliverables/milestones in a table, narrative, or other appropriate format.

E. Coordination and Partnerships

Identify current and planned coordination efforts under your activity, including coordination with other USAID activities, other donors, private sector partners, or the host government.

F. Geographic Information

Note here the date upon which you completed your submission of geographic data via the [Web App](#).

XV. ATTACHMENTS

- A. List of Deliverables** - List the “products” that were produced during the reporting period, such as Surveys, Training Designs, Trip Reports, Third Country Visit Reports, etc., and attach them.
- B. Public Outreach Documents** – Guidance and templates for branding and public outreach formats can be found at USAID’s Branding Resources [webpage](#).
- C. Performance Data Table**
- D. Sub-Awards Table (if applicable)**
- E. Future Activities Table**