|  |
| --- |
|  |
| [PROJECT TITLE]Quarterly Report[XXXX] Quarter – MMMM DD to MMMM DD, YYYY |

***[Insert partner and/or project logo here]***

Submission Date: MMMM DD, YYYY

[Contract/Agreement] Number: [insert number]

Activity Start Date and End Date: MMMM DD, YYYY to MMMM DD, YYYY

[COR/AOR] Name: [insert name]

Submitted by: [insert name], Chief of Party

**[Name of Prime Implementing Partner]**

 [Insert address]

 Tel: [insert number]

 Email: [insert email]

This document was produced for review by the United States Agency for International Development Vietnam Mission (USAID/Vietnam).

# PROJECT Overview/Summary

|  |  |
| --- | --- |
| **Program Name:** |  |
| **Activity Start Date And End Date:** |  |
| **Name of Prime Implementing Partner:** |  |
| **[Contract/Agreement] Number:** |  |
| **Name of Subcontractors/Subawardees:** |  |
| **Major Counterpart Organizations** |  |
| **Geographic Coverage****(cities and or countries)** |   |
| **Reporting Period:** |  |

# Acronyms and Abbreviations

*List all acronyms and abbreviations pertinent to the activity. The first time a word requiring an acronym or abbreviation is used in the body of the report, spell out the word in full with the acronym in parentheses. Thereafter, use only the acronym.*

## Project Description/Introduction

*Short and concise introductory section that gives a quick overview of the project, goals/objectives, target beneficiaries, geographical locations, etc. This is a standardized paragraph that can be used in each quarterly report. It should be* ***BRIEF****, no more than one page.*

## Summary of Results to Date

| Indicators | BaselineFY YYYY | Annual Target | Q1FY12 | Q2FY12 | Q3FY12 | Q4FY12 | Annual Performance Achieved to the End of Reporting Period (%) | On TargetY/N |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

Note: The Results Performance Column depicts level of achievement expressed as a percentage of Actual versus Planned.

# ACTIVITY IMPLEMENTATION PROGRESS

## Progress Narrative

*This brief narrative (1 or 2 pages) should highlight key achievements and whether the program is on/off track as far as work plan/targets in terms of (1) overall program progress for year and (2) the current reporting period (quarter).*

## Implementation Status

*This should consist of a narrative of activities implemented per Intermediate Result Area, and include what was planned versus what was actually achieved.*

## Implementation Challenges

## PMP Update

*Including data collection/quality issues; staff and sub-partner training on data quality protocols/methodologies; anticipated PMP revisions needed to indicators and/or out year targets.*

# INTEGRATION OF CROSSCUTTING ISSUES and USAID FORWARD PRIORITIES

## Gender Equality and Female Empowerment *This brief narrative should highlight the gender gaps and key gender achievements.*

## Sustainability Mechanisms

## Environmental Compliance

## Global Climate Change *Address only if your program does not receive GCC funding but can speak to impact in either adaptation and/or mitigation.*

## Policy and Governance Support

## Local Capacity Development

## Public Private Partnership (PPP) and Global Development Alliance (GDA) Impacts

## Science, Technology, and Innovation Impacts

# STAKEHOLDER PARTICIPATION AND INVOLVEMENT

*Government, regional organizations, NGOs, private sector, academia, civil society, other donors, etc.*

# MANAGEMENT AND ADMINISTRATIVE ISSUES

*Such as project staff changes, software and procurement issues, etc. Please also list all upcoming procurement actions that require A/COR approval/notification.*

# LESSON LEARNED

*Please provide a few examples of highlights of project learning. These can either be successes or failures, but show how adaptive learning is used in the program to improve implementation.*

*Partners are expected to provide at least one example of gender, sustainability and local capacity development each fiscal year.*

# PLANNED ACTIVITIES FOR NEXT QUARTER INCLUDING UPCOMING EVENTS

*Indicate opportunity/need for media and/or USAID/Vietnam or other USG involvement, particularly for USAID project monitoring site visits.*

# How IMPLEMENTING PARTNER has addressed A/COR comments from the last quarterly OR Semi-annual report

*If issues were raised please describe how you addressed them specifically.*

# 9. financial management

*Monitoring financial conditions is one of the most important, yet often neglected areas of management reporting. The* ***information contained in this section is utilized to make management decisions****, particularly as it is related to future work on and funding for the project. [[1]](#footnote-1)*

*Discuss issues such as: unexpected expenditures, material changes in costs due to considerations outside of the control of the project, cost savings and cost savings plans.*

|  |
| --- |
| Table 1(a): PMP Indicator progress - USAID Standard Indicators and Project Custom Indicators |
| [Strategic Objective] |
| Indicator | Data Source | Baseline data | FY 2016 | Quarterly Status – FY 2012 | Annual Performance Achieved to Date (in %) | Comment(s) |
| Year | Value | Annual Cumulative Planned target | Annual Cumulative Actual | Q1 | Q2 | Q3 | Q4 |  |
| Intermediate Result (IR):  |
| **Sub-IR:**  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Sub-IR:**  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Intermediate Result (IR):  |
| **Sub-IR:**  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

# ANNEX A: Progress Summary

*Achieved progress versus planned for the period disaggregated by gender, geographic area and other relevant factors (use table below).*

# ANNEX B: financial management

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

*The cash flow chart below is derived from the financial table also provided in this section of the report. This provides a visual representation of the “burn rate” of the project – both actual and projected. The main categories are: 1) Obligation (the funds authorized to date for expenditure on the project; this is NOT the Total Estimated Cost, but amount already obligated), 2) Actual expenditures through the current quarter, and 3) Pipeline projection (expenditures expected, by quarter, for the coming three quarters, based on planned project hiring, procurements, expansions, etc.).*

 Chart 1: Obligations & Current and Projected Expenditures[[2]](#footnote-2)



# ANNEX c: gps information

GPS information should be provided for all project sites, including both implementing organization offices and locations of all sites benefitting from project resources (communities, schools, clinics, etc.).

# ANNEX d: success storY Template

*Partners are requested to submit at least one (1) success story (with a picture) per quarter; however, partners are welcome to submit more than one story each quarter.*

|  |
| --- |
| **Success Stories/Lessons Learned Template** |
| *One Story Per Template* |
| **Instructions:** Provide the information requested below. Remember to complete the Operating Unit Standardized Program Structure selections in order that your program element selections are pre-populated in the FACTS drop-down menu. “ \* ” indicates required fields.

|  |  |
| --- | --- |
| **\* Program Element:** \_\_\_(e.g. Higher Education)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| \* **Key Issues:** \_\_\_\_\_\_\_(e.g. Higher Education)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |  |
|   **Title:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_              |   |
|  |  |

 |
|

|  |  |
| --- | --- |
| **Operating Unit:** \_\_\_\_USAID/Vietnam\_\_\_\_\_\_\_\_\_\_\_\_ |   |
|  **Please provide the following data:** |   |
| **\* Headline (Maximum 300 characters):** A good headline or title is simple, jargon free, and has impact; it summarizes the story in a nutshell; include action verbs that bring the story to life.  |  |
|  |  |
|  |  |
|   |  |
| **\* Body Copy (maximum 5,000 characters):** The first paragraphs should showcase the challenge encountered and the context of the foreign assistance program. Presenting a conflict or sharing a first person account are two good ways to grab the reader’s attention. Continue by describing what actions were taken and finally describing the end result. What changed for the person or community? What was learned? How did this make a difference in the community or to the country overall? If this story is relating to a "best practice", what were the innovations in planning, implementation or partnering that made it different? If this story is about an evaluation, what program adjustments were made? |  |
|  |  |
|  |  |
|   |  |
| **\* Pullout Quote (1,000 characters):** Please provide a quote that represents and summarizes the story. |  |
|  |  |
|  |  |
|   |  |
| **\* Background Information (3,000 characters):** Please provide whether this story is about a presidential initiative, Key Issue(s), where it occurred (city or region of country) and under what item(s) (Objectives, Program Areas, Program Elements) in the foreign assistance Standardized Program Structure. Include as many as appropriate. See Annex VIII of the Performance Plan and Report Guidance for a listing of Key Issues. See the list and definitions for the Standardized Program Structure. <http://f.state.sbu/PPMDocs/SPSD_4.8.2010_full.pdf>. |  |
|  |  |
|  |  |
|   |  |
| **\* Contact Information (300 characters):** Please list the name of the person submitting along with their contact information (email and phone number). |  |
|  |  |
|  |  |
|   |  |

 |
|  |  |

![Lockup_VIETNAM_CMYK[1]]()

USER INSTRUCTIONS:
TO ACCESS OR MODIFY THE ITEMS IN THIS SIDEBAR, THE HEADLINE, OR THE COUNTRY LOCKUP AT THE TOP OF THIS PAGE, MODIFY THIS PAGE’S HEADER.

# [Insert Success Story Headline]

## [Insert subhead here]

[Insert Photo Credit]

1. 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. [↑](#footnote-ref-1)
2. The information used as an example in Chart 1 is a snapshot at the time of a given quarterly report, and should include the most recent quarter and the next three quarters. This data should be constantly updated by the staff management, and the C/AOR should be familiar with the financial conditions at all times. This is a management tool. [↑](#footnote-ref-2)