**ACTIVITY PROGRESS REPORT**

**[Activity Name]**This template is for use by implementing partners.

Activity implementers will have access to a volume of detailed information on all aspects of Activity implementation. It is essential that Activity progress reports contain only a fraction of this information: key facts, the necessary analysis and conclusions, to meet the core information needs of the report’s audience.

Written progress reports must be disciplined, providing well-structured, thoroughly processed, summarised information and analysis. This is presented on an exception basis in relation to the relevant annual work plan, the Activity Design Document or some other reference document.

**Summary**

**Activity Information**

|  |  |
| --- | --- |
| Activity Title |  |
| Goal |  |
| Intended Outcomes |  |

**Funding Information**

|  |  |
| --- | --- |
| Start and End Date |  |
| Total Cost |  |
| Reporting Period |  |

**Progress Report Preparation**

|  |  |
| --- | --- |
| Prepared by |  |
| Others involved or consulted |  |
| Date of Report |  |

**Key Conclusions and Necessary Actions**

Include an update on previous recommendations or decisions made and how these have been progressed/remedied over the reporting period.

**Review of Progress to Date**

Progress against agreed work plan (and budget, if work plan is not costed).

Provide a brief narrative summary of progress against the agreed work plan for the reporting period here, including planned and actual use of resources. Attach an annotated version of the original work plan to clearly indicate the extent to which outputs and expenditure are on track and explanation of any variances. See example in Appendix A (or Excel document). If expenditure is less than forecasted, provide an updated expenditure forecast which confirms if savings to date are permanent or temporary and describe the impact on timing for completion of the Activity and related contracts. If expenditure is more than forecasted, provide details of why, impact on the total cost of the outputs and impact on the activity and related contract.

**Progress against Results Measurement Table**

Provide a brief narrative summary of results against the Results Measurement Table here. Attach an annotated version of the original Results Measurement Table (or equivalent) which provides data against planned indicators and targets (an example is attached in Appendix B).

**Changes to Activity Context in the Reporting Period**

Briefly describe changes to the operating environment or context and include discussion of the implications, including Activity effectiveness or any necessary changes to scope or approach.

**Relationship between Implementing Agencies, Beneficiaries and Other Stakeholders**

Comment on any changes, problems or important features of (a) relationships with key stakeholders, and (b) contributions by implementing agencies and sub-contractors.

**Updates to Key TTV Activity Management Documents**

**Activity Results Framework**

Briefly summarise any proposed changes to the Activity Results Framework. Attach an updated version of the Results Framework as proposed, if necessary.

**Costed work plan**

Where relevant, attach a costed work plan for the subsequent period. Describe any implications for, or changes to, the Activity’s overall costed work plan and/or budget.

**Risk management matrix**

Describe any key risks that have emerged during the reporting period and how they have been mitigated. Attach an updated version of the risk management matrix if necessary.

**Governance and management arrangements**

Describe any necessary changes to the governance and management arrangements between, partners, contractors and donors (if relevant).

**Transition or Exit Planning**

Describe any issues that are likely to affect the sustainability of Activity outcomes beyond the funding period and key steps/preparations to address this.

**Authorisation**

I declare that the information contained in this report is true and correct and confirm:

* Funds were received and used only for the agreed purpose(s)
* All conditions attached to Funding have been met
* Funds have been fully utilised for the intended purpose
* There are unspent Funds and I understand that these may be deducted from the next tranche payment of Funds OR a cheque is attached returning these Funds to MFEM.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Full Name (in block capitals) |  | Title / Position (e.g., CEO) |
|  |  |  |
| Signature |  | Date |

**Appendix A: Progress against the Agreed Work Plan and Budget**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Output | Planned Expenditure | Actual Expenditure | Variance | Reason for Variance |
|
|
| Output 0. Non-output specific costs/Management costs |  |  |  |  |
| Output 1. Description |  |  |  |  |
| 1.1 Description |  |  |  |  |
| 1.2 Description |  |  |  |  |
| 1.3 Description |  |  |  |  |
| Output 2. Description |  |  |  |  |
| 2.1 Description |  |  |  |  |
| 2.2 Description |  |  |  |  |
| 2.3 Description |  |  |  |  |
| Output 3. Description |  |  |  |  |
| 3.1 Description |  |  |  |  |
| 3.2 Description |  |  |  |  |
| 3.3 Description |  |  |  |  |
| TOTALS |  |  |  |  |

**Appendix B: Progress Against Results Framework**

This table shows progress of the Activity against the intended outcomes and outputs defined in the Results Framework.

Note: Planned and actual indicators and targets should be sex-disaggregated where possible.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From agreed Results Measurement Table in the Activity Design Document | | | | Data up to and including this reporting period | |
| Outcomes and Outputs | Planned Indicators | Planned Targets | Planned Methodology and Data Sources | Actual Measurement against Targets (using indicators) | Actual Methodology and Data Sources |
| Long-term Outcome |  |  |  |  |  |
| Medium-term Outcome |  |  |  |  |  |
| Short-term Outcome |  |  |  |  |  |
| Output 1 |  |  |  |  |  |
| Output 2 |  |  |  |  |  |
| Output 3 |  |  |  |  |  |
| Output 4 |  |  |  |  |  |
| etc. |  |  |  |  |  |