[Insert relevant image, with proper credit]

| **[Activity Name]**  [Contract/Agreement] Number:  [Quarterly/Semi-Annual/Annual] Report [#]  Period of Performance: MMMM DD, YYY to MMMM DD, YYYY  Report Date:  Report By: |
| --- |

[Provide reporter/drafter contacts, reporting logs, and disclaimer.]

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# ACRONYMS / ABBREVIATIONS

[If any]

# EXECUTIVE SUMMARY

# INTRODUCTION

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

# ACTIVITY IMPLEMENTATION PROGRESS

## Progress Narrative & Implementation Status

[Insert a brief narrative (max. 3 pages) highlighting key results and achievements by each objective during the reporting period. Also provide a narrative or a table of activities implemented per Intermediate Result Area, and include what was planned/targeted versus what was actually achieved for the implementation year as well as the current reporting period.]

## Integration of Cross-cutting Issues

[Address the following issues as applicable.]

* Inclusive Development, Gender Equality and Female Empowerment
* Sustainability Mechanisms (including local solutions and partnerships)
* Environmental Compliance
* Science, Technology, and Innovation
* Transparency and Accountability
* Private Sector Engagement

## Implementation Challenges

[Describe key internal (e.g. staff turnover, competing priorities, management or administrative issues) and/or external (e.g. policy changes, disasters, etc.) factors obstructing the implementation during the reporting periods and ways/plans to overcome the challenges, proposed adaptations of the activity, and/or award modifications and amendments, if needed. Also provide updates on the challenges reported in the previous reports.]

## Monitoring, Learning, and Adapting Updates

[Describe data collection/quality issues; staff and sub-partner training on issues related to M&E system strengthening; anticipated M&E Plan revision and the contents to be revised. Discuss the results of analytical work, assessments, evaluations completed during the reporting period, and lessons learned with a focus on how recommendations are being used to improve program performance. Provide key lessons learned during the reporting period. These can either be successes or failures, but demonstrate how adaptive learning was utilized to improve implementation.]

## Outreach and Communication

# COORDINATION AND PARTNERSHIP

[Discuss partnerships, collaboration, and/or knowledge sharing with other USAID activities, or other stakeholders including civil society, private sector, academia, RGC, and other development partners.]

## Sub-partners and Stakeholder Collaboration

## Coordination with other USAID Activities

## Coordination with other Development Partners

# UPDATES FROM LAST PROGRESS REPORT

[As applicable, describe whether and/or how the issues/comments made by the A/COR to the previous progress report have been addressed. Also list any issues/comments that still need to be followed-up.]

# NEXT QUARTER ACTIVITIES

[List key tasks/interventions that are planned to be implemented during the next reporting period. Also indicate an opportunity/need for media, USAID/Cambodia involvement, and/or site visit.]

# ANNEXES

## Annex 1. Activity Tracking Table and Expenditure

[Please include an update to each planned activity in a table with estimated expenditure, preferably by location (province, district, commune), if available]

## Annex 2. Performance Indicators Tracking Table

[Please also include an update on indicator performance results against targets, and justification when there is 10% or more variation. This table can be generated from DIS]

## Annex 3. Upcoming Public Events

[Provide the planned public events that will occur in the next quarter.]

## Annex 4. Success Stories and Beneficiaries' Feedback

[As applicable, provide a success story (not a case study), accompanied by an action-oriented photo(s) and clear caption(s). Also provide beneficiaries feedback that you collected during the reporting period and describe how you addressed them.]

## Annex 5. TEAMS Report

[As applicable, provide the most recent TEAMS report.]

## Annex 6. Electronic Datasets (if any)

[As applicable, provide the link to the electronic datasets that are collected, using USAID funds, used during the reporting period]

## Annex 7. Maps (if any)

[If the activity produced map(s) during the reporting period, provide the map(s) as the annex and link to the dataset(s) used to produce the map(s)]