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| PROGRESS REPORT TITLE |

Type/Timing of Report

Organization name

Agreement number

SUBMITTED: MONTH XXXX (YEAR)

DELETE THIS PARAGRAPH BEFORE SUBMITTING YOUR REPORT TO USAID: This template was developed by the USAID Partnerships Incubator, a project of The Kaizen Company, as a component of the “Preparing Progress Reports” training module. It is not an official USAID document. Please confirm your progress report requirements with your AOR/COR.

USAID PROGRESS REPORT TEMPLATE FOR PARTNERS

USAID requires partners to submit progress reports for all USAID-funded awards. Use this template to organize the information about your progress and results. Your AOR or COR will provide guidance on any additional documents you should submit.

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| ACTIVITY OVERVIEW |
| In this section, provide a summary description of your activity and its main objective(s). Are any USAID-approved changes in the scope of your work properly documented? |
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| PROGRESS ON IMPLEMENTATION |
| In this section, describe the progress in the implementation of your activity, including achievement of targets and milestones reached. Is progress on track? |
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| MANAGEMENT AND ADMINISTRATIVE ISSUES |
| In this section, discuss any management issues affecting your program. Have the issues been resolved? If not, can they be resolved, and how? |
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| LESSONS LEARNED |
| In this section, share examples of what you are learning about partnerships and approaches that work or do not work, and how you made adjustments or adopted an innovation. Are there any knowledge gaps? |
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| ACTIONS TAKEN IN RESPONSE TO PREVIOUS AOR/COR FEEDBACK |
| In this section, discuss how you addressed any AOR/COR recommendations or feedback on activities or on your previous report. Did you make any organizational or partnership adjustments to implement the recommendations? |
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| PLANNED ACTIVITIES FOR THE NEXT REPORTING PERIOD |
| In this section, give a brief overview of the main activities you plan to complete in the next reporting period. Are there items that will require AOR/COR attention or assistance? |
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| ADDITIONAL SECTIONS PER YOUR AGREEMENT OR CONTRACT |
| As required, include in this section information about crosscutting issues or specific USAID initiatives, suggested modifications to your MEL plan, and any other award modifications to discuss with your AOR/COR. Are there specific contextual issues you are paying attention to or important observations you are making about sustainability? |
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| ANNEXES |
| In this section, include an updated indicator tracking table that details the status of your performance targets and accomplishments per the performance indicators in your MEL plan. Also, per guidance from your AOR/COR, include a report of your activity’s budget and spending to date. |
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