Guidance notes are in italicized blue type. Sections or text requiring completion will be highlighted in yellow. Please delete it before submission.

**[Project Title]**

**Grant Reference Number: [Insert Ref. No]**

*Select one of the following two options (Interim Progress Report or Final Substantive Report), as applicable. For Interim Progress Reports, cover only the reporting period to which this corresponds as described in the Grant Support Agreement. For the Final Substantive Report, summarize the whole project.*

[Interim Progress Report] / **[Final Substantive Report]**

**Date of Submission:**  [Day Month Year]

**Reporting Period:** [e.g. 1 January 2015 to 31 March 2015]

**[Insert Organization Name]**

[Insert Project Location]

For:

**ATscale/United Nations Office for Project Services (UNOPS)**

1. **Executive Summary**

[Outline the main developments, achievements, and challenges faced by the project in the reporting period. Also, note any significant risks which have escalated including changes to the operating environment which could positively or negatively impact project delivery. This section is useful for senior managers to get a quick overview of the report. **It is suggested to use numbered bullet points.**]

1. **Progress**
   1. The Logical Framework has been updated in Appendix A to show progress against the Outputs and Outcomes specified in the Grant Support Agreement.
   2. The Implementation Plan is also updated in Appendix B to show progress against the original timelines indicated by the Grantee.
   3. [Please describe progress made towards the delivery of outputs and achievement of outcomes. It is mandatory to provide explanations for any activities, outputs, or outcomes where there has been a deviation from the Implementation Plan, or where progress toward deliverables is not on track (amber or red in the below Appendix A: Progress against Logical Framework). Describe the reasons, any course correction required, or efforts that will be made to expedite progress. **Be concise and factual**.]
   4. [Describe any additional achievements that do not relate directly to the logframe or implementation plan, for example, gender mainstreaming, visibility or communications. Reviewers will compare this section to the cross-cutting and other sections of your GSA application to see if commitments made there are reported.]
   5. Describe all Quality Management activities that were undertaken by your organization to ensure that activities were implemented in line with relevant standards, regulations, and best practices. Note any issues and how they are being addressed]
2. **Expenditure**
   1. The project has spent [X]% of the budget and [X]% of the time has passed. Expenditure [is]/[is not] on track (attached separately and linked in Appendix D).

[Describe any variance to the original (or formally amended) budget lines and confirm whether full expenditure is forecast. Where applicable, state any course corrective action planned including budget realignment, GSA amendment, or no cost extension.]

* 1. Sub-grants:

Describe any budgetary issues in relation to Sub-grants and how they will impact the delivery of project outputs. Describe how issues will be addressed. *[If no sub-grants are included in the Grant Budget, delete this section]*

1. **Human Resources**

Appendix F: Personnel/Recruitment Update provides an overview of the status of recruitment for all national/international personnel funded fully or partially by the GSA. The project is/is not fully staffed.

[Describe any HR issues impacting the delivery and management of project activities. It is mandatory to report any investigations relating to Protection Against Sexual Exploitation and Abuse (PSEA).]

1. **Issues**

[An issue is a risk (foreseen or unforeseen) that has occurred and may affect the delivery or progress of the project. If not already described above, describe any issue affecting the project, state how the issue will be addressed, and include any assistance required from ATscale. If there is nothing to report, state “**NTR**”.]

1. **Risks**

The summary of grant-specific risks has been updated below in Appendix G: Risk Log Update.

[If not already discussed above, use this section to further describe any risk that has significantly increased during the reporting period, the impact, response, and any support required from ATscale or UNOPS.]

1. **Lessons**

[Briefly describe any lessons learned during the implementation of the grant thus far. It is mandatory to record any lessons from a Board of Inquiry or any other relevant inquiry (such as evaluations or audits) that apply to the grant. Lessons should be used to document best practices in cross-cutting issues such as Gender, Health, Safety, and Environmental Protection.]

**9. Stakeholder Management**

[Briefly describe any key stakeholder communications or dialogue relevant and critical to the achievement of the project outcomes. If nothing significant to report, state “**NTR**”.]

**APPENDICES:**

APPENDIX A: PROGRESS AGAINST LOGICAL FRAMEWORK

APPENDIX B: PROGRESS AGAINST IMPLEMENTATION PLAN

APPENDIX D: FINANCIAL REPORTS

* D.1 - INTERIM FINANCIAL REPORT
* D.2 - FINAL FINANCIAL REPORT

APPENDIX E: ANNUAL IMPACT CASE STUDY

APPENDIX F: PERSONNEL/RECRUITMENT UPDATE

APPENDIX G: RISK LOG UPDATE

# APPENDIX A: PROGRESS AGAINST LOGICAL FRAMEWORK

| **Result** | **Indicator** | **Deliverable** | **Deliverable Achieved** | **Status ( % of deliverable achieved)** | **Comment** |
| --- | --- | --- | --- | --- | --- |
| **Outcome 1:** |  |  |  | (% Achieved) |  |
| **Output 1.1**: |  |  |  | (% Achieved) |  |
| **Output 1.2:** |  |  |  | (% Achieved) |  |

**Guidance on colour selection:**

Green (-): The activity that delivers the Output and contributes to the Outcome was not yet scheduled to start, but planning is on track and it is foreseen that delivery will be according to the implementation plan in the Grant Support Agreement.

Green (90 -100+% on track): Progress is on track (or ahead) and delivery is at least 90% of the deliverable expected for this stage of the grant.

Amber: (70-89% on track): Progress is slightly behind the implementation plan and the deliverable expectation for this point in the project. It is foreseen that the project will catch up and will meet at least 90% of the deliverable before closure.

Red: Progress is not on track, less than 70% of the deliverable expected at this stage of the grant has been achieved.]

**APPENDIX B: IMPLEMENTATION PLAN**

*[Report against the Implementation Plan from your submitted Grant Application Template. Use a black* ***X*** *to indicate where activities are on track and will be implemented in accordance with the original plan. Use a blue* ***X*** *to indicate where the implementation plan has changed and use the “Comment” column to explain how and why.]*

|  | |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Output No 1: (Insert)** | | | | | | | | | | | |  |  |
|  | **Schedule and duration of Activity in Months** | | | | | | | | | | | | Comment |
| **Activity** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |  |
| 1.1 | **x** | **x** |  |  |  |  |  |  |  |  |  |  |  |
| 1.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.4 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Output No 2: (Insert)** | | | | | | | | | | | |  |  |
| **Activity** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |  |
| 2.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.4 |  |  |  |  |  |  |  |  |  |  |  |  |  |

**APPENDIX D: FINANCIAL REPORTS**

The Financial Report provides information on the Grantee’s progress with regard to expenditure, against its approved budget for the corresponding period of the Grant.

The template for the **Interim Financial Report (Appendix D.1)** can be downloaded at this link, and must be completed and submitted alongside each Interim Progress Report.

The template for the **Final Financial Report (Appendix D.2)** can be downloaded at this link, and must be completed and submitted alongside the Final Substantive Report.

**APPENDIX E: ANNUAL IMPACT CASE STUDY (2-Pager)**

*One case study on an annual basis should be included as a part of the reporting mechanism. This should clearly articulate the problem statement, the intervention implemented, and the tangible impact it created. This could range from impact on the beneficiaries to broader system change.*

**APPENDIX F: PERSONNEL/RECRUITMENT UPDATE**

*For each key position budgeted 50% or above, complete the following information. In the comments section, indicate any extended absence, resignation, or replacements*.

| **Position Title** | **Name and Gender**  **(or Vacant)** | **Duty Station** | **Comments** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
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**APPENDIX G: RISK LOG**

| **Guidance:** Risk Logs should be updated continuously through the project life cycle.   1. Using red type, please update the descriptive categories (Probability, Proximity, Impact and Response Summary) of any risks identified in your initial application or since your last Progress Report (whichever is more recent). If there is no change, please indicate this in the “Response Summary” column. 2. Using **bold type**, please add any new risks that have been identified since the initial application or since your last Progress Report (whichever is more recent). |
| --- |
| **Risk:** Clearly state the risk causes and consequences. For example: “Due to [cause(s)] there is a risk of [event] leading to the following consequences [impact].” |
| **Probability** is the estimated likelihood or probability of a particular threat or opportunity. Assess how likely the risk is to materialize:   1. Low 2. Low to Medium 3. Medium to High 4. High |
| **Proximity** is the relative nearness of the risk. Assess how quickly the risk is likely to materialize:   1. Within one month 2. Within three months 3. Within six months 4. One year and beyond |
| **Impact:**   1. Low: Minor or little impact on the entity 2. Low to Medium: Moderate impact on the entity 3. Medium to High: Significant impact on the entity 4. High: Very significant impact on the entity with potential consequences for the entity above |
| **Response Summary:**  Describe the actions to be taken to reduce the likelihood and/or impact of the identified risk. Here, also identify the team member(s) responsible for actioning the agreed response and by when. |

| **Risk** | **Probability** | **Proximity** | **Impact** | **Response Summary** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**UNOPS INTERNAL MONITORING REPORT:**

**(For completion by ATsacle/UNOPS personnel only)**

| **Section** | **Reviewed by Grant Management Team** |
| --- | --- |
| **Timeliness of report submission:** Was the progress report (including all applicable appendices) submitted on time as per GSA milestone delivery schedule? Comment on the quality of the report including the level of detail and relevant information provided. | **Comments from Grant Manager:**  **Name:**  **Date:** |
| **Progress:**   1. Is progress towards the deliverables in the logframe being made in accordance with the implementation plan? 2. Have any modifications been made and are they acceptable to ATscale? 3. Has the IP used the monitoring tools it specified in the monitoring plan at the correct frequency and was any data sampled? 4. Are commitments in the GSA cross-cutting section being met? | **Comments from Grant Manager:**  **Name:**  **Date:** |
| **Expenditure:**   1. Within budgetary tolerance? 2. In compliance with the approved budget? 3. Samples compliant with the report? (please provide details of what was sampled). | **Comments from Grant Manager:**  **Name:**  **Date:** |
| **Risks and Issues:**   1. Risk log updated (including date that updated Risk Log was endorsed by Grant Manager): 2. Response plans adequately mitigate risks. | **Comments from Grant Manager:**  **Name:**  **Date:** |
| **Quality Assurance:** Describe any QA activities that were completed during the period, including accreditation, field visits, asset or other verifications. | **Comments from Operations (or Grant Manager):**  **Name:**  **Date:** |

**RECOMMENDATION FOR PAYMENT:**

| **Milestone Payment Amount as per GSA:** | **Recommended Payment Amount:** |
| --- | --- |
| **Comments from ATscale/UNOPS Head of Project Unit:**  **Payment Recommendation:**  Is payment of the next Milestone recommended? **Yes ☐ No ☐**  (If “Yes” is selected, complete the following:) Upon the review conducted by ATscale on the Interim Progress/Final Substantive Report submitted for Milestone [XX] in the Grant Support Agreement, I [do not] recommend payment to the Grantee for the implementation of the next Milestone in the amount of USD [XXX].  **Name:**  **Title:**  **Date:**  **Signature:** | |