## **Interim Report Template**

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| --- | --- |
| Country: | Project Title: |
| Grant Number: | Grantee’s Name: |
| Reporting Period: | Name & Email of Project Contact: |

*Submit report to:* [bhushans@unops.org](mailto:bhushans@unops.org) and copy: annmarieq@unops.org

*Please use the following email subject line: SUN [Name of Country] [Name of organization] [Grant Number] Update [Month/Year].*

**Section 1: Key results achieved:**

1. *What has changed (big-picture results) at national/sub-national level - over the first 4 months of your project?*
2. *What were the Pooled Fund Project’s achievements over the first 4 months? How the Pooled Fund’s achievements contributed to the national/sub-national level change(s) on outcome(s)?*

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| Outcome 1: SMART Planning & Legislation  Outcome2: Financial Resourcing  Outcome 3: Effective Implementation and Accountability |

**2) Project Logframe progress**

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| *RAG Rating Guidance: Provide a self-assessment and color the Red-Amber-Green (RAG) column in line with a RAG ‘Traffic Light’ rating.* | |
| *GREEN* | *On track – 85%+ progress towards achievement of outputs or activities.* |
| *AMBER* | *At risk – 65 to 84% progress. Project team needs to identify particular measure to overcome the risk.* |
| *RED* | *Off track – progress below 65%: if one of more outputs and activities are at risk, this scenario comes under serious concerns. This needs immediate actions. The project should develop a specific action plan to improve performance and share with the UNOPS.* |

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| **Logframe progress reporting table** | | | | | | |
| Column 1 | Column 2 | Column 3 | Column 4 | Column 5 | Column 6 | Column 7 |
| Outcome 1: | Indicators | Baseline | Milestone: months 4 | Progress: months 4 | RAG Rating | Comments on variations  (if applicable) |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| Output 1.1: | Indicators | Baseline | Milestone: months 4 | Progress: months 4 | RAG Rating | Comments on variations  (if applicable) |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Output 1.2: | Indicators | Baseline | Milestone: months 4 | Progress: months 4 | RAG Rating | Comments on variations  (if applicable) |
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| Outcome 2: | Indicators | Baseline | Milestone: months 4 | Progress: months 4 | RAG Rating | Comments on variations  (if applicable) |
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| Output 2.1: | Indicators | Baseline | Milestone: months 4 | Progress: months 4 | RAG Rating | Comments on variations  (if applicable) |
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| Output 2.2: | Indicators | Baseline | Milestone: months 4 | Progress: months 4 | RAG Rating | Comments on variations  (if applicable) |
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**Section 3: Activities update – first 4 months**

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| --- | --- | --- | --- |
| SN | Activity (*please list all activities from log-frame*) | Status (not started, on track, completed) | Brief explanation on implementation status (*50 words maximum per activity*) |
| 1.1 |  |  |  |
| 1.2 |  |  |  |
| 2.1 |  |  |  |
| 2.2 |  |  |  |

**Section 4: Comment on project’s operating environment**

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| --- | --- |
| **Theme** | **Commentary** |
| External factors |  |
| Internal factors |  |

**Section 5: How has your project ensured equity, equality and non-discrimination for all, with women and girls at the center of efforts?**

**Section 6: Challenges and lessons learned**

**Section 7: Proposed changes on activity/budget or work plan (if applicable)**

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| --- | --- | --- |
| SN | Proposed changes | Brief justification for proposed change or reallocation |
| 1.1 |  |  |
| 2.1 |  |  |

**Section 8: Sustainability and way forward**

**Please Attach:**

1) Financial report

2) Update on risk log

3) Human-interest story (at least one)

4) Project photographs in action with caption in a separate folder (JPEG) (if you have not already sent them).

5) Any publications, meeting/workshop proceedings, reports (*if produced*)

**Narrative Reporting Guidance:**

General guidance:

1. Interim report should also highlight key results achieved by the project rather than mere process and activities.
2. Progress reported on the narrative report and financial report should correspond with one another.
3. Reported progress data and narratives should be credible and verifiable.
4. Progress reported on the interim report should correspond with the submitted Monthly Updates.
5. Reported progress data should be disaggregated by age group, sex and geographic scope, where applicable.
6. Interim report should be maximum 5 pages following formatting guidance provided below.
7. Any questions on the narrative reporting issues or templates should be sent to: [bhushans@unops.org](mailto:bhushans@unops.org) and copy: annmarieq@unops.org

Section specific guidance:

Section 1:

1. Select the appropriate outcomes of the SUN Movement Pooled Fund from provided box which are adopted into your project plan/logframe, and report progress to the relevant outcomes.
2. Focus the reporting on results and changes.
3. Please write complete and concise result stories that reflect upon the big picture results/outcomes that are clear contributions of your project.
4. Please do not write only process and activities completed in this section.

Section 2:

1. Transfer outcomes, outputs, indicators and baselines from your project plan to the corresponding columns of the given table.
2. If logframe indicators were changed while improving your project M&E tools, please report the progress to the indicators on LFM Indicators Tracking Sheet agreed with UNOPS M&E Specialist.
3. Column 5: report progress made in first 4 months to the corresponding indicators at column 2.
4. Column 6, provide self-assessment to the reported progress on the indicators at column 5 compared to the milestone at column 4 using RAG rating guidance on section 2.
5. Column 7, provide comments on variations (if applicable) between reported progress to the indicator at column 5 compared to the corresponding milestone at column 4.
6. Please add/change rows on the table as needed.

Section 3:

1. Reported progress should correspond with data and progress reported on the Monthly Updates.
2. Add rows as needed.

Section 4:

1. External factors: provide short summary of any changes in the operating environment (legislation, local or regional conflict, access to operational sites, disaster events, external stakeholder changes, etc.) that have affected project operations and performance.
2. Internal factors: provide short summary of any key changes in internal project factors (project staffing, partners, operating facilities) that have impacted project operations and performance.

Section 5:

1. **Provide credible evidence or examples of how your UN Pooled Fund Project ensured equity, equality and non-discrimination for all, with women and girls at the center of efforts.**

**Section 6:**

1. **Highlight the challenges faced or lessons learned by the project.**
2. **Provide brief narratives covering context, action, consequence and lesson learned to each highlighted challenge or lesson.**

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| **Report formatting guidance:**   1. The report should be maximum 5 pages. 2. Format the entire document using the following font: 11point \_ Arial 3. Include abbreviations if any acronyms are used in the report. 4. Annexes can be submitted separately providing reference to the report. 5. Do not change format and structure on the provided template. |