# Standard Quarterly Progress Report

For Humanitarian and Standard Programme Documents, submitted with FACE form on quarterly basis

|  |
| --- |
| Section 1. Programme & CSO overview |
| 1.1 Programme reference | UNICEF Office |  |
| Progr. Title |  |
| PD Ref. # |  |
| 1.2 Organization information | Organization / Acronym |  |
| Name of CSO Authorized Official |  |
| Title of Authorized Official |  |
| Email of Authorized Official |  |
| Phone of Authorized Official |  |
| Name of Prgr. Focal Point |  |
| Title |  |
| Email |  |
| Telephone |  |
| 1.3 Programme information | Progr. Duration |  |
| Start date | MM/YYYY |
| Reporting period | From MM/YYYY to MM/YYYY |
| 1.4 Budget information | Programme budget | Currency, value |
| UNICEF cash contribution | Currency, value |
| Funds received to date | Currency, value | % of total |
| 1.5 Partner Contribution made to date |  |
| 1.6 Signature of CSO Authorized Official |  | Date:  |

| 2. Reporting on results achieved |
| --- |
| The table below provides an overview of results achieved during the reporting period and cumulatively since the onset of the programme.  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Programme Outputs\* | Performance indicator\* | Targets\* | Achievement in reporting period\*\* | Cumulative progress to date\*\* | Progress status[[1]](#footnote-1) | Narrative assessment/ summary of progress\*\* |
| Progr. Output 1  |  |  |  |  |  |  |
|  |  |  |  |
| Progr. Output 2 |  |  |  |  |  |  |
|  |  |  |  |
| Progr. Output 3 |  |  |  |  |  |  |
|  |  |  |  |
| Challenges / bottlenecks faced in the reporting period |  |
| Proposed way forward |  |

\* Information directly extracted from Section 2.2 of the signed Programme document.

\*\* Information to be updated upon submission of the report.

|  |  |  |
| --- | --- | --- |
| FOR UNICEF OFFICE USE ONLY | Rating1 | Comment if applicable |
| Overall progress of the programme document |  |  |
| Name and signature of UNICEF PD focal point: Title: Date: |

1. For the progress report, status/rating as follows: For the final report, status/rating as follows

|  |  |  |
| --- | --- | --- |
| On track |  | Achieved as planned |
| Constrained |  | Not achieved as planned |
| No progress |  |  |
| Met |  |

 [↑](#footnote-ref-1)