Standard Quarterly Progress Report

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

 *UNICEF Narrative Progress Report (to be completed on paper if CSO partner does not have internet and is unable to access the Partner Reporting Portal,* [*www.partnerreportingportal.org*](www.partnerreportingportal.org)*)*

|  |  |
| --- | --- |
| Programme Docu Title |  |
| Programme Docu Ref. No. |  |
| Organization Name |  |
| Name of CSO Authorized Official |  |
| Title of Authorized Official |  |
| Programme Docu Duration | Start Date:  | End Date: |
| Reporting Period | From MM/YYYY  | to MM/YYYY |
| Programme Budget | PD Currency | value |
| UNICEF Cash Contribution | Cash Transfer Currency | value |
| Funds Received to Date | Currency, value | % of total |
| Signature of Authorized Official:  | Date: |

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

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| --- | --- | --- | --- | --- | --- | --- |
| Programme Outputs | Performance indicator | Targets | Achievement in reporting period | Cumulative progress to date | Progress status\* | Narrative assessment/ summary of progress\*\* |
| Progr. Output 1  |  |  |  |  |  |  |
|  |  |  |  |
| Progr. Output 2 |  |  |  |  |  |  |
|  |  |  |  |
| Progr. Output 3 |  |  |  |  |  |  |
|  |  |  |  |
| Challenges / bottlenecks faced in the reporting period |  |
| Proposed way forward in the reporting period |  |
| Partner Non-financial contribution during reporting period |  |
| Partner Financial contribution during reporting period | Currency: | Value:  |

| 3. Overall partnership experience (only for final progress report) |
| --- |
| This section to be filled by partner to share overall experience during the implementation as part of final (last) progress report at the end of Programme Document.  |

|  |  |  |
| --- | --- | --- |
| During the course of programme implementation, did UNICEF release cash in a timely manner?  | [ ]  YES[ ]  NO | Comments:  |
| During the course of programme implementation, did UNICEF release programme supplies in a timely manner? | [ ]  YES[ ]  NO | Comments:  |
| During the course of programme implementation, did UNICEF provide timely feedback on FACE forms and narrative progress reports?  | [ ]  YES[ ]  NO | Comments:  |
| During the course of programme implementation, did UNICEF staff respond to queries and requests for technical assistance in a timely manner?  | [ ]  YES[ ]  NO | Comments:  |
| Were joint monitoring and assurance activities implemented as planned in the Programme Document?  | [ ]  YES[ ]  NO | Comments:  |
| Dd your organization and UNICEF take action to address findings identified in monitoring and assurance activities?  | [ ]  YES[ ]  NO | Comments:  |
| Overall, how satisfied was your organization with its partnership with UNICEF on this Programme Document?  | [ ]  Very unsatisfied[ ]  Unsatisfied[ ]  Neutral[ ]  Satisfied[ ]  Very Satisfied | Comments:  |

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

\*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 |  |