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)*)*

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| --- | --- | --- | --- |
| 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. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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) |
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| 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. |

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| --- | --- | --- |
| 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 |  |