

Humanitarian Assistance and Resilience Programme Facility (HARP-F) Quarterly PROGRESS REPORT Template

Please read the following instructions carefully.

This quarterly report template is designed to:

- ✓ provide quarterly narrative on project progress and management;
- ✓ check compliance with the terms and conditions of your grant;
- ✓ inform a wider analysis of all HARP-F projects;
- ✓ communicate the successes and challenges of your project; and
- ✓ contribute to learning on emerging results.
- ✓ The report should be **no longer than 15 pages** including tables and figures and excluding any additional annexes you may choose to include

Your report is due by: Click or tap to enter a date.

HARP- F QUARTERLY NARRATIVE REPORT

SECTION 1: BASIC INFORMATION

1.1	Organisation Name	
1.2	Organisation Address	
1.3	Project partner(s) • List implementation partners. • Highlight any changes to partners.	
1.4	Project Title	
1.5	HARP-F Ref. Number	
1.6	Location and Regions	
1.7	Project Start & End Dates	Start: Click or tap to enter a date. End: Click or tap to enter a date.
1.8	Quarterly Reporting Period	From: Click or tap to enter a date. To: Click or tap to enter a date.
1.9	Date report submitted	Click or tap to enter a date.
1.10	Total project budget (£)	
1.11	Name and position of person responsible for this this report	Name: Position: Email:
1.12	Acronyms Please list and define the acronyms used in this report that are not already in your project file	
	Acronym	Definition

SECTION 2: SUMMARY AND PROGRESS

2.1 OVERALL PERFORMANCE (Max 2 pages)

[Guidance: Please provide a summary of the project progress and activities over the last reporting period. Use this space to highlight key accomplishments, success stories, and evidence of impacts and effects of project activities on beneficiaries. Please also include in this space any major challenges in the reporting period and the effect of those challenges on project delivery and impact]

2.2 PROGRESS AGAINST DELIVERABLE AND TIMESCALES (Max 3 pages)

[Guidance: According to the milestones or indicators agreed upon with HARP-F please describe your progress in achieving the targets and objectives during the reporting timeframe. For any targets that are not on track please use the space below the table to explain the challenges in achieving targets, mitigating circumstances and any plans and timelines to get the targets back on track.]

2.2a: Current project status in relation to the original timescale *(Tick the appropriate box)*

*[Guidance: Please select the appropriate category based on your activities over the last quarter. **Off Track** refers to any delays in implementation, spending or achieving targets, OR any challenges to the quality of the program]*

1. Project is **further ahead** than planned
2. Project is **on track** against its deliverables and original timescale
3. Project is **off track but expected to be back on track** in the next reporting period
4. Project is **off track and not expected to be back on track** in the next reporting period

2.2b: If the project is ‘off track’ please explain key challenges or factors impacting negatively on progress:

[Guidance: If you selected option 3 or 4 in the preceding section, please answer the following four questions]

1. Why has this occurred?

[Guidance: please explain what has happened or what challenges the project has faced that is putting it off track]

2. How it affects the budget?

[Guidance: please explain any budget implications of project challenges, including predicted underspends]

3. What measures are being taken to get the project back ‘on track’ (including financially)?

[Guidance: please explain in detail what actions the program will take to get back on track. Please make sure that all challenges listed under question 1 are addressed]

4. What is the timeline to get back ‘on track’?

[Guidance: please provide a timeline for each action listed under question three]

2.2c: Changes to Theory of Change/Logframe Assumptions

Please explain what happened and, broadly, the impact.

2.3: INTEGRATION OF CROSSCUTTING ISSUES AND HARP-F PRIORITIES (Max 3 pages)

2.3a: Monitoring and Evaluation (Max 1 page)

[Guidance: Use this section to give an overview of the projects Monitoring, Evaluation and Learning activities of the last quarter. I.E. What monitoring activities have taken place in the last six months? Have any findings from these activities been used to review any of the project activities?]

2.3b: Accountability (Max 1 page)

[Guidance: please use this section to describe in more detail any accountability activities or outcomes from the last reporting period. I.E. How was feedback collected, tracked, analysed, and responded to; Common themes in beneficiary feedback/complaints, reasons or circumstances for unresolved complaints; example of how the project made changes because of feedback received]

2.3c: Gender and Social Inclusions (Inclusion of people with disabilities and other vulnerable groups) (Max 1 Page)

[Guidance: Give a brief narrative on project activities conducted this quarter that addresses a gender-specific need during this reporting period. (It can be in the form of an activity, output)]

2.4: LESSONS LEARNED (Max 2 Pages)

[Guidance: Please identify the lessons learned from this reporting quarter, including from things which have not gone well. Be specific and clear in describing the lesson, and in explaining how you have applied learning to improve project delivery.]

LESSONS	How has this led to changes or improvements in the you (i.e. grant holder or partner) have worked?
1.	
2.	
3.	
4.	
5.	
6.	

2.5: RISK MANAGEMENT AND MITIGATION (Max 2 pages)

Which risks materialized during the quarter? Describe briefly. Please ensure you include staff turnover and vacancies or risks relating to partnership working if applicable.	Was the risk anticipated? Briefly explain. Yes/No/To some extent	What action did you take to address the risk? Briefly explain.	Was this action sufficient? Yes/No

SECTION 3: VALUE FOR MONEY (Max 1 Page)

[Guidance: Write about whether the project is good value for money. Assess its cost-effectiveness compared to what was projected in the proposal. Write about ways in which the project saved money during implementation or what the project management has done this quarter to buy and employ resources at a value-for-money price. Explain any cost overruns or high costs per unit or objective. Also, write about how the project ensures resources are used efficiently to maximize the results.]