



USAID
FROM THE AMERICAN PEOPLE

[PROJECT TITLE]

Quarterly Report

[XXXX] Quarter – MM/DD/YYYY to MM/DD/YYYY

Submission Date: MM/DD/YYYY

Assistance / Cooperative Agreement Number: [insert number]

Activity Start Date and End Date: MM/DD/YYYY to MM/DD/YYYY

AOR Name: [insert name]

Submitted by: [insert name], USO Point of Contact

[Name of Prime Implementing Partner]

[Insert address]

Tel: [insert number]

Email: [insert email]

*[Insert partner
and/or project
logo here]*

This document was produced for review by the United States Agency for International, Democracy, Conflict and Humanitarian Assistance, American Schools and Hospitals Abroad.

I. PROJECT OVERVIEW/SUMMARY

Project Name:			
Activity Start & End Dates:			
Name of U.S. Partner (USO):		Name of Overseas Partner (OSI):	
[Agreement] Number:			
Geographic Coverage (cities and or countries)			
Reporting Period:	[# QUARTER: MM/YYYY – MM/YYYY]		

ACRONYMS AND ABBREVIATIONS

List all acronyms and abbreviations pertinent to the activity. The first time a word requiring an acronym or abbreviation is used in the body of the report, spell out the word in full with the acronym in parentheses. Thereafter, use only the acronym.

I. PROJECT DESCRIPTION/INTRODUCTION

Provide a concise introductory section that gives a quick overview of the project, goals/objectives, target beneficiaries, geographical locations, etc. This is a standardized paragraph that can be used in each quarterly report. It should be **BRIEF**, no more than one paragraph.

2. ACTIVITY IMPLEMENTATION PROGRESS

2.1 Progress Narrative

This brief narrative (1 or 2 pages) should highlight key achievements and whether the program is on/off track as far as specific work plan/targets in terms of (1) overall program progress for the quarter and (2) expected progress for the year the current reporting period (quarter).

2.2 Implementation Challenges

2.3 AMEP Update

Brief narrative; include data collection/quality issues; staff and sub-partner training on data quality protocols/methodologies; anticipated AMEP revisions needed to indicators and/or out year targets. **[This section explains Annex A: AMEP Table].**

3. PUBLIC DIPLOMACY ACTIVITIES

In about one page, describe public diplomacy activities and general results, or impact, or progress against the activities' public diplomacy objectives.

4. CROSSCUTTING ISSUES

4.1 Gender Equality and Female Empowerment

This brief narrative of one-two paragraphs should highlight the gender gaps and key gender achievements. Partners are expected to provide at least one example of gender, sustainability and local capacity development each fiscal year.

4.2 Sustainability Mechanisms

This brief narrative of one-two paragraphs should highlight any sustainability issues and how the partner plans to address them; or required actions.

4.3 Environmental Compliance Monitoring

This brief narrative of one-two paragraphs should highlight compliance with the approved P-IEE, including any unanticipated difficulties. **[This provides additional explanation on the monitoring of your approved, which you will insert as ANNEX B]**

5. MANAGEMENT AND ADMINISTRATIVE ISSUES

Such as project staff changes, software and procurement issues, etc. Please also list all upcoming procurement actions that will require AOR approval/notification.

6. LESSON LEARNED

If applicable to this quarter, please provide a few examples of highlights of project learning. These can either be successes or failures, but show how adaptive learning is used in the program to improve implementation.

7. HOW IMPLEMENTING PARTNER HAS ADDRESSED AOR COMMENTS FROM THE LAST QUARTERLY OR SEMI-ANNUAL REPORT

If issues were raised by the AO or AOR in the previous quarter, please describe how you have addressed them specifically.

8. PLANNED PROJECT IMPLEMENTATION ACTIVITIES FOR NEXT QUARTER

Indicate opportunity/need for USAID/ or other USG involvement, particularly for USAID project monitoring site visits.

ANNEX A: REQUIRED

ACTIVITY M&E PLAN REPORTING *ACHIEVED PROGRESS VERSUS PLANNED FOR THE PERIOD DISAGGREGATED BY GENDER, GEOGRAPHIC AREA AND OTHER RELEVANT FACTORS (USE TABLE BELOW)*
**THE ASHA CUSTOM INDICATORS WILL BE SHARED WITH YOU.*

Table I: AMEP Indicator progress – [Standard Foreign Assistance Indicators (F indicators) and USAID/DCHA/ASHA Custom Indicators*]

CALENDAR YEAR 20xx: [Activity Objective]									
Indicator	Unit of Measure	Baseline Data	Quarterly Status				Cumulative Data		Note(s)
			Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec	Annual/LOP Target	Annual/LOP Actual	
Intermediate Result (IR): <i>EXAMPLE – American Practices in health care services expanded</i>									
Sub-IR: <i>EXAMPLE – Access to emergency health care improved</i>									
<i>EXAMPLE – Program Element</i> <i>HL.4.6: Cross-cutting Health Systems Strengthening (GHSD)</i>									
<i>EXAMPLE – Program Element</i> <i>STIR.11: Number of innovations supported through USG assistance with demonstrated uptake by the public and/or private sector</i>									
Sub-IR:									
Intermediate Result (IR): <i>EXAMPLE – Outreach and Communications expanded</i>									
Sub-IR:									
<i>EXAMPLE – Public Diplomacy* custom</i>									

ANNEX B: REQUIRED

ENVIRONMENTAL MITIGATION & MONITORING PLAN (EMMP) REPORTING

[Use the information from your BEO-approved EMMP. The table below is simply a place holder]

Person Responsible for Overseeing EMMP:

Role in Organization:

Contact information:

Activity I: [name of activity]				Mitigation Results	
Activity Risk/ Condition	Mitigation Measure	Type of Monitoring	Responsible Person / Entity	Mitigation Effectiveness	Problems Encountered / Comment

TBD – TITLE

Coming soon...Placeholder for U.S. reporting. Please skip this section for now.

TBD	TBD	TBD	TBD

___ NOT APPLICABLE THIS QUARTER/NOTHING TO REPORT THISQUARTER



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SUCCESS STORY

[INSERT SUCCESS STORY HEADLINE]

[Insert subhead here]

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2.25" W

[Insert Photo Credit]

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