



USAID | **ASIA**
FROM THE AMERICAN PEOPLE

[PROGRAM TITLE]

Quarterly Report

[XXXX] Quarter MMMM DD to MMMM DD, YYYY

Submission Date: MMMM DD, YYYY

[Contract/Agreement] Number: [insert number]

Activity Start Date and End Date: MMMM DD, YYYY to MMMM DD, YYYY

[COR/AOR] Name: [insert name]

Submitted by: [insert name], Chief of Party

[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 Development Regional Development Mission for Asia (USAID/RDMA).

I. PROGRAM OVERVIEW/SUMMARY

Program Name:	
Activity Start Date And End Date:	
Name of Prime Implementing Partner:	
[Contract/Agreement] Number:	
Name of Subcontractors/Subawardees:	
Major Counterpart Organizations	
Geographic Coverage (cities and or countries)	
Reporting Period:	

I.1 Program Description/Introduction

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

I.2 Summary of Results to Date

Standard Indicators	Baseline FY YYYY	Annual Target	Q1 FY12	Q2 FY12	Q3 FY12	Q4 FY12	Annual Performance Achieved to the End of Reporting Period (%)	On Target Y/N

Note: The Results Performance Column depicts level of achievement expressed as a percentage of Actual versus Planned.

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 work plan/targets in terms of (1) overall program progress for year and (2) the current reporting period (quarter).

2.2 Implementation Status

This should consist of a narrative of activities implemented per Intermediate Result Area, and include what was planned versus what was actually achieved.

2.3 Implementation challenges.

2.4 PMP Update

Including data collection/quality issues; staff and sub-partner training on data quality protocols/methodologies; anticipated PMP revisions needed to indicators and/or out year targets.

3. INTEGRATION OF CROSSCUTTING ISSUES AND USAID FORWARD PRIORITIES

Address each where applicable and appropriate.

3.1 Gender Equality and Female Empowerment

3.2 Sustainability Mechanisms

3.3 Environmental Compliance

3.4 Global Climate Change

Address only if your program does not receive GCC funding but can speak to impact in either adaptation and/or mitigation).

- 3.5 Policy and Governance Support
- 3.6 Local Capacity Development
- 3.7 Public Private Partnership (PPP) and Global Development Alliance (GDA) Impacts
- 3.8 Science, Technology, and Innovation Impacts

4. STAKEHOLDER PARTICIPATION AND INVOLVEMENT

Government, regional organizations, NGOs, private sector, academia, other donors, etc.

5. MANAGEMENT AND ADMINISTRATIVE ISSUES

Such as project staff changes, software issues, etc.

6. LESSON LEARNED

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. PLANNED ACTIVITIES FOR NEXT QUARTER INCLUDING UPCOMING EVENTS

Indicate opportunity/need for media and/or USAID/RDMA or bilateral Mission involvement, particularly for USAID project monitoring site visits.)

**8. HOW IMPLEMENTING PARTNER HAS
ADDRESSED A/COR COMMENTS FROM THE
LAST QUARTERLY OR SEMI-ANNUAL REPORT**

If issues were raised please describe how you addressed them specifically.

ANNEX A: PROGRESS SUMMARY

Achieved progress versus planned for the period disaggregated by gender, geographic area and other relevant factors (use table below).

Table I(a): PMP Indicator progress - USAID Standard Indicators and Project Custom Indicators

[Strategic Objective]											
Indicator	Data Source	Baseline data		FY 2012		Quarterly Status – FY 2012				Annual Performance Achieved to Date (in %)	Comment(s)
		Year	Value	Annual Cumulative Planned target	Annual Cumulative Actual	Q1	Q2	Q3	Q4		
Intermediate Result (IR):											
Sub-IR:											
Sub-IR:											
Intermediate Result (IR):											
Sub-IR:											
Sub-IR:											

[OTHER ANNEXES]

[Most recent TraiNet report, success stories, press releases, etc.]