**PROJECT PERFORMANCE REPORT**

**(Periodic Progress Report, Multi-Year)**

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| --- | --- |
| **Project title:** | *<Insert project title from PA Art. 4.1>* |
| **Budget Year:** | *<Insert data from PA Art. 4.4>* |
| **Situation(s):** | *<Insert data from PA Art. 4.4>* |
| **Operation:** | *<Insert data from PA Art. 4.4>* |
| **Population Planning Group(s):** | *<Insert data from PA Art. 4.4>* |
| **Goal(s):** | *<Insert data from PA Art. 4.4>* |
| **Cost Centre(s):** | *<Insert data from PA Art. 4.4>* |
| **Partner Code:** | *<Insert data from PA Art. 4.4>* |
| **Submitting Partner Name:** |  |
| **Reporting Period:** | *<DD-MM-YYYY – DD-MM-YYY>* |
| **Date of Report:** | ***<***DD-MM-YYYY) |

*<Information provided should focus on progress, changes and any challenges from the planned activities and results detailed in the Project Description (Annex A) as of time of periodic reporting.>.*

**1.0 ACTUAL PROGRESS ACHIEVED TOWARDS PLANNED RESULTS (MEASURING RESULTS)**

*Describe the progress in achieving the outputs, associated targets as set out in Project Description, including practical measures taken to address age, gender and diversity considerations and increase sustainability.*

|  |  |
| --- | --- |
| **Results Chain** | |
| **Population Planning Group:** | *<Same as specified in this field from Project Description (Annex A)>* |
| **Goal:** | *<Same as specified in this field from Project Description (Annex A)>* |
| **Rights Group:** | *<Same as specified in this field from Project Description (Annex A)>* |
| *<The table below is repeated for each Problem – Objective>.* | |
| **Objective Name** | *<Same as specified in this field from Project Description (Annex A)>* |
| **Problem Description:** | *<Same as specified in this field from Project Description (Annex A)>* |

*<The table below is repeated for each Output>.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Output** | **Status Update on Progress Achieved** | | | | | |
| *<Same as specified in this field from Project Description (Annex A)>* | *<Brief status update on the implementation of activities specific to the output>.* | | | | | |
| **Performance Indicator(s)** | **Site/Location** | **Performance Target** | | | **Progress in reporting period** | **Cumulative Progress to date** |
| **Year 1** | **Year 2** | **Final (cumulative)** |
| *<Same as specified in this field from Project Description (Annex A)>* | *<As (if) specified in Project Description Annex A)>* | *<As specified in Project Description (Annex A)>.* | *<As specified in Project Description (Annex A)>.* | *<As specified in Project Description (Annex A)>.* | *<Insert value of output achieved. Text is not permitted in this field>* | *<As specified in Project Description (Annex A)>.* |

1. **PROGRESS AND AMENDMENTS**

**2.1 Changes**

* *Provide concise summary of progress made, and any changes, deviations or amendments from the original plan (whether in implementation plan, activities, indicators, budgets), and the circumstances or factors that prompted them. This might include changes resulting from the needs of the beneficiaries, or operational challenges or other constraints/opportunities encountered that required adapting the implementation plan, activities, and indicators (Suggested length: not more than ½ page).*

**2.2 Amendments**

* *Provide recommendations for amending the design of the project to address these changes, including any alterations to implementation plan/approach, specific activities, indicators, budgets, etc. (Suggested length: not more than ½ page)*

**Feedback Questionnaire**

**Project Performance Report Template**

**Simplified Periodic Progress Report**

**(PA Annex D)**

**To be filled by Partners**

This short feedback survey is designed to assess the Simplified Periodic Progress Report template which was introduced in Q2 of 2018 with regard to the completeness of the information needed to be reported, how well it is working, how this has supported the increase of its usability, efficient reporting and how it affects the overall reporting process.

It is important that Partners that have used the Simplified Periodic Progress Report fill out and submit the questionnaire to the UNHCR local office. If, for reasons of confidentiality, partners do not wish to share the answer with the operation the questionnaire can be shared directly with the Implementing Partner Management Service at [epartner@unhcr.org](mailto:epartner@unhcr.org)

1. Has this simplified reporting template taken longer, shorter or roughly the same amount of time to develop material for and fill out than the previous reporting template?
2. Has this template been adequate in capturing the necessary information to express progress and impact and manage the project? Are there questions you would have added?
3. Has the simplified reporting template enabled you to submit reports (in case the previous format had challenges that prevented you from reporting)?
4. Was there other reporting required for this project other than this periodic reporting template, for example, additional support documentation, reports or updates requested by UNHCR?
5. If Question 4 is yes , please list them, and indicate if you agree/disagree with the necessity of the additional reports and alternative to address the required information.

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| --- | --- | --- | --- | --- |
| Additional Report type | Frequency | The additional report is necessary | | Comments |
|  |  | Agree | Disagree |  |
|  |  |  |  |  |