Quarterly Project Progress Report from Implementer to Post.

(Refer to project bidding form/contract when completing this report. Focus on activities **completed** in the quarter, outputs **achieved** and progress towards project purpose)

1. Basic Information

Fund/Programme	**Arab Partnership Fund** (UK Foreign Policy Priority: Values)										
Project Title											
Countries covered											
Name of Implementer											
Quarter this report covers (mm/yy-mm/yy)											
AP Priority Theme (Impact)	Political Participation		Public Voice		Rule of Law		Anti-Corruption		Youth Employability		Private Sector Development	

2. Summary*

One paragraph summarising the key achievements and challenges faced to date (not a description of activities)

*__Do not increase the size of this box__. If you increase this box beyond Page 1 we will ask you to re-submit your report.

3. Activities

Activities *(original planned activities for the quarter)**	Brief description of progress this quarter	Planned Budget for the activity from the activity based budget	Expenditure this quarter
1			
2.			
3.			
4.			

*From your Project bidding form/contract. Include and **highlight** any new/changed activities | Totals | | |

Explain any significant variance in planned and actual expenditure (including changes in start/end date): **If there is significant variance (>10%) between plans and actual spend you must submit a new Activity Based Budget**
Activities Planned for the next quarter

Activity:	**Budget** *(for activity):*

4. Progress against Purpose and All Outputs

Purpose:				
Indicators	Baseline	Target	Actual	Narrative on Progress
Output 1*:				
Indicators	Baseline	Target	Actual	Narrative on Progress
Output 2*:				

Indicators	Baseline	Target	Actual	Narrative on Progress
Output 3*:				
Indicators	Baseline	Target	Actual	Narrative on Progress

*From your bidding form/contract. (Increase lines as necessary to include all project Outputs).

5. Risk

Update your risk register for this project. Include the risks mentioned in your project bidding form and any **new** risks. For each risk compare the original likelihood and impact (at the start of the project) with the risk now.					
Risk	Likelihood (H/M/L)		Impact (H/M/L)		How are you managing these risks?
	Original	Now	Original	Now	
1.					
2.					
3.					
4.					

6. Context

Has there been a change in the level of **support and engagement** from local partners or host government? Please briefly describe. Any necessary additional background or commentary?

7. Lessons Learned

Try to provide at least one example of a lesson learned in the project <u>during the last quarter</u>. (e.g. management of your own team/ implementing partner etc).

8. Sustainability

Outline any steps taken to ensure sustainability

Signature……………………………………………..   Name……………………………………………………..
Position……………………………………………..   Date……………………………………………………..

Please now pass this to the Project Officer in the Post to complete the final section:

9. Project Officer Assessment and Comments

Having read the report, please now assess the project using the scale below:		Rating
Descriptor	**Scale**	(TYPE HERE)
Outputs meeting/exceeding expectation.	GREEN	
Outputs largely on track with some exceptions/challenges	AMBER	
Outputs largely not on track / significant challenges	RED	

Please provide a short justification on why you have given the project this rating:

If you assessed the project progress to date as Red or Amber outline the steps you are taking to address this

Signature   Name

Position   Post

Date