Progress Report

<Insert reporting period>

<Insert Project Title>

Project Code (XXX/00/00/ZZZ)

Enter photo of the project below

Optional: paste here the donor logo

Report Publication Date

Donor: <As per Approval Minute>
Admin Unit: <As per Approval Minute>

Project title:	**<Insert project title>**
Report type (pick one):	**<Annual, six-monthly, quarterly, ...>**
Reporting period:	**From month, year to month, year**

Linkages:

Strategic Policy Outcome:	<P&B Outcome the project contributes towards>
Country Programme Outcome:	<CPO the project contributes towards>
Sustainable Development Goal:	<SDG and target the project contributes towards>
UNDAF Outcome:	<UNDAF Outcome the project contributes towards>
Related project(s):	<Insert title(s) and DC symbol if part of umbrella project >

Preparation and Review

Report prepared by:	<Name of project manager>, Insert date
Report reviewed by:	<Name of technical backstopper>, Insert date
Report approved by:	<Name of ILO responsible official>, Insert date

All text highlighted needs to be deleted when finalising the report. This is the standard ILO format for extra-budgetary development cooperation progress reporting for interim reports only. Final reports must use a different template. Information submitted in DCPRs will be collected and used by the ILO to monitor progress towards results. Once finalized the report must be uploaded in the Development Cooperation Management Support System

Contents

1 Executive Summary **4**

2 Budget / Planning Information **4**

3 Summary outputs **4**

4 Summary outcomes **6**

4.1 Achievement of the project outcomes *6*

5 Narrative Report: Managing for Results **7**

5.1 Progress summary *7*

5.2 Evaluations, reviews and monitoring *7*

5.3 Main challenges, risks and corrective action *7*

5.4 Opportunities and corresponding strategy adjustments *7*

5.5 Budget implications *7*

5.6 Lessons learned – highlights *7*

5.7 Visibility & Communication *8*

Annexes **9**

1 Executive Summary

<Please use the executive summary as a tool to inform the donor about key achievements: be concise, to the point and illustrate the results of the project. Maximum one page>

2 Budget / Planning Information

Project budget in USD:		
Project duration in months:	Planned	Actual
Project start date:	month, year	month, year
Project end date:	month, year	month, year

Tip! Graphs showing delivery and time lapsed can be copied from the project finder in the The ILO Development Cooperation Dashboard!

3 Summary outputs

OUTPUT DELIVERY [a]		
Output	Output status	Output summary
Outcome 1: <Enter title of Outcome 1>		
1.1 <Enter output title>	<please select>	
1.2 <Enter output title>	<please select>	
1.3 <Enter output title>	<please select>	
1.4 <Enter output title>	<please select>	
1.5 <Enter output title>	<please select>	
Outcome 2: <Enter title of Outcome 2>		
2.1 <Enter output title>	<please select>	
2.2 <Enter output title>	<please select>	
2.3 <Enter output title>	<please select>	
2.4 <Enter output title>	<please select>	
2.5 <Enter output title>	<please select>	
Outcome 3: <Enter title of Outcome 3>		
3.1 <Enter output title>	<please select>	
3.2 <Enter output title>	<please select>	
3.3 <Enter output title>	<please select>	
3.4 <Enter output title>	<please select>	
3.5 <Enter output title>	<please select>	

[a] Based on the Implementation Plan

OUTPUTS: Overall delivery assessment [b]	
☐ Highly satisfactory Implementation of almost all (>80%) outputs is on schedule as envisaged in the implementation plan and almost all (>80%) indicator milestones have been met.	☐ Satisfactory Implementation of the majority (60-80%) of outputs is on schedule as envisaged in the implementation plan and the majority (60-80%) of indicator milestones have been met.
☐ Unsatisfactory Some (40-60%) outputs are being implemented on schedule as envisaged in the implementation plan and/or only some (40-60%) indicator milestones have been met.	☐ Very unsatisfactory Few (<40%) outputs are being implemented on schedule as envisaged in the implementation plan and/or only a few (<40%) indicator milestones have been met.

[b] This is a self-assessment

4 Summary outcomes

OUTCOME ACHIEVEMENT [c]				
Indicator	Baseline (before project start)	Indicator Milestone (compare planned against actual)	Target (end-of-project goal)	Immediate Outcome summary
Outcome 1: <Insert title of Outcome 1>				
				<Please select>
Outcome 2: <Insert title of Outcome 2>				
				<Please select>
Outcome 3: <Insert title of Outcome 3>				
				<Please select>

4.1 Achievement of the project outcomes

Highly probable - Almost all (>80%) reporting period milestones have been met. Based on the indicators and risk assessment, it is highly probable all outcomes will be achieved by the end of the project.
Probable - The majority (60-80%) of reporting period milestones have been met. Based on the indicators and risk assessment, it is probable the majority of outcomes will be achieved.
Low probability - Some (40-60%) reporting period milestones have been. Progress is being made on the outcomes but based on the indicators and risk assessment only some outcomes will be achieved.
Improbable - Few (<40%) reporting period milestones have been met. Limited progress is being made on the outcomes and based on the indicators and risk assessment only a few outcomes will be achieved

[c] Based on the M&E plan

5 Narrative Report: Managing for Results

<Present how project implementation is actively managed to ensure results, following the subheadings indicated below. Be brief, concise and reflective and explain how progress is being made towards outcomes>

5.1 Progress summary

<Give a brief presentation of the progress achieved in the project so far, highlighting how outputs lead to (initial or more substantive) outcome changes observed during the reporting period>

5.2 Evaluations, reviews and monitoring

<Explain what was done to collect information on progress and challenges used in this report>

5.3 Main challenges, risks and corrective action

<Present challenges identified that potentially or actually hinders progress in delivery of outputs and achievement of outcomes as planned, and what corrective action that has been taken or is planned to address these challenges>

Present challenges identified that potentially or actually hinders progress as planned (e.g., shortfalls in delivery or output quality and outcome achievement). Suggested areas of concern could be the following – please choose or add as relevant and provide a corresponding narrative.

- Unexpected change in external environment
- Community/political opposition
- Policy changes
- Difficulties in inter-agency coordination
- Lack of constituent or implementing partner commitment/ownership
- Implementing partner (constituents or other entities) performance
- Counterpart funding shortfall
- ILO (office and staff) performance
- Inadequate cost estimates
- Inadequate project design
- Budget processing (revision/disbursement etc.) delays
- HR difficulties (recruitment, contracts)

<Based on information collected when monitoring risks, review the project's risk register (see Annex), making updates or revisions as necessary>

5.4 Opportunities and corresponding strategy adjustments

Present opportunities to do/achieve more than expected (gains in effectiveness, contribution to organizational learning, building alliances, etc.) and adjustments made to be able to make the most of these opportunities. Present any corresponding reformulations of the logical framework.

5.5 Budget implications

<If adjustments described above have incurred changes to the budget, present those here, comparing actual and planned expenditure with previous forecasts and the approved budget. Highlight and explain over/under spending and any efficiency gains>

5.6 Lessons learned – highlights

Describe any lessons, positive and negative, that have been learned during project implementation. Suggest to organize the lessons using the headings below:

- Context and implementing environment
- Project strategy and design
- Advocacy, communication
- Capacity building
- Implementation and institutional arrangements

5.7 Visibility & Communication

Describe how results of this project are communicated to stakeholders. Indicate how the donor support for this project is made public and what steps are taken to comply with visibility obligations. Please include in the Annexes photos, illustrations of visibility, multimedia products prepared to ensure the project's and development partners' visibility in the reported period. Make sure the relevant donor logos are included as per the specific requirements of each donor

Annexes

A. Project risk register

Ref	**Risk statement.** The event we do not want to see and its potential impact on objectives	**Comment** Explain how the risk might arise and the importance of the impact	**Measures currently in place** to address this risk	**Impact**	**Likelihood**	**Total**	**Change**[d]	**Risk Owner**[e]	**Additional risk response** for the attention of the implementation team and the Steering Group.

Key: [Insert scales in the Change column]
⇧ Increase in the total level of risk
⇔ No change in the total level of risk
⇩ Decrease in the total level of risk

B. Include relevant documentation, photo, web link, multimedia or information that may contribute to a better understanding of project progress.

[d] The Change column is used during implementation and summarizes the change since the last time the risk register was presented. Three symbols are used: ⇧ Increase in the total level of risk; ⇔ No change in the total level of risk; ⇩ Decrease in the total level of risk.
[e] The Risk Owner column is used during implementation and records the name of the person with day to day responsibility for monitoring the risk and coordinating the response.