**PROJECT PERFORMANCE REPORT (Revised Harmonized)\***

**Section 1: Basic Information – Project Data**

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| **Project title:** | *<Insert project title from PA Art. 4.1>* |
| **Project Start Date:** | *<Insert data from PA Art. 3.2 >* |
| **Project Planned End Date:** | *<Insert data from PP Art. 3.2 >* |
| **Total Project Budget:** | *<Insert data from PA Budget-Annex B >* |
| **Situation(s):** | *<Insert data from PA Art. 4.4 >* |
| **Operation/Country:** | *<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) |

**Section 2: Core Questions**

1. **Overall Performance:**

Provide a description of the overall performance and results of the project to date, with reference generally to the multi-year objectives and outputs established for the project. Specifically note the project’s impact on the different needs of women, men, boys, girls, and vulnerable individuals. (Suggested length: 1/2 to 1 page)

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| *Guidance for partners*   * *Provide a narrative summary of the overall performance, describing briefly how progress has been realized over the course of the project, and/or since the last interim report (where required). This question can be used to highlight important achievements, significant constraints or challenges encountered, or other elements or factors that have been significant to the project results or implementation. Performance should be discussed in relation to the overall context or needs, and original purpose or objective(s) of the project, including its contribution to the relevant strategic objective of the Multi-Year Multi-Partner strategy.* * *Within the general discussion of performance, particular attention should be given to how the needs of vulnerable communities and individuals were identified and how these needs were met or taken into account. Explain how gender considerations were taken into consideration in this project, and how they were mainstreamed in project implementation. Highlight any challenges or concerns related to the needs of women, men, boys, girls, and vulnerable individuals that arose, and how they were dealt with.* * *This question is different from question 3, “Measuring Results”. Here, make sure you give an overview about the project/program in general and in relation to its objectives. Your answer to question 3 on “Measuring Results” is where you should write about results in more detail.* * *Please include a description of the management and implementation arrangements for the project, and how these were coordinated with other partners or relevant stakeholders.* |

1. **Changes and Amendments:**

Briefly explain any changes to the project/program from the original plan (whether in the implementation plan, activities, measures, or outputs), and explain why you needed to make them, for example because of a change in needs or in the overall situation. (Suggested length: 1/2 to 1 page)

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| *Guidance for partners:*   * *Explain any changes or amendments to the original proposal or project/program plan, and the reasons why you made them. This might include a discussion of how the humanitarian context has changed, changes in the needs of the beneficiaries, or other challenges or problems you had that meant the implementation plan, activities, indicators, or outputs had to be changed. If a change was requested and approved by UNHCR, please mention it.* |

1. **Measuring Results:**

Describe the progress in achieving the outputs and associated targets in the project proposal description, according to the benchmarks, milestones, or indicators that were established.

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| *Guidance for partners:*   * *Write about the outputs, or results achieved. How much progress has been made towards the targets you identified for each indicator in the original proposal? Specifically write about whether the targets were met in time, and explain why key targets or milestones were not met, and any differences between the expected results and the actual results.* * *Please use the following log frame.* |

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| **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 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** | | | | **Actual progress** | | **Final (cumulative) result** |
| **Year 1** | | **Year 2** | **Final (cumulative)** | **Year 1** | **Year 2** |
| *<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>* | *<Insert value of output achieved. Text is not permitted in this field>* | *<Insert cumulative value of output achieved over multi-year implementation period. Text is not permitted in this field>* |

1. **Affected Persons:**

Provide the number of those taking part in or affected by the project or relevant part of the program, disaggregated by gender, age, diversity and other guidance specified in the proposal.

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| *Guidance for partners:*   * *Provide an update the number of persons reached by the project. The report should use the same table below as used in the Project Description (Annex A) to provide demographic data of the project, disaggregated by gender and age as well as any particular categories of vulnerable individuals or specifically targeted individuals identified in the proposal. Explain any differences between the planned and actual number of population of concern reached.* * *If your project/program agreement requires information on affected persons with disabilities, provide an overview by stating how many people reached had disabilities (absolute numbers).* |

**Demographic Data for Population of Concern (Affected Persons)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Population Planning Group:** | | | | *<Insert name of PPG. (ex. Afghan returnees in Afghanistan)>* | | | | |
| **Sub-group (if applicable):** | | | | *<Insert name of group relevant to data being captured. (ex. Afghan returnees in Kandahar)>* | | | | |
| **Age Group** | **Male** | | | | **Female** | | **Total** | |
| **in numbers** | | **in %** | | **in numbers** | **in %** | **in numbers** | **in %** |
| 0-4 |  | |  | |  |  |  |  |
| 5-17 |  | |  | |  |  |  |  |
| 18-59 |  | |  | |  |  |  |  |
| 60 and > |  | |  | |  |  |  |  |
| **Total:** |  | |  | |  |  |  |  |
| **Planned** |  | |  | |  |  |  |  |
| **Variant** |  | |  | |  |  |  |  |
| **Major Sites:** | | *<Insert names of major sites where population is located. (ex. Tribaka, Helies)>* | | | | | | |

1. **Participation of and Accountability to the Affected Population:**

Describe how the project/program has been designed to maximize accountability toward the affected population. (Suggested length: 1/2 page)

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| *Guidance for partners:*   * *How have you given affected populations information about the organization and the project/programme and ensured multi-channel communication during implementation? How have you made sure that this information is well-timed and accessible to everybody? How were people affected by the crisis (including vulnerable and marginalized groups) involved and consulted in the design and implementation of the project/program? Which feedback/complaints mechanisms were in place for affected populations of concern to report cases of mismanagement, misconduct and or sexual exploitation?* * *What did affected persons of concern think about the assistance provided? If possible, quantify beneficiary feedback (for instance "40% of consulted persons find the received support useful"; or 18% of those consulted had complains").* * *How did you use their opinions as a guide when you made decisions? How was feedback collected, tracked, analyzed and taken into account? Did you have to make changes because of feedback you received? If so, how did you make the changes? Please give some evidence of collecting and using this feedback (e.g. tools for provision of information, or tracking systems).* |

1. **Risk Management and Integrity:**

Describe how risks to project/program implementation were identified, managed, and mitigated, including any operational, security, financial, personnel management or other relevant risks. (Suggested length: 1/2 page)

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| *Guidance for partners:*   * *Update the risk management analysis included in the initial proposal. Were the right risks identified? What new risks were there that you did not expect? What did you do to mitigate or address the risks you identified? Did this work?* * *Write about external risks from the overall environment, and internal risks, for example, related to financial or personnel management issues or ethical. This might include risks of sexual exploitation and abuse of beneficiaries by project staff, corruption, conflicts of interest, loss of or harm to project staff, and loss of or harm to project/program materials or resources, for example. If your project/program takes place in an insecure environment, make sure you write about security risks, including how the security situation evolved over the course of the project/program and how this affected project activities.* * *Please briefly describe policies and measures in place for combatting and reporting misconduct including fraud, corruption, sexual exploitation and abuse, violation of human rights, and non-ethical conduct.* |

1. **Exit Strategy and Sustainability:**

Briefly describe the exit strategy and closure steps for the project or program, and an assessment of the sustainability of the results. (Suggested length: 1/2 to 1 page)

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| *Guidance for partners:*   * *Write about the exit strategy for closing the project/program and the expected after-effects of the project. Focus on the sustainability of the project/program, and whether and how results or benefits will continue after it ends.* * *Write about how the project/program contributed to the resilience of communities, or how it has supported local partners’ capacity. This is particularly important if resilience and support for local partners’ capacity were part of the project proposal.* * *For some projects/program, it may also be appropriate to write about ways that parts of it will continue, or will feed into other long-term recovery, rehabilitation or development efforts. For example, did the project/program support long-term strategies to reduce humanitarian needs, vulnerability and risks?* * *Depending on financial regulations, some donors may require a catalogue or inventory of any equipment, capital goods, or other assets that were purchased with project/program money, and information about how they will be transferred, disposed of, or otherwise dealt with when the project/program ends. Provide this information here using the Annex D, Goods and Property Report Template.* |

1. **Lessons Learned:**

Describe any lessons learned, and how these will be applied in future projects or programs. (Suggested length: 1/2 to 1 page)

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| *Guidance for partners:*   * *Describe primarily the strongest or weakest parts of the project/program, or what parts or strategies made the project/program successful or a failure, and explain what you learned from these. Please also reflect on the lessons learned in relation to the project/program management, your engagement with local partners, and your coordination with affected persons, or to others engaged in the situation.* * *Partners should additionally focus on how lessons learned will be applied in future projects. What are suggestions for improving the design of similar programs in the future? Based on the experiences or challenges that came up, what will the organization do the same or differently in future similar projects/programs?* * *As a general advice for this question: frame your answers in terms of what you learned instead of describing what went well or did not go well.* |

**Section 3: Additional Questions**

1. **Value for Money/Cost Effectiveness:**

Assess the value for money or cost effectiveness of the project or program.

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| *Guidance for partners:*   * *Write about whether the project/program is good value for money. Assess its cost-effectiveness compared to what was projected in the proposal. Write about ways in which you saved money in the implementation of the project/program.* * *Explain any cost overruns or high costs per unit or objective.* |

1. **Coordination:**

Describe the impact of any coordination efforts, any synergies that developed, and recommendations for improving coordination in the future.

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| *Guidance for partners:*   * *Describe how you coordinated with the host government, other relevant organizations and the broader humanitarian system, including the cluster system and alignment to HRP/other relevant UN-led appeals/coordinated responses (where applicable).* * *Write about how this has contributed to the project/program, for example, any good examples of working together with other projects/programs, or any other benefits that were the result of coordination. Are there ways that coordination could have been better or could have improved project outputs?* |

1. **Partners/Third Parties:**

List any sub-partners for this project and assess their role and contribution.

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| *Guidance for partners:*   * *Who were the partners or third parties (non-commercial entities) for this project/program? Write about the role they played in implementation and how good their participation or contribution was.* * *If you worked with local partners, write about any specific examples of how working with local partners added value.* * *Write about your efforts to improve partners’ capacity or their ability to work on similar projects/programs in the future. Were there ways that the project/program could have been better structured to improve engagement with or implementation through partners?* |

*Notes (\*):*

* *If you are writing an interim report please use the simplified Project Performance Report Template (Periodic Progress Report);*
* *Please delete the instructions in the boxes before you submit your report;*
* *Please fill the feedback forms below in order to learn from your experience using this format for further improvements;*
* *The template can also be found on* [*UNHCR Intranet*](https://intranet.unhcr.org/en/support-services/implementing-partnerships/partnership-agreements.html) *and* [*UN Partner Portal*](http://www.unpartnerportal.org) *.*

**PMC-11: Annual Feedback Forms**

**PARTNER TO UNHCR ANNUAL FEEDBACK FORM**

**Year:**

**Country:**

**Agreement Symbol:**

UNHCR aims to enhance partnership and project management in order to achieve the desired results in providing protection to refugees and other Persons of Concern. Please provide concise comments and suggestions (a maximum of 2 pages, to be submitted with the end-of-year report):

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| --- | --- |
| 1. Was your organization invited to participate in the Country Operations Plan? | YES  NO |
| If so, did you participate in the Country Operations Plan?  YES  NO | |
| 1. Was your organization informed about the outcome of the Operations Plan by mid-November? | YES  NO |
| If yes, when? | |
| 1. Was the Project Partnership Agreement signed before the 2nd week of January? | YES  NO |
| If no, when? | |
| 1. Was there a common understanding reached during the negotiation process leading to the Project Agreement? | YES  NO |
| If no, please explain | |
| 1. Was there timely release of funds in accordance with the terms of the Project Partnership Agreement and implementation rate? | YES  NO |
| If no, please provide further detail | |
| 1. Was a joint monitoring plan developed within the first trimester of the Project? | YES  NO |
| 1. Was the monitoring plan implemented accordingly? | YES  NO |
| If no, please provide further detail | |
| 1. Did UNHCR provide timely feedback on Partner financial and performance reports? | YES  NO |
| 1. Was your organization correctly informed about project closure and was it implemented in time? | YES  NO |
| If no, please provide further detail | |
| 1. Was your organization informed of the results of the project audit? | YES  NO |
| 1. In cases of UNHCR budgetary constraints, was the agreed Project Budget adversely affected? | YES  NO |
| If so, was your organization informed in a timely manner?  YES  NO | |
| 1. Was your organization able to get in touch with UNHCR personnel when needed?  YES  NO   If no, please provide further detail | |
| 1. Do you have any suggestions for improvement in terms of partnership and project management? | |

Name of Partner Organization:

Name of the Authorized Official (same as the person who signed the Project Partnership Agreement):

Signature: Date:

**The “8+3” template - A new way of standardizing, simplifying and harmonizing humanitarian reporting**

**FEEDBACK QUESTIONNAIRE**

This short feedback survey is designed to help those managing the common reporting pilot evaluate how well it is working, how it affects the overall reporting process, and to collect concerns or feedback about the template itself. These will be used to evaluate the overall pilot success, to develop suggestions for modifying the template or other aspects of the pilot, and to develop future recommendations for the harmonizing and streamlining reporting work stream.

It is important to fill these out at the same time partners finalize the reporting template, and submit these questions with their final reports to the donor. If, for reasons of confidentiality, partners do not wish to fully answer these questions in the same form as their donor report, they may send a copy of their answers to[HarmonizingReporting@gppi.net](mailto:HarmonizingReporting@gppi.net)***.***

1.       How long did this report take you to develop material for and fill out (excluding these pilot questions)? Was that roughly the same, more, or less than other reporting?

2.       Have you also had to submit reporting on this common template to other donors? Which? Was it beneficial to have a similar template?

3.       Were there questions that you found less useful than others in capturing project impact, or important humanitarian elements? Were there questions you would have added?

4.       Were there other reporting steps required for this project other than this reporting template, for example additional supporting documentation requests, requests for additional reports or updates by donors, or other?