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| **United Nations Development Programme**  **UNDP logo**  **Programme of Assistance to the Palestinian People**  **برنامج الأمم المتحدة الإنمائي/ برنامج مساعدة الشعب الفلسطيني** |

**NARRATIVE PROGRESS REPORT**

1. **PROJECT DETAILS**

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| --- | --- |
| **Project Title:** |  |
| **Implementing Organization:** |  |
| **Contact person details**  **Name:**  **Phone:**  **Email:**  **Fax:** |  |
| **Partner implementation organization (if any):** |  |
| **CRDP approved budget:**  **Other funding sources if any:**  **Total budget:** |  |
| **Project Start date:**  **Project End date:** |  |
| **Reporting period:** | **From: To:** |

1. **PROJECT BRIEF DESCRIPTION:** (same as in the approved project document – **maximum 300 words)**
2. **PROJECT ACHIEVEMENTS: (maximum 500 words)**

(Please summarize the achievements of the project at the present moment on the target population and provide us with more qualitative information even if the indicator is quantitative. When numbers of beneficiaries/ participants/ trainees/ workers are provided, please **disaggregate by gender and age**).

* 1. **PROJECT OUTCOME:**

|  |  |
| --- | --- |
| **Outcome:** | *(exactly as stated in project document logframe)* |
| **Indicator 1:** | *(exactly as stated in project document logframe)* |
| **Indicator 1 Status:** | *(What has been achieved until the reporting period regarding this indicator?)* |
| **% of completion:** | *(What is the percentage of work completion until reporting period regarding this indicator?)* |
| **Indicator 2:** | *(exactly as stated in project document logframe)* |
| **Indicator 2 Status:** | *(What has been achieved until the reporting period regarding this indicator?)* |
| **% of completion:** | *(What is the percentage of work completion until reporting period regarding this indicator?)* |
| *(please insert as many lines as indicators identified in the approved project document)* |  |

* 1. **PROJECT OUTPUTS:**

|  |  |
| --- | --- |
| **Output 1:** | *(exactly as stated in project document logframe)* |
| **Indicator 1:** | *(exactly as stated in project document logframe)* |
| **Indicator 1 Status:** | *(What has been achieved until the reporting period regarding this indicator? Please give a summarized explanation of the activities which produced the current status of this indicator)* |
| **% of completion:** | *(What is the percentage of work completion until reporting period regarding this indicator?)* |
| **Indicator 2:** | *(exactly as stated in project document logframe)* |
| **Indicator 2 Status:** | *(What has been achieved until the reporting period regarding this indicator? Please give a summarized explanation of the activities which produced the current status of this indicator)* |
| **% of completion** | *(What is the percentage of work completion until reporting period regarding this indicator?)* |
| *(please insert as many lines as indicators identified in the approved project document)* |  |

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| **Output 2:** | *(exactly as stated in project document logframe)* |
| **Indicator 1:** | *(exactly as stated in project document logframe)* |
| **Indicator 1 Status:** | *(What has been achieved until the reporting period? Please give a summarized explanation of the activities which produced the current status of this indicator)* |
| **% of completion** | *(What is the percentage of work completion until reporting period regarding this indicator?)* |
| **Indicator 2:** | *(exactly as stated in project document logframe)* |
| **Indicator 2 Status:** | *(What has been achieved until the reporting period? Please give a summarized explanation of the activities which produced the current status of this indicator)* |
| **% of completion:** | *(What is the percentage of work completion until reporting period regarding this indicator?)* |
| *(please insert as many lines as indicators identified in the approved project document)* |  |

***(Insert as many boxes as outputs identified in the approved project proposal)***

1. **RISKS:**

(Give an update of the risks identified and encountered in the approved project document and any new risks which have emerged, as well as how these risks have been dealt with). Please attach any incident reports for risks that took place during reporting period.

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| **Description** | **Probability from 1-5** | **Impact from 1-5** | **Measures** |
| *Please describe here the risk you identified in the project proposal and if new risks have been identified. It can be political, legal, financial, operational, etc. For political risks, specifically those related to the measures of Israeli occupation.* | *Please list as identified in the project proposal, or new risks that have been identified being 1 unlikely and being 5 very likely* | *State here how the foreseen risk, in case that it happened, affected the project, being 1 very little and 5 very much* | *What kind of measures did you take in order to minimize the impact on your project?*  *For political risks, specifically those related to the measures of Israeli occupation, provide legal and programmatic measures and show evident of full knowledge of potential risks.* |
| *EXAMPLE of a broad political risk*  *Deterioration of security situation in the West Bank* | *EXAMPLE*  *3* | *EXAMPLE*  *Project Staff couldn’t move in the project area*  *3* | *EXAMPLE*  *Focused on local partners to avoid movement* |

1. **MODIFICATIONS: (maximum 500 words)**

(Please refer to any modifications which have occurred or are likely to occur compared to the approved project proposal in the project design/log frame/context/ and budget etc... and explain the reasons for these changes. If there are no changes, please state this). Please attach the budget if any modifications or reallocations have been done.

1. **BENEFICIARIES: (Please refer to the definitions below)**

**Direct Beneficiaries:** Direct beneficiaries can be defined as those who will participate directly in the project, and thus benefit from its existence. Thus all persons who will be employed by the project supply it with raw materials or other goods and services, or who will use in some way the output of the project can be categorised as direct beneficiaries. The patients expected to attend a health clinic, or the children expected to attend a local school (and their families) would be classified as direct beneficiaries. So would the nurse or teacher who works in the clinic or school. Direct beneficiaries of an access road might include those expected to pass along the road (drivers and passengers), as well as farmers and other sending goods on trucks along the road.

**Indirect Beneficiaries:** Indirect beneficiaries are often, but not always, all those living within the zone of influence of the project. Thus, although a health clinic might expect to treat only 1,500 patients, indirect beneficiaries may well include all those within 5km., 8 km. or even 10km. of the clinic (depending on how easy access is to the community where the clinic is situated), as they will benefit not only from the better health of those treated (who will come from their communities), but also might well be patients at some point in the future. The indirect beneficiaries of an access road might include all those in the communities reached by the road, as well as those living within a few kilometers on each side of the road.

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| **Project beneficiaries** | | **Age group** | **Male** | **Female** |
| **Direct beneficiaries** |  |  |  |  |
| **Indirect beneficiaries** |  |  |  |  |

1. **SUCCESS STORIES: (Maximum 500 words) if applicable during reporting period**

(A success story shows your project making a difference in people’s lives. More than a list of events or activities, it describes a positive change and shows how that change benefits the people; how that change strengthened people’s capacity to deal with hardship; how that change strengthened people steadfastness on the ground. A good success story uses evidence from evaluation to show the value of your project).

1. **ADDITIONAL COMMUNITY NEEDS: (maximum 500 words)**

(Please report on any humanitarian and development needs that were identified while carrying out this project).

1. **MAIN LESSONS LEARNT: (maximum 400 words)**

(Please describe here the main challenges faced by the project, and setbacks you have encountered, how they have been managed and what are the lessons learnt for the future.

1. **SUSTAINABILITY: (Maximum 300 words)**

(Please provide an update on the actions/ activities done so far towards sustainability. Please also provide us with other areas/activities that will be carried out in the next reporting period to ensure sustainability of the project.

1. **GENDER APPROACH: (Maximum 300 words)**

(Please indicate in which way/s this project has been gender sensitive and how have the project activities impacted gender relationships?)

1. **PARTNERSHIPS AND NETWORKING: (maximum 500 words)**
2. (Please describe the partnership (s) with other organizations you have in this project, if any, and the role they have played in this reporting period).
3. (Please report on the quality and advantages of networks, partnerships and coordination that have been created, maintained or strengthened during the project including local authorities, PA ministries, national or international NGOs (other than with the direct partners of this project identified and reported at in section a)).
4. **ADVOCACY: (maximum 300 words, if applicable)**

(Describe/list the awareness raising, media or other initiatives which contributed to advocacy during the reporting period and which have not already been reported on in section 3.2. Include any photos, success stories, media links etc...).

1. **SOURCES OF VERIFICATION:**

Please list all of the sources of verification which have been collected in this reporting period as per the project logframe. Be sure to include what material has been produced and when it was produced. We are particularly interested in material such as workshop or training reports, project manuals, brochures, studies, evaluation reports, media productions etc... Please also indicate whether the information is available on a web site.

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| --- | --- | --- | --- | --- |
| Item | Date | Related output number (s) | Title / description of material | Access web site (if any) |
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| 2. |  |  |  |  |
| 3. |  |  |  |  |
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| 10. |  |  |  |  |

*\*Please provide a soft copy of all materials on a CD or Flash Drive in the final report(s)*

1. **UPDATED ACTION PLAN (PLEASE ATTACH)**
2. **UPDATED BUDGET REPORT (PLEASE ATTACH)**