

 **Donor Report: Cover Letter Template**



Ref: UNDP/[xxx]/[xxx]/[xxx]

[submission date 20xx]

Dear [Name of donor signatory in the cost sharing agreement],

**Subject: Project “[Project Name]”**

**Choose report type**

Reference is made to the contribution agreement between [donor institution name] and UNDP for the project “[Project Name]” effective [project start date 20xx].

I am pleased to submit herewith the Choose report type for the abovementioned project.

The report summarizes the progress of the project as of [last date of reporting period 20xx] and provides an overview of the achievements, challenges, lessons learned, interim financial status and way forward.

I thank [donor institution name] for its contributions to UNDP and look forward to strengthening our partnership in support of development in [country].

<Signature>

[Name of UNDP signatory in the agreement]

[Title of UNDP signatory in the agreement]

UNDP [country]

Attached:

[Project Name] Choose report type

[Name of donor signatory in the agreement]

[Title of the donor signatory in the agreement]

[Donor institution name]

[City, country]

|  |  |
| --- | --- |
| Reporting Period |  |
| Donor |  |
| Country  |  |
| Project Title |  |
| Project Locations |  |
| Project ID(Atlas Award ID)Outputs(Atlas Project ID and Description)Strategic Plan and/or CPD Outcomes |   |
| Implementing Partner(s) |  |
| Project Start Date | Project start date is the date when the ProDoc was signed by all the relevant signatories |
| Project End Date |  |
| LPAC Date |  |
| Steering Committee/Project Board Meeting Dates |  |
| SDG linkages  | (only tie to three SDG targets maximum. Notice that the maximum is not SDGs but SDG targets so if you choose two SDG targets from the same SDG, you can only pick one more SDG) |
| GEN marker |  |
| (Year) Delivery to Budget Ratio |  |
| [Year] Annual Work Plan Budget  | USD |
| Total resources required |  |
| Revenue received | * Regular USD
* Other
	+ Donor USD
	+ Trust Fund Cost Sharing USD
	+ Thematic Trust Fund C/S USD
	+ Special Activities USD
	+ EU funding USD
* Total USD
 |
| Unfunded budget | USD |
| UNDP Contact Person  | [Name of UNDP signatory in the agreement][Title of UNDP signatory in the agreement]UNDP [country]Email: Tel.:  |

# Executive summary

The executive summary is a concise brief on the progress towards the project outputs during the reporting period. Please only report against the outputs (and output targets) and refer to RRF. The section also includes key implementation challenges, lessons learned and way forward. It is also suggested to include key financial information, such as expenditure for the reporting period, cumulative expenditure and a delivery rate against budget.

(Suggested length - 400 words maximum)

# Background Information

The background should be a short introductory of the project. The Development Challenge (aka “Situation Analysis”) and the Strategy section of the Project Document can be referred to for this section. Establish clear linkages with SDGs and SDG targets the project contributes to as well as its contribution to the priorities of the 11th NDP. Also include an up-to-date overview of changes in the context and situations.

(Suggested length - maximum half a page)

# Progress Review

The aim here is to tell the **story of change** that the Project (IRF) has achieved in year X. It should make forceful arguments regarding the transformational change achieved, using quantitative and qualitative indicators. This section should also indicate any progress and achievements against the outcomes, outputs and indicators linked to of the Country Programme Document (CPD), UNDP Strategic Plan and Integrated Results and Resources Framework (IRRF).

* **Outcomes:** Outcomes are the strategic, higher level of change that the project is aiming to contribute towards. Provide a summary of progress made by the Project in relation to **planned outcomes from Project Document,** with reference to the relevant gender responsive indicator(s) in these documents. Describe if any targets were achieved, or explain any variance in achieved versus planned results during the reporting period.
* **Outputs:** Outputs are the more immediate results that Project is responsible for achieving. Report on the key outputs achieved in the reporting period, in relation to **planned outputs from Project Document,** with reference to the relevant indicator(s) in these documents. Describe if any targets were achieved, or explain any variance in achieved versus planned results during the reporting period. **If possible, include the percentage of completion of the outputs and the type and number of beneficiaries from different sexes.**
* **Explain, if any delays in implementation, challenges & best practices:** If there were delays, explain the nature of the constraints, actions taken to mitigate future delays and lessons learned in the process. Have any of the risks identified during the project design materialized or changed?

(Suggested length - maximum 5 pages)

**Is the “output targets and results” as well as “activities” section of your ATLAS module updated according to this Progress Report? Yes/No**

**Indicator Based Performance Assessment**

Using the **Project Results Framework from Logframe of the Project Document** - provide an update on the achievement of indicators at both the output and outcome level in the table below. **Where it has not been possible to collect data on indicators, clear explanation should be given explaining why, as well as plans on how and when this data will be collected.** You should refer to your targets for a given year not “the end of project” target. For that reason, **you should consult your AWP to see what your planned targets were for that year**.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Achieved Indicator Targets[[1]](#footnote-1)** | **Reasons for Variance with Planned Target (if any)** | **Source of Verification** |
| **Outcome 1****Indicator:****Baseline:****Planned Target for year X:** |  |  |  |
| **Output 1.1****Indicator 1.1.1****Baseline:****Planned Target for year X:****Indicator 1.1.2****Baseline:****Planned Target for Year X:** |  |  |  |
|  |  |  |
| **Output 1.2** **Indicator 1.2.1****Baseline:****Planned Target: for Year X****Indicator 1.2.2****Baseline:****Planned Target for Year X:** |  |  |  |
|  |  |  |

# Contribution to Gender Equality

This section should explain in what way the project contributes to gender equality if it is a GEN2 or GEN3 project. Both gender equality interventions and/or gender mainstreaming actions should be clearly explained. The RRF should contain sex disaggregated data (and if possible age disaggregation as well). This section should clearly give information with respect to gender related data as stated in the RRF (number of female beneficiaries reached, number of women who benefited from an intervention, sex disaggregation of trainees if there are any trainings etc..)

(Suggested length - maximum half a page)

# Project Risks and Issues

This section identifies and analyses project risks and issues that:

1) had an impact on project deliverables**[[2]](#footnote-2)** (quality, schedule, etc.) during the reporting period, or

2) were newly identified during the reporting period and are being addressed by the project (in the case of risks, “addressed” means to mitigate their effects or decrease the likelihood of impact, and in the case of issues, how to resolve them).

For details of project risk management, please refer the [POPP](https://intranet.undp.org/global/popp/ppm/Pages/Defining-a-Project.aspx) and [UNDP Handbook](http://web.undp.org/evaluation/handbook/) on Planning, Monitoring and Evaluating for Development Results (page 48).

## Updated project risks and actions *(please highlight new risks in addition to what was already stated in your ProDoc)*

Project Risk 1:

*Actions taken:*

Project Risk 2:

*Actions taken:*

## Updated project issues and actions

Project Issue 1:

*Actions taken:*

Project Issue 2:

*Actions taken:*

(Suggested length – half a page to 1 page)

**Is the risk section of your ATLAS module updated according to this Progress Report? Yes/No**

1. **Monitoring Arrangements**

Please refer to the last PSC meeting for that year and major decisions taken.

Please refer to any monitoring visit undertaken by the portfolio M&E Advisor/M&E Analyst/Portfolio Manager/independent assessor/donor and major conclusions of that monitoring mission.

**Is the monitoring section of your ATLAS module (includes the last PSC meeting, monitoring missions and the submission of this Progress Report) updated according to this Progress Report? Yes/No**

# Lessons Learned

This section should capture the lessons learned to ensure on-going learning, knowledge sharing and communication within the organisation and with the partners/donors. It should include analysis on the following contents:

1. Key project successes and factors which supported these successes;
2. Difficulties encountered and measures taken to overcome these difficulties;

(Suggested length – half a page)

# Conclusions and Way Forward

Necessary revisions that will be made to the project and plans of the upcoming reporting period. Any funding gaps, resource requirements as well as further partner engagement plans can be specified in this section. This should include any modifications that need to be made to indicators, baselines, targets as well data collection and monitoring to track progress

If this is a Final Report and if applicable, also mention on sustainability of the project and/or plans on future projects that may supplement / scale up the achievements of this project.

(Suggested length – half a page)

# Financial Status[[3]](#footnote-3)

Insert Cumulative Expenditure Report here, from the project start date to the date of this progress report. . Unless there is specific guidance by the donor that was agreed within the Financing Agreement or a templete stated in ProDoc, use the reporting template of your own similar to this [example](https://undp.sharepoint.com/%3Ax%3A/s/QAUnitTurkey/EZW76Lu-xhFBh1ds9qdQJ-kBPZ0Pe5YzjnPDeeQ55zohCg?e=VzYTjK).

# Annexes

i.The latest approved Annual Work Plan for the following year (AWP)

iv. [Output verification forms](https://undp.sharepoint.com/%3Aw%3A/r/sites/QAUnitTurkey/_layouts/15/Doc.aspx?sourcedoc=%7B1B0B2CAD-E150-4601-B825-BF927749C6C5%7D&file=Output%20Verification%20Template.docx&action=default&mobileredirect=true) completed for monitoring missions

v.Relevant copies of media coverage (a list of media coverage with necessary links would also suffice)

vi.Publications, studies or any other work that is deemed an important output of the project.

If there is any other specific reporting requirements from donors, it can also be inserted here.

1. Please provide sex/gender disaggregated achieved indicator targets [↑](#footnote-ref-1)
2. A deliverable is defined as the result of an activity or in other terms the product which contributes to the achievement of project outputs). [↑](#footnote-ref-2)
3. *Disclaimer: Data contained in this financial report section is an extract of UNDP financial records. All financial provided above is provisional.*

*Disclaimer: UNDP adopted IPSAS (International Public Sector Accounting Standards) on 1 January 2012, cumulative totals that include data prior to that date are presented for illustration only.*  [↑](#footnote-ref-3)