TITLE OF SUB-PROJECT

IMPLEMENTING PARTNER

SUB-PROJECT QUARTERLY PROGRESS REPORT

MONTH – MONTH 202X

funded by   
the International Development Law Organization (IDLO)

XX Month 202X

## TABLE OF CONTENTS

[TABLE OF CONTENTS 2](#_Toc89940257)

[LIST OF ACRONYMS 3](#_Toc89940258)

[I. SUB-PROJECT SUMMARY 4](#_Toc89940259)

[II. SIGNIFICANT ACHIEVEMENTS *(max. 2 pages)* 5](#_Toc89940260)

[1. MAJOR RESULTS 5](#_Toc89940261)

[2. MAJOR ACTIVITIES 5](#_Toc89940262)

[3. NOTEWORTHY CHALLENGES 5](#_Toc89940263)

[III. PROGRESS AGAINST SUB-PROJECT OUTCOMES *(max. 15 pages)* 6](#_Toc89940264)

[IV. EXPLANATIONS AS TO SIGNIFICANT VARIANCES FROM TIMELINE, IMPLEMENTATION PLAN AND BUDGET *(max. 2 pages)* 6](#_Toc89940265)

[V. GENDER MAINSTREAMING *(max. 2 pages)* 7](#_Toc89940266)

[VI. CONCLUSION AND WAY FORWARD *(max. 2 pages)* 7](#_Toc89940267)

[LIST OF ANNEXES *(if any)* 7](#_Toc89940268)

## LIST OF ACRONYMS

|  |  |
| --- | --- |
| **IDLO** | International Development Law Organization |
| **x** |  |
| **x** |  |
| **x** |  |
| **x** |  |
| **x** |  |
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|  |  |
|  |  |
|  |  |

## I. SUB-PROJECT SUMMARY

|  |  |  |
| --- | --- | --- |
| **1** | **Name of the Implementing Partner(s):** | Text |
| **2** | **Sub-Project Title:** | Text |
| **3** | **Sub-Project Location:** | Text |
| **4** | **Sub-Project Duration:** | Text |
| **5** | **Sub-Project Total Budget:** | Text |
| **6** | **Sub-Project Manager:** | Text |
| **7** | **Sub-Project Reporting Period:** | Text |
| **8** | **Submitted to:** | Text |
| **9** | **Date of Submission:** | Text |

|  |
| --- |
| **Background** *(max. 1 page)*  *Summarise the Sub-Project proposal sections on Context and Problem Statement, and Description of the Sub-Project.*  **Sub-Project Goal (impact level)**  *Copy from Logic Model.*  **Sub-Project Outcome(s) (specific impact level)**  *Copy from Logic Model.*  1.  2.  **Sub-Project Output(s)**  *Copy from Logic Model.*  1.1.  1.2.  2.1.  **Sub-Project Beneficiaries** *(max. 1/2 page)*  *Summarise the Sub-Project proposal’s sections on Beneficiaries.* |

Name of Implementing Partner is pleased to submit the first/second progress report in compliance with the Sub-Project Agreement for the “TITLE” (the “Sub-Project”) signed by name of Implementing Partner and IDLO.

## **II. SIGNIFICANT ACHIEVEMENTS** *(max. 2 pages)*

### **1. MAJOR RESULTS**

*Provide a general overview in bullet point format of the major results obtained for the reporting period in relation to the proposed Sub-Project overall goal, outcome(s), and outputs. Where possible, provide quantitative and qualitative data and information to support the results obtained. Attach or provide links to any newspaper articles, success stories or other materials that are noteworthy.*

*Text text text text*

### **2. MAJOR ACTIVITIES**

*Provide a general overview in bullet point format of the major actions taken or work performed for the reporting period in relation to the proposed Sub-Project activities. Include dates and locations, and where possible, provide quantitative and qualitative data and information to support the activities performed. Attach or provide links to any newspaper articles, success stories or other materials that are noteworthy.*

*Text text text text*

### **3. NOTEWORTHY CHALLENGES**

*Provide a general overview in bullet point format of the outstanding challenges faced by the Implementing Partner in implementing the Sub-Project during the reporting period. Indicate the actions taken or that are going to be taken to address the identified challenges.*

*Text text text text*

## III. PROGRESS AGAINST SUB-PROJECT OUTCOMES *(max. 15 pages)*

*Provide a general summary of the activities undertaken and results achieved during the reporting period.*

*Text text text text*

*Provide a detailed explanation for each of the outcomes and related outputs achieved during the reporting period. Describe in detail the results obtained by indicating the progress made against the outcomes and outputs agreed in the Sub-Project proposal. The narrative should explain and reflect the expenditures in the financial report.*

OUTCOME 1: *Copy from Logic Model.*

Output 1.1.: *Copy from Logic Model.*

*Explain in detail the actions and activities performed to produce results for the above indicated outcome and output. Provide quantitative and qualitative data and information to support the results obtained. The use of charts, tables, photos, and quotes is welcome.*

*Text text text text*

Output 1.2.: *Copy from Logic Model.*

*Explain in detail the actions and activities performed to produce results for the above indicated outcome and output. Provide quantitative and qualitative data and information to support the results obtained. The use of charts, tables, photos, and quotes is welcome.*

*Text text text text*

OUTCOME 2: *Copy from Logic Model.*

Output 2.1.: *Copy from Logic Model.*

*Explain in detail the actions and activities performed to produce results for the above indicated outcome and output. Provide quantitative and qualitative data and information to support the results obtained. The use of charts, tables, photos, and quotes is welcome.*

*Text text text text*

## IV. EXPLANATIONS AS TO SIGNIFICANT VARIANCES FROM TIMELINE, IMPLEMENTATION PLAN AND BUDGET *(max. 2 pages)*

*If there was a significant deviation from the work plan or budget, explain and justify the changes.*

*Text text text text*

## V. GENDER MAINSTREAMING *(max. 2 pages)*

*Provide detailed information on how gender has been mainstreamed in the components and on progress made and results obtained against Sub-Project outcomes, outputs and activities during the reporting period, as follows:*

* *Where gender is a primary, significant or collateral objective of the Sub-Project, this section can cross-refer to information already reported against the Sub-Project outcomes, outputs and activities.*
* *Where gender is a not an objective of the Sub-Project, provide in detail information about the progress made and results obtained against activities identified in the Sub-Project Proposal’s gender section, with cross-references to information already reported against the Sub-Project outcomes, outputs and activities.*

*Describe how the Sub-Project was gender-informed, gender-sensitive, and gender-responsive.*

*Refer to* *[Quick Reference Guide: Mainstreaming Gender in Programme Development, Implementation, Monitoring and Evaluation.](https://www.idlo.int/sites/default/files/pdfs/subpage/idlo_gender_strategy_2019-20.pdf)*

*Text text text text*

## VI. CONCLUSION AND WAY FORWARD *(max. 2 pages)*

*Provide some concluding remarks about the progress made and results obtained for the reporting period. Indicate the ways forward by noting the remaining actions to be performed for the next reporting period.*

*Text text text text*

## LIST OF ANNEXES *(if any)*

Annex 1 – *text text*