

Guidance on How to Complete a Standard Quarterly Progress Report on the Partner Reporting Portal

UNICEF requires partners to submit Quarterly Progress Reports (QPRs) with FACE form every three months from the start of the programme.

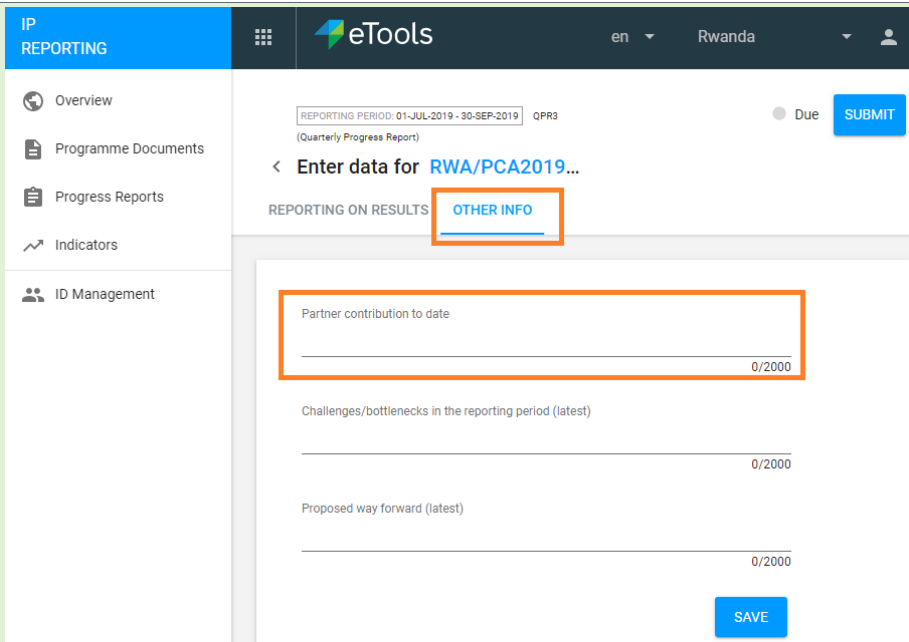
The submission of QPRs enables UNICEF and the civil society partner to jointly assess progress towards planned results and support quality programme implementation.

Previously, QPRs were submitted by partners via a paper process. Now, with the introduction of the online Partner Reporting Portal (www.partnerreportingportal.org), the QPR preparation and submission process has been digitized. PRP eliminates delays, improves traceability, and supports aggregation and analysis of data for both partners and UNICEF.

The Partner Reporting Portal (www.partnerreportingportal.org) simplifies the reporting process for partners by streamlining and standardizing Quarterly Progress Reports. This note provides a field-by-field comparison of the old paper and new PRP process, and provides guidance on the type of information that civil society partners should provide when submitting quarterly progress reports on PRP.

Click [here](#) to find out more how to access partner reporting portal.

Section 1. Programme & CSO overview			
1.1 Programme reference	UNICEF Office	-Auto populated in PRP-	
	Progr. Title	-Auto populated in PRP-	
	PD Ref. #	-Auto populated in PRP-	
1.2 Organization information	Organization / Acronym	-Auto populated in PRP-	
	Name of CSO Authorized Official	-Auto populated in PRP-	
	Title of Authorized Official	-Auto populated in PRP-	
	Email of Authorized Official	-Auto populated in PRP-	
	Phone of Authorized Official	-Auto populated in PRP-	
	Name of Prgr. Focal Point	-Auto populated in PRP-	
	Title	-Auto populated in PRP-	
	Email	-Auto populated in PRP-	
	Telephone	-Auto populated in PRP-	
1.3 Programme information	Progr. Duration	-Auto populated in PRP-	
	Start date	-Auto populated in PRP-	
	Reporting period	-Auto populated in PRP-	
1.4 Budget information	Programme budget	-Auto populated in PRP-	
	UNICEF cash contribution	-Auto populated in PRP-	
	Funds received to date	-Auto populated in PRP-	-Auto populated in PRP-

<p>1.5 Partner Contribution made to date</p>	<div data-bbox="464 136 1377 775">  <p>Guidance: Please refer to Section 2.4 of the signed Programme Document, in which the partner contributions to the programme were outlined. Please also refer to the “CSO Contribution” column of the programme work plan and budget section of the signed Programme Document.</p> <p>In this section, the partner should describe the financial and non-financial contributions that it made to the programme during the reporting period to supplement the resources received from UNICEF. Partner contributions include cash, intellectual property, human resources, supplies and/or equipment.</p> <p>(max 2,000 characters)</p> </div>
<p>1.6 Signature of CSO Authorized Official</p>	<div data-bbox="405 1151 904 1258"> <p><i>Digitally signed in PRP</i></p> </div> <div data-bbox="904 1151 1445 1258"> <p><i>Date: Auto time stamped in the system</i></p> </div>

2. Reporting on results achieved

The table below provides an overview of results achieved during the reporting period and cumulatively since the onset of the programme.

Programme Outputs*	Performance indicator*	Targets*	Achievement reporting period** in	Cumulative progress date** to	Progress status ¹	Narrative assessment/ summary of progress** (max 2,000 characters)
Progr. Output 1	Auto-populated in PRP	Auto-populated in PRP			Guidance: Select the most appropriate progress status for each programme output. Refer to footnote 1 below for descriptions of each progress status	Guidance: Enter brief and concise narrative to describe the progress made in this programme output during the reporting period. Describe the key activities implemented and the results to which they contributed. Include information on how target groups or beneficiaries were involved, and how they benefited. If any other partners were involved in the implementation of activities associated with this output, assess their role and contribution. If there is a need to include narrative in excess of 2,000 characters, please upload the narrative as an attachment in the 'Other Information' tab in PRP.
	Auto-populated in PRP	Auto-populated in PRP	Guidance: Enter progress for the reporting period. Disaggregate data by gender, geographic location, or other dimensions indicated in PRP. Click here to find out more how to enter data in PRP.	-Auto summed in PRP-		
Progr. Output 2						
Progr. Output 3						

¹ For the progress report, status/rating as follows:

On track	The programme output is fully moving forward along the expected trajectory, with output performance indicators on track to meeting their target.
Constrained	The programme output is partially moving forward along the expected trajectory, with some output performance indicators not on track to meeting their target.
No progress	The programme output is not moving forward along the expected trajectory, with no output performance indicators on track to meeting their target.
Met	The programme output was fully achieved, with all output performance indicators having met their target.

For the final report, status/rating as follows

Achieved as planned	The programme output was fully achieved, with all output performance indicators having met their target.
Not achieved as planned	The programme output was not fully achieved, with some output performance indicators not having met their target.

Challenges / bottlenecks faced in the reporting period	<p>Guidance: Provide information on specific challenges that affected the programme's progress toward planned results. Generic references to "low capacity" or "access constraints" are discouraged. Instead, wherever possible, indicate what the programme has done or will be doing to address the challenges and mitigate the risks of programme results not being achieved. Also provide information on key challenges at the coordination level with other stakeholders (e.g. local government, partners, UNICEF, etc). Highlight issues that require technical or other support from UNICEF.</p> <p><i>Max 2000 characters are allowed.</i></p>
Proposed way forward	<p>Guidance: <u>For quarterly progress report:</u> If the programme outputs have not yet been fully achieved, briefly explain what will be done in the next quarter to build on the interim results achieved to date. Highlight whether any changes or adjustments are required to the programme work plan and budget agreed on in the signed Programme Document.</p> <p><u>For final report:</u> Briefly explain how the results achieved from the programme will be sustained. Provide information on documentation and dissemination of best practices and key lessons learnt.</p> <p><i>Max 2000 characters are allowed.</i></p>

* Information directly extracted from Section 2.2 of the signed Programme document.

** Information to be updated upon submission of the report.

FOR UNICEF OFFICE USE ONLY	Rating ¹	Comment if applicable
Overall progress of the programme document		
Name and signature of UNICEF PD focal point: -Digital name captured by the system and signature is not required- Title: N/A Date: -Digital date stamp of the certification of report captured by the system		