CARIFORUM-EU
EPA CSME
STANDBY FACILITY FOR CAPACITY BUILDING

QUARTERLY PROGRESS REPORT

PROJECT NAME:

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The Quarterly Project Report is an important tool for monitoring and measuring the progress and impact of activities financed by the CARIFORUM-EU EPA CSME Standby Facility for Capacity Building. All beneficiaries receiving support from the Standby Facility are required to submit a completed document no later than the 15th day of the new month, following the end of the reporting period. Timely submission ensures effective project oversight and assists with the fulfilment of obligations and effective project implementation. Reports are to be submitted to CDB (edfstandbyfacility@caribank.org) and copied to the Results Officer (phoenid@caribank.org). Thank you.

PROJECT DATA TABLE (Details should reflect contents of approved Technical Assistance Document)

Project Name:		
Implementing Agency:		
Beneficiary:		
Grant Agreement Number:	**GA**	
Project Implementation Period:	DD/MM/YY - DD/MM/YY	
Reporting Period:	DD/MM/YY - DD/MM/YY	
Date of Submission:	DD/MM/YY	
Report Prepared by:	NAME	**Date:** DD/MM/YY
	JOB TITLE	
Report Approved by:	NAME	**Date:** DD/MM/YY
	JOB TITLE	
Total Approved Funding:	€	
Total Funds Received to Date:	€	
Total Expenditures:	€	

1. BACKGROUND OF THE PROJECT

1b. Objectives

2. OVERVIEW OF ACTIVITIES CONDUCTED DURING THE REPORTING QUARTER

Consult your workplan when completing this section. Provide a summary and analysis of all activities conducted during the reporting period. This section should include, activity details, target audience engaged, results achieved etc.

2b. Results Monitoring Framework

Intervention Logic	Indicators	Target	Baseline	Progress made during reporting period	Cumulative Progress				
					QTR1	QTR2	QTR3	QTR4	Total
Outcome 1:	Indicator # 1								
	Indicator # 2								
	Indicator # 3								
	Indicator # 4								

Intervention Logic	Indicators	Target	Baseline	Progress made during reporting period	Cumulative Progress				
					QTR1	QTR2	QTR3	QTR4	Total
Outcome 2:	Indicator # 1								
	Indicator # 2								
	Indicator # 3								
	Indicator # 4								

Intervention Logic	Indicators	Target	Baseline	Progress made during reporting period	Cumulative Progress				
					QTR1	QTR2	QTR3	QTR4	Total
Outcome 3:	Indicator # 1								
	Indicator # 2								
	Indicator # 3								
	Indicator # 4								

Intervention Logic	Indicators	Target	Baseline	Progress made during reporting period	Cumulative Progress				
					QTR1	QTR2	QTR3	QTR4	Total
Outcome 4:	**Indicator # 1**								
	Indicator # 2								
	Indicator # 3								
	Indicator # 4								

Intervention Logic	Indicators	Target	Baseline	Progress made during reporting period	Cumulative Progress				
					QTR1	QTR2	QTR3	QTR4	Total
Outcome 5:	Indicator # 1								
	Indicator # 2								
	Indicator # 3								
	Indicator # 4								

Intervention Logic	Indicators	Target	Baseline	Progress made during reporting period	Cumulative Progress				
					QTR1	QTR2	QTR3	QTR4	Total
Outcome 6:	**Indicator # 1**								
	Indicator # 2								
	Indicator # 3								
	Indicator #4								

Intervention Logic	Indicators	Target	Baseline	Progress made during reporting period	Cumulative Progress				
					QTR1	QTR2	QTR3	QTR4	Total
Output 1:	Indicator # 1								
	Indicator # 2								
	Indicator # 3								
	Indicator # 4								

Intervention Logic	Indicators	Target	Baseline	Progress made during reporting period	Cumulative Progress				
					QTR1	QTR2	QTR3	QTR4	Total
Output 2:	Indicator # 1								
	Indicator # 2								
	Indicator # 3								
	Indicator # 4								

Intervention Logic	Indicators	Target	Baseline	Progress made during reporting period	Cumulative Progress				
					QTR1	QTR2	QTR3	QTR4	Total
Output 3:	Indicator # 1								
	Indicator # 2								
	Indicator # 3								
	Indicator # 4								

Intervention Logic	Indicators	Target	Baseline	Progress made during reporting period	Cumulative Progress				
					QTR1	QTR2	QTR3	QTR4	Total
Output 4:	Indicator # 1								
	Indicator # 2								
	Indicator # 3								
	Indicator # 4								

Intervention Logic	Indicators	Target	Baseline	Progress made during reporting period	Cumulative Progress				
					QTR1	QTR2	QTR3	QTR4	Total
Output 5:	Indicator # 1								
	Indicator # 2								
	Indicator # 3								
	Indicator # 4								

Intervention Logic	Indicators	Target	Baseline	Progress made during reporting period	Cumulative Progress				
					QTR1	QTR2	QTR3	QTR4	Total
Output 6:	Indicator # 1								
	Indicator # 2								
	Indicator # 3								
	Indicator # 4								

Intervention Logic	Indicators	Target	Baseline	Progress made during reporting period	Cumulative Progress				
					QTR1	QTR2	QTR3	QTR4	Total
Output 7:	Indicator # 1								
	Indicator # 2								
	Indicator # 3								
	Indicator # 4								

Intervention Logic	Indicators	Target	Baseline	Progress made during reporting period	Cumulative Progress				
					QTR1	QTR2	QTR3	QTR4	Total
Output 8:	Indicator # 1								
	Indicator # 2								
	Indicator # 3								
	Indicator # 4								

Intervention Logic	Indicators	Target	Baseline	Progress made during reporting period	Cumulative Progress				
					QTR1	QTR2	QTR3	QTR4	Total
Output 9:	Indicator # 1								
	Indicator # 2								
	Indicator # 3								
	Indicator # 4								

3. CHALLENGES ENCOUNTERED AND ACTIONS TAKEN

Describe any issues or difficulties your project faced during the reporting period and how they were resolved or addressed.

Challenges	Actions Taken
1.	
2.	
3.	
4.	
5.	

4. VISIBILITY, WEBSITE AND SOCIAL MEDIA

Highlight all communication and visibility metrics and activities related to your project as outlined in the project communication plan for the reporting period.

1. # of sessions, page views, and unique visitors on website and/or intranet		**6. # of posts**	
2. % increase in searches, downloads, and clicks for related content		**7. # of media impressions/placements**	
3. # of social media interactions (tweets, posts, likes, replies) with related content		**8. # of stakeholder engagement actions**	
4. # of video views and shares		**9. # of media and news products developed**	
5. # of press releases		**10.# of information and knowledge materials developed**	

5. LESSONS LEARNED

Highlight all communication and visibility metrics and activities related to your project as outlined in the project communication plan for the reporting period.

6. WORKPLAN FOR THE NEXT QUARTER

This section should highlight the activities your project plans to implement in the next reporting period (quarter). Those activities related to your project achieving its outputs as described in your RMF.

Outputs	Activities planned
Output 1:	
Output 2:	
Output 3	

6. WORKPLAN FOR THE NEXT QUARTER *(continued)*

This section should highlight the activities your project plans to implement in the next reporting period (quarter). Those activities related to your project achieving its outputs as described in your RMF.

Outputs	Activities planned
Output 4:	
Output 5:	
Output 6	

7. EXPENDITURE AND RESOURCE UTILISATION

Please see the attached financial report (The financial report is to be attached to the narrative report as a separate document)

8. LIST OF SUPPORTING DOCUMENTS ATTACHED TO REPORT (Appendices)

Itemise and attach any documents that helps to further support your report.

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