**Simplified Standardized Progress Reporting Template**

**Global Partnership for Education**

**Education Sector Program Implementation Grant (ESPIG and Multiplier ESPIG grants)**

**July 2018**

|  |
| --- |
| **Background and Instructions** |
| The objective of this template, which is to be completed by the Grant Agent (GA), is to allow GPE to report on progress in the implementation of the “Program” to which the ESPIG contributes. This information will allow the GPE Secretariat to assess and analyze whether the Program is on track to achieve its objectives or whether remediation is needed. On the aggregate level, it will help the Secretariat assess and analyze progress towards GPE’s strategic goals and objectives.  The “Program” is defined either as:   1. A co-financed and/or pooled program, to which the ESPIG contributes; or 2. A stand-alone project financed by the ESPIG   This template is for completion by GAs. The GA is encouraged to use the GPE standardized template for ESPIG progress reporting. The GAs’ own reporting template can also be accepted, as long as it covers the content and all the requirements of the GPE template. [[1]](#footnote-2)  Please provide detailed information to adequately reflect progress made and results achieved in the reporting period.  Prior to completion, GAs are advised to share the draft with the Developing Country Partner (DCP)’s Local Education Group (LEG). Once completed, the progress report should be sent to the applicable Country Lead at the GPE Secretariat (cc to: [gpe\_grant\_submission@globalpartnership.org](mailto:gpe_grant_submission@globalpartnership.org)) with copy to the Coordinating Agency. The progress report will be posted on GPE’s website. |
| **Submission Date** |
| For grants approved after October 2017: the first report should be submitted fifteen months from the start/effectiveness date to allow the progress report to cover the first full year of program activities[[2]](#footnote-3) and an additional three months to prepare the report and discuss with the LEG as appropriate. For existing grants: GAs should follow their existing reporting cycles and submit their progress reports within three months after the end of the reporting cycle. |

***Cover Page (****GA can use own cover page with a picture if appropriate****)***

**Table of Contents**

Acronyms/List of abbreviations ………………….........…….............. Enter page No. here.

Summary of Program ………………………………….........………… Enter page No. here.

1. Program Implementation Progress ....…………….......…….......... Enter page No. here.

2. Reporting on the variable part (if applicable) ...…..……................ Enter page No. here.

3. Key Partnerships and Interagency Collaboration ...........….......... Enter page No. here.

4. Lessons Learned …………………....………......….…….........…. Enter page No. here.

5. Knowledge Product ………........………….…….......….........……. Enter page No. here.

6. Future Work Plan …...........…………………………….….........…. Enter page No. here.

**Acronyms/List of abbreviations**

Enter text here.

|  |  |
| --- | --- |
| **Summary of Program** | |
| Country | Enter text here. |
| Name of Program | Enter text here. |
| Reporting period (from: month, day  year, to: month, day, year) | Enter text here. |
| GA’s Program ID (if any) | Enter text here. |
| Name of Grant Agent | Enter text here. |
| Program amount (original commitment) | Amount in $US. |
| Revised Amount (where applicable) | Amount in $US. |
| Disbursed[[3]](#footnote-4) Amount (during the reporting period) | Amount in $US. |
| Disbursed Amount (cumulative) | Amount in $US. |
| Program approval date | Enter text here. |
| Program effectiveness/start date[[4]](#footnote-5) | Enter text here. |
| Program closing date | Enter text here. |
| Revised program closing date (in case of  revision/extension) | Enter text here. |
| Grant Agent Contact Details (Staff  Names, Positions and Email/Phone  addresses) | Enter text here. |

|  |
| --- |
| **1. Program Implementation Progress** |
| **1-1. Program Overview** |
| Outline briefly the overall objective of the Program. If the Program is a co-financed/pooled program, to which the ESPIG contributes, briefly describe partners involved in the Program. |
| Enter text here. |
| **1-2. Major changes to the Program (if any)** |
| Briefly describe the program revisions[[5]](#footnote-6) that took place during this reporting period, specifying the nature and dates of approval of these revisions. |
| Enter text here. |
| **1-3. Overall progress** |
| Assess the overall progress in Program implementation by taking into consideration the progress of the individual Program components, program management, financial management, procurement, monitoring & evaluation, actual disbursement vis-à-vis planned disbursement -- refer to the last page for details of rating.  **Note**: It is not mandatory to provide rating for each Program component. However, GA can provide rating for each component in addition to overall rating. |
| **Overall progress in Program implementation** |

|  |  |
| --- | --- |
| **Rating from Previous Reporting Period**[[6]](#footnote-7) | **Rating for Current Reporting Period** |
| □ Highly Satisfactory (HS)  □ Satisfactory (S)  □ Moderately Satisfactory (MS)  □ Moderately Unsatisfactory (MU)  □ Unsatisfactory (U)  □ Highly Unsatisfactory (HU) | □ Highly Satisfactory (HS)  □ Satisfactory (S)  □ Moderately Satisfactory (MS)  □ Moderately Unsatisfactory (MU)  □ Unsatisfactory (U)  □ Highly Unsatisfactory (HU) |

|  |
| --- |
| If the rating has been upgraded/or downgraded since the previous reporting period, please briefly outline the main factors contributing to the upgrade/downgrade of the rating. If the program is new and the rating for current reporting period is MS, MU, U, or HU, outline the main factors contributing to such ratings.  Factors contributing to upgrade/downgrade of the rating (improvement or delay in implementation), factors contributing to MS, MU, M, or HU (in case of a new program), may be related but not limited to the following:   1. **Program management** (management arrangements, roles and responsibilities) 2. **Program supervision (**provided supervision during the implementation, including timely and proactive identification of issues and actions taken to address them) 3. **Factors related to capacity** (including institutional and organizational capacities, human resources related capacities and other issues that impact capacity) 4. **Financial management/Fiduciary Issues** (including adequate procurement, financing, budgeting, and financial management mechanisms in place following the grant agents policies and procedures). 5. **M&E** (Quality of M&E arrangements, including M&E design, implementation, and utilization to inform program management and decision making; issues related to data availability etc.) 6. **Coordination, partnership and participatory processes** (principal project partners, their roles and engagement; information on frequency and reasons for consultations with LEG during the program implementation). 7. **External factors, factors beyond GA’s control and unforeseen circumstances** (including macroeconomic changes, conflict and instability, natural disasters, changes in government commitment and leadership, issues related to governance and politics, unforeseen technical and logistical difficulties, changes in project/program scope, etc.) 8. **Other challenges and constraints, & factors** contributing to problems or success in the program implementation   In case of downgrading, please describe mitigation measures that have been taken. |
| Enter text here. |
| **1-4. Progress per component/sub-component** |
| Describe major progress made during the reporting period vis-à-vis outcomes and outputs planned for the reporting period per component/sub-component. Describe main activities undertaken and their achievements. |
| Enter text here. |
| **1-5 Progress on Results Framework and Corporate Results** |
| Describe progress at the end of the reporting period.  **Note:** Attach the Results Framework, as outlined in the Program proposal, at the end of this report (in the Annex I) and report against the progress on achievement of indicator targets. When there is underachievement or/and overachievement, briefly describe the reasons.  **Note on Global Numbers indicators**: A populated template will be circulated by the GPE Secretariat catering to the reporting period most relevant to your country annually to gather data on the following Global Numbers indicators:   * Proportion of textbooks purchased and distributed through GPE grants (both actual numbers and achievement rate against target) * Proportion of teachers trained through GPE grants (both actual numbers and achievement rate against target) * Proportion of classrooms built or rehabilitated through GPE grants (both actual numbers and achievement rate against target)   The pre-populated template will be sent to the GA in the month of August every year. The template will be populated based on the inputs from progress report(s) and the GA will be asked to verify and complete the populated template and send it back to the GPE Secretariat no later than mid-September. Please ensure to follow instructions provided in the template to provide necessary information on the achievement of the indicators. A blank sample template is provided as a part of this package for your reference. |
| Enter text here. |
| **1-6. Program Disbursement** |
| Describe program disbursement status per component/sub-component.  **Note:** “Disbursement” refers to funds transferred by the Grant Agent (or by other financing sources) to the government or other implementing partners, or funds directly expensed by the Grant Agent (or by other financing sources).  **Note:** This section cannot be substituted with annexing a Funds Utilization Report (for UNICEF).  For **ESPIG Multiplier grants**: For programs prepared using GPE Multiplier grants, list the sources and volumes of co-financing included in the Expression of Interest used to access the Multiplier allocation. For each source of co-financing, please list the value of co-financing and include whether it has been committed or disbursed. If it has been disbursed, please note the status of disbursement (under disbursement or completed). |
| Enter text here. |
| **1-7. Financial Management, Procurement, Safeguards, and other Fiduciary matters.** |
| Describe the performance of implementation from the standpoint of Financial Management, Procurement, Safeguards, and other Fiduciary matters. Describe any issues or challenges related to program fiduciary oversight during the reporting period, such as program management/implementation arrangements, financial management, procurement, social and environmental safeguards monitoring and reporting and other fiduciary matters. Provide the information on the annual audit report that was due during the reporting period – was it submitted to the Secretariat, or is it overdue and explain why; what are the main findings from the recent audit and what actions have been taken to address those issues. |
| Enter text here. |
| **1-8. Status of Progress on Previously Raised Issues** |
| Provide a status update on previously raised issues with program implementation, including all the mitigation actions that have been taken to resolve all of the previously raised issues from previous progress reports AND program annual audits. Describe the outcomes of these mitigation actions. |
| Enter text here. |
| **2. Reporting on the variable part (if applicable)** |
| Describe whether strategies have been implemented and whether targets have been reached within agreed timelines, how and when verification has been conducted, and disbursement amount per indicator, and when disbursement took place (fully or partially).  In addition to narrative given under “2. Reporting on the variable part”, fill in the Variable Part Reporting Template (see annex) and send it back to the Secretariat together with the progress reporting template. In case of questions, the Secretariat may contact you within 6 weeks after the receipt of the template. A blank sample template for variable part is provided as part of this package for your reference.  Attach documentation of the explicit confirmation that targets have been reached to allow (partial) disbursement (e.g. independent verification agent’s report, document for validation of results by GA and/or LEG) as well as documentation which shows the authorization to disburse/or an evidence of actual disbursement by GA). |
| Enter text here. |
| **3. Key Partnerships and Interagency Collaboration** |
| Describe the involvement of country-level partners (i.e. Local Education Group and others) in the monitoring of this grant and the sector, noting how and when the LEG was updated on progress in the implementation of the grant. |
| Enter text here. |
| **4. Lessons Learned** |
| Describe any particular lessons learned, best practices, innovations, or any other point you may want to include in relation to the implementation of the Program. |
| Enter text here. |
| **5. Knowledge Product** |
| If knowledge products were produced from the program, briefly describe them and how they will be (or have been) disseminated and used to support program implementation, inform policy dialogue and initiate reform. |
| Enter text here. |
| **6. Future Work Plan** |
| Describe priority actions planned for the following year to overcome constraints, build on achievements and partnerships, and use the lessons learned during the reporting period. This section will inform “Overall Progress” and “Status of Progress on Previously Raised Issues” sections in the next progress report cycle. |
| Enter text here. |

|  |
| --- |
| **Annex I: Results Framework (Please attach RF when you submit the report)**  **Annex II: Standard Financial Report (Please attach standardized financial report, if any, when you submit the report)** |
| **For your reference, the following blank templates are attached to this template:**   1. Blank template for global numbers 2. Blank template for variable part reporting | |

|  |
| --- |
| **Rating System**  **Overall Program implementation progress:** Rate the overall implementation of the Program based on:  1. The progress of the individual Program components  2. The implementation arrangements -- Program management and coordination, financial management, procurement, and monitoring and evaluation (M&E)  3. Rate of actual disbursements compared with planned disbursements.  The overall Program implementation progress rating should reflect the current status of the program. The rating needs to strike a balance between recent progress and overall progress. A common mistake to avoid is that recent progress carries too much weight. Thus, as long as progress is made in the past reporting period, the rating is upgraded, even though the overall progress is still lagging significantly. Upgrading should be based on concrete evidence of improvement instead of expectations and promises.  If unsatisfactory performance of one or more of the above three factors is jeopardizing the timely or efficient achievement of any of the program's major outputs, then the rating should be MU, U, or HU. |

|  |  |
| --- | --- |
| Rating Definition | |
|
| Highly Satisfactory (HS) | The Program is expected to achieve or exceed all of the major outputs efficiently without significant shortcomings. |
| Satisfactory (S) | The Program is expected to achieve almost all of its major outputs efficiently with only minor shortcomings. |
| Moderately Satisfactory (MS) | The Program is expected to achieve most of its major outputs efficiently with moderate shortcomings. |
| Moderately Unsatisfactory (MU) | The Program has moderate shortcomings that limit or jeopardize the achievement of one or more outputs but a resolution is likely. |
| Unsatisfactory (U) | The Program has significant shortcomings that limit or jeopardize the achievement of one or more outputs and a resolution is uncertain. |
| Highly Unsatisfactory (HU) | The Program has major shortcomings that limit or jeopardize the achievement of one or more outputs and a resolution is unlikely. |

**Global Numbers Template**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Country Name: Project ID:** | | **To be filled in by Grant Agent** | | | | |
| **GPE Indicator** | **Indicator (s) as reported in Progress Report** | **ACTUAL: Progress reporting against each indicator (non-cumulative)** • Please report the target in numbers; no percentages or ratios **• Please report the status in numbers;** no percentages or ratios | **TARGET: Annual target for reporting period (non-cumulative)** • Do not leave it blank; if not applicable, state clearly as n/a • **Please report the target in numbers**; no percentages or ratios | **TARGET: Target for next reporting period (non-cumulative)** • Do not leave it blank; if not applicable, state clearly as n/a, do not enter end target of the grant unless the grant is in last year of implementation **• Please report the target in numbers (non-cumulative); no percentages or ratio** | **Determination of Target** Please state clearly how the target was determined in a few sentences (e.g. target was pro-rated, discussed with government, determined by grant agent, etc.…) | **Overachievement/ Underachievement** In case of overachievement/underachievement or zero progress, please provide the reason;  Additionally, if you have other comments about your results, please state them briefly |
| **Progress Reporting period:** | | |
| Proportion of textbooks purchased and distributed through GPE grants, out of the total planned by GPE grants |  |  |  |  |  |  |
|  |  |  |  |  |  |
| Proportion of teachers trained through GPE grants, out of the total planned by GPE grants |  |  |  |  |  |  |
|  |  |  |  |  |  |
| Proportion of classrooms built or rehabilitated through GPE grants, out of the total planned by GPE grants |  |  |  |  |  |  |
|  |  |  |  |  |  |

**Variable Part Reporting Template**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Country name:** **Project ID:** | | | | | | | | | |
| **Indicator** | | **Baseline** |  | | **Reporting period:** from [Month/Year] to [Month/Year] | | | | | |
| **Target for reporting period** | **Achievement for reporting period** | | **Please provide justification in case of underachievement or overachievement** | **Data Source(s)/Means of Verifications for results \*** please note the data source(s)/MoV in this table and attach relevant documents | **Disbursement for reporting period (in $)** | **Cumulative disbursement amount (in $)** | **Evidence of actual disbursement/ authorization to disburse  \*** please note such evidence in this table and attach relevant documents authorizing disbursement |
| Equity | |  |  |  | |  |  |  |  |  |
| 1)… | |  |  |  | |  |  |  |  |  |
| 2)… | |  |  |  | |  |  |  |  |  |
| 3)… | |  |  |  | |  |  |  |  |  |
| Efficiency | |  |  |  | |  |  |  |  |  |
| 1)… | |  |  |  | |  |  |  |  |  |
| 2)… | |  |  |  | |  |  |  |  |  |
| 3)… | |  |  |  | |  |  |  |  |  |
| Learning | |  |  |  | |  |  |  |  |  |
| 1)… | |  |  |  | |  |  |  |  |  |
| 2)… | |  |  |  | |  |  |  |  |  |
| 3)… | |  |  |  | |  |  |  |  |  |

1. For **sector-pooled/ budget support countries,** the Secretariat will accept these countries’ own format of official annual implementation reports, however the information for GPE 2020 reporting purposes (indicators 24 and 25: variable tranche achievements and grant on track) will be requested separately. [↑](#footnote-ref-2)
2. In case of WB ISR, more than one report may cover the first full year of program activities. [↑](#footnote-ref-3)
3. Note: “Disbursement” refers to funds transferred by the Grant Agent (or by other financing sources) to the government or other implementing partners, or funds directly expensed by the Grant Agent (or by other financing sources). [↑](#footnote-ref-4)
4. Program effectiveness (start) date is considered as the date when the program implementation has effectively started, marked by the occurrence of an event defined in the grant application. [↑](#footnote-ref-5)
5. Section 10 of the [Policy on education sector program implementation grants](https://www.globalpartnership.org/content/policy-education-sector-program-implementation-grants) defines program revision to include extensions, reallocation of funds, addition or cancellation of components, changes in the results framework, changes in the implementation modality and changes to the indicators and/or means of verification for the disbursement of the Variable Part. (confirm with the Policy document). More details at <https://www.globalpartnership.org/content/policy-education-sector-program-implementation-grants> [↑](#footnote-ref-6)
6. This does not apply for a new Program [↑](#footnote-ref-7)