

**Responsible Party Progress Report to UN Women**

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| **Project Title** |  |
| **Project Number** | *(to be pre-filled by UN Women Project Manager)* |
| **Donor Reference** | *(to be pre-filled by UN Women Project Manager)* |
| **Project Duration** |  |
| **Reporting Period** |  |
| **Geographical coverage** |  |
| **UN Women Georgia Strategic Note 2016-2020 Impact area** | *(to be pre-filled by UN Women Project Manager)* |

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| **Project Outcome #:** | *(to be pre-filled by UN Women Project Manager)* |
| **Project Output #:** | *(to be pre-filled by UN Women Project Manager)* |
| **RP Approved Budget (as per PCA or LoA)** | *(to be pre-filled by UN Women Project Manager)* |

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| **I. Purpose** |
| **Project Information** *(word limit: min 250 – max 500 words)* |
| *In this section, please describe the rationale of the project, including:*   * *expected results (outcome/s and outputs)* * *reference to how the project aims to support national gender equality and women’s empowerment goals and priorities* |

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| **II. Results** | |
| **Project milestone/activity Indicators** *(word limit: min 500 – max 1000 words)* | |
| In this section please provide an assessment of project progress as per the milestones/activity indicators defined in the Detailed Implementation Plan (DIP) and/or agreed with the UN Women project manager. | |
| *Sample indicators:* | Progress against indicators: |
| *# of trainings held*  *# of training participants*  *% of Male/female share of training participants*  *# of IEC materials printed*  *# of articles published, etc.* |  |

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| **Milestone/Activity** | **Progress** (word Limit: min 150 words – max 350 words per milestone/activity) |
| *(Please insert milestones/activities per the DIP)* | This section should highlight progress and results during the reporting period against the project milestones/activities.  If producing a final report, a statement on the impact of the project should be provided. |
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| **Was the project completed per Budget during the reporting period?** | | |
| **Planned Cost** | **Actual Cost** | **Variance** *(difference between planned and actual costs)* |
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| **Please explain any variance in planned and actual expenditures** | | |
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| **What were the three main achievements as well as three main challenges / lessons learned?** This section should discuss the key implementation results and constraints / lessons learned in the reporting period *(word Limit: min 150 words – max 350 words per challenge / lesson learned)* |
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| **IV. Future Work Plan** *(word limit: min 250 – max 500 words)* |
| Information in this section should include:   * Priority actions planned for the following reporting period to overcome constraints, build on achievements and partnerships, and use the lessons learned; * Indication of any major adjustments in the strategies, targets or key outcomes and outputs planned; |
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| **V. Feedback** |
| We would welcome your feedback and comments on UN Women’s management, procedures and systems in relation to the project |

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| **VI. Annexes** |
| Please list the annexes accompanying the report underneath the heading. All materials/information that are direct outputs of the project (for example: publications, studies, IEC materials, training reports etc.) should be attached to the report. |