

## QUICK REFERENCE

# PREPARING USAID PROGRESS REPORTS

Follow these steps to develop reports for USAID that clearly demonstrate your implementation practices and progress.

1

### UNDERSTAND EXPECTATIONS

Review your award's reporting requirements. Work with your Agreement Officer's Representative (AOR) or Contracting Officer's Representative (COR) to identify the information that will best meet the expectations of USAID and the needs of your organization.

2

### DETERMINE DEADLINES

Check your award agreement and consult with your AOR/COR on how frequently—and when—you are required to submit progress reports.

3

### USE AN APPROPRIATE REPORT STRUCTURE OR TEMPLATE

The format of your progress report should be based on the requirements of your award agreement and the guidance of your AOR/COR. The [“Sample USAID Progress Report” template](#) is an example of a report outline that USAID partners might use.

4

### PRIORITIZE WHAT CONTENT TO INCLUDE

Include information that demonstrates how you are meeting objectives or are on track to meet them. The narrative section should reference information from your activity's management support systems, specifically:

- Your activity work plan, which captures what you plan to achieve, the timeline, and the methods you will use.
- Your monitoring, evaluation, and learning (MEL) system, which provides data on your outputs and outcomes.
- Your financial management system, which shows spending against the budget and timeline.

5

### ASSESS PROGRESS

Use “pause and reflect” or scheduled debrief sessions with your team to discuss successes, failures, and challenges. Gather detailed feedback on what is working well, opportunities for growth, and ways to improve the activity.

## 6 DOCUMENT LESSONS AND ADJUSTMENTS

Include contextual or operational information that may affect planning and future performance. Highlight the lessons you have learned and any changes required by or support requested from USAID or partners.

## 7 DRAFT THE INITIAL DOCUMENT

Write an initial draft based on an analysis of data, key documents, and insights from your activity team. Assign this effort to a team member with strong English-language writing skills. The most useful reports are concise and use charts and graphics to illustrate complex information.

## 8 CIRCULATE FOR REVIEW

Make time for feedback and approval from relevant reviewers, such as the activity director or other senior staff.

## 9 SUBMIT THE FINAL PRODUCT

Submit the report to USAID on time. To ensure that your activity is transparent and accountable, make the final report available to staff, key stakeholders, and program participants. Consider creating a summary version with key information translated into local languages.

## 10 PREPARE FOR THE NEXT REPORT

Discuss planned implementation approaches and potential success stories with your AOR/COR to determine your focus during the next reporting period.

### RESOURCES:

- [Monitoring, Evaluation, and Learning Toolkits](#)
- [Financial Reports module](#)
- [Sample USAID Progress Report template \(Word\)](#)