

Technical Progress Report

Revised 3/6/2018

1. Federal Agency and Organization Element to Which Report is Submitted: DOL/ILAB/OCFT	2. Federal Grant Number	3. DUNS Number
4. Country and Project Name		
5. Recipient Organization Contact Information <i>Headquarters</i>	<i>Field</i>	
6. Project/Grant Period Start Date: <i>(Month Day, Year)</i> End Date: <i>(Month Day, Year)</i>	7. Reporting Period End Date <i>(Month Day, Year)</i>	8. Final Report? <input type="checkbox"/> Yes <input type="checkbox"/> No
		9. Report Frequency <input type="checkbox"/> semi-annual <input type="checkbox"/> other _____
10. Annexes to Submit with every Technical Progress Report, as applicable. <i>Please mark the checkboxes below to indicate the annexes attached.</i>		
<input type="checkbox"/> Annex A: Data Reporting Form for reporting on performance indicators <input type="checkbox"/> Annex B: Updated Work Plan <input type="checkbox"/> Annex C: Response to Donor Comments from Last Technical Progress Report <input type="checkbox"/> Annex D: Update on Project Activities in Response to Evaluation Recommendations <input type="checkbox"/> Annex E: Status of VAT Exemption <input type="checkbox"/> Annex F: Updated Sustainability Strategy (to be included with each October report starting in Year 2) <input type="checkbox"/> Annex G: Major Project Outputs and Research Products <input type="checkbox"/> Annex H: Other Attachments		
11. Certification:		
I certify to the best of my knowledge and belief that all information and data presented in this report is correct and complete.		
11a. Printed Name and Title of Project Director or Other Responsible Official	11c. Telephone	
	11d. Email Address	
11b. Signature of Project Director or Other Responsible Official	11e. Date <i>(Month Day, Year)</i>	
12a. Printed Name of Authorized Organizational Representative (AOR)	12c. Telephone	
	12d. Email Address	
12b. Signature of Authorized Organizational Representative (AOR)	12e. Date <i>(Month Day, Year)</i>	

I. COUNTRY CONTEXT HIGHLIGHTS

Summarize notable developments in the country or local context (during the reporting period) that could affect project implementation, performance or results in either a positive or negative way. Only include information that is not already covered elsewhere in the report. Examples of notable developments include events such as natural disasters or drought/floods, elections, economic phenomena such as dropping prices or major currency fluctuations, or new or proposed changes to national legislation or policies relating to child labor. (If relevant, please include links to new legislation/policies or submit as attachments).

II. PROJECT PERFORMANCE AND NARRATIVE

-- If the project is still in a start-up phase, defined as being in Year 1, and/or in the early development phase of the CMEP/ PMP, describe below start-up activities such as staffing, initial coordination meetings, etc.

-- If the project has moved beyond its start-up phase and has completed a CMEP/PMP, provide a narrative update on progress towards each of the project's higher-level outcomes. The narrative included in this section should build on the information reported in required Annex A and provide an overview of progress at the outcome level, explain emerging trends, and identify challenges and how the project plans to address them. Information reported in this section should not be duplicative of information contained in Annex A.

-- For projects not required to have a CMEP or PMP, provide a narrative update of progress for each project component and identify problems/challenges and how the project plans to address them.

III. RESEARCH

List all research products to be completed by the project and describe progress on each (only if applicable). If a research product has been completed and/or published, provide as an attachment to this TPR.

IV. MONITORING AND EVALUATION (M&E) ISSUES

Describe progress toward completing required M&E deliverables, such as baseline surveys, pre-situational analyses, and CMEP development. Also describe any challenges encountered relating to the project's performance monitoring, CMEP implementation, baseline and endline study design and implementation, data quality issues, or direct beneficiary/participant monitoring system. Feedback on your experiences and suggestions are welcome in order to contribute to continuing improvement in these processes. Innovations in meeting M&E requirements, including through technology, are also welcome.

A. PROGRESS TOWARDS COMPLETING M&E DELIVERABLES (REQUIRED AS APPLICABLE)

B. M&E CHALLENGES (AS APPLICABLE)

C. EXPERIENCES, INNOVATIONS AND SUGGESTIONS (AS APPLICABLE)

V. LESSONS LEARNED AND EMERGING PRACTICES

Describe any notable lessons learned and emerging practices that are not covered elsewhere in this report or its annexes. DOL welcomes ALL types of lessons learned, not just success stories. Lessons learned are broadly defined as knowledge or understanding gained by project experience, positive or negative. Emerging practices are defined as programs, activities, or practices that show potential for scalability and effectiveness and would merit further study in the future.

A. LESSONS LEARNED

B. EMERGING PRACTICES

VI. PROJECT HIGHLIGHT AND/OR PARTICIPANT STORY

Highlight one or two project achievement(s), experience(s), and/or project participant story(ies) from the reporting period. DOL may feature select highlights or participant stories on the DOL website/a DOL blog or in a newsletter to all grantees, so items reported here should be written with a broader audience in mind. DOL will follow up with Recipient for further information if necessary.

Guidelines:

Each participant story/project highlight should be 250-350 words in length. Participant stories could highlight how the project has directly impacted the life of a child or adult participant. In these cases, please do not include personally identifiable information (PII) such as last names, addresses, or other sensitive information when describing participants. Please only include relevant information such as the participant's first name, age, specific child or forced labor activities, hazards/conditions faced while working, opportunities provided while enrolled in the project and a high-resolution photo (300 dpi/1 MB or greater TIFF or JPEG format) of the participant in an environment relevant to the project's activities. Grantees should obtain participant consent using either DOL's waiver form or the Grantee's own consent form, as long as it meets or exceeds the standards of the DOL form. Participant stories could also highlight a specific organization or group that has been directly impacted by the project. Examples of project highlights other than participant stories include engaging in a new/innovative partnership, a strategy that has been particularly effective in reducing child labor or forced labor, or a sustainability

success. Please avoid the use of jargon. Seek to explain how the success links back to the overall goal/objective of the project, in plain language.

VII. ANTICIPATED ACTIVITIES DURING THE NEXT REPORTING PERIOD

Your attached updated workplan (Annex B) will provide an overview of anticipated activities and status of ongoing activities.

Use the space below as needed to:

- elaborate on any items in the work plan that are key to project implementation and require further detail; or
- describe significant workplan updates and how they may impact project implementation, staffing, or other resources going forward.

VIII. OTHER

Use this space, if needed, to cover any issues important to convey to DOL that have not been included elsewhere in the report. For example, projects may elaborate on any special events or important meetings that are not mentioned elsewhere. Projects may also describe communication, outreach, and use of social media that are not described in other sections of the report. Projects may also report on topics such as staffing changes, vacant positions, or other management/implementation issues. Projects may consult with their DOL project manager before preparing the TPR to see if there are any particular topics they would like to have included in this space.

- A. Elaboration on special events or important meetings not mentioned elsewhere (if applicable)**
- B. Description of project communication/outreach/use of social media not described elsewhere (if applicable)**
- C. Management issues (staffing changes, vacant positions, or other) not mentioned elsewhere (if applicable)**
- D. Additional issues**

IX. STATUS OF ACTIVE SUBAWARDS AND FUNDING TO HOST COUNTRY GOVERNMENT(S)

As required in MPG (Annex on Information on Proposed Funding to Host Country Governments and/or to Subawards), please provide information (using suggested format below) on the status of all approved subawards and/or funding to a Government Agency. Contracts supporting substantive programmatic work should also be included. *Note that all subawards and funds supporting host country governments require prior DOL approval (see the MPG for more information on applicability).* If a previously approved funding amount or budget allocation is expected to change, include a revised budget and budget narrative as an attachment to this TPR so that DOL can provide prior approval if needed.

Organization or Government Agency	Status of Activities	Budget in USD	Start Date	Anticipated Completion Date	Date(s) of all Oversight and Field Visits

X. LIST OF ANNEXES TO SUBMIT WITH REPORT

Annex A: Data Reporting Form (required for all projects with CMEP/PMP)

The Data Reporting Form is the principle means of tracking project performance on all indicators included in the project's PMP (including all applicable DOL required indicators).

Annex B: Updated Work Plan (required for all projects).

Include the approved workplan with updates indicating the status of each activity (e.g., on track, delayed, completed).

Annex C: Response to DOL Comments from Last Technical Progress Report (required for all projects)

Include DOL comments from the last TPR and Recipient response.

Annex D: Update on Project Activities in Response to Evaluation Recommendations (required for all projects that have been evaluated)

Use the provided format below to provide updates on project activities in response to evaluation recommendations

Annex E: Status of VAT Exemption, if applicable (Required until VAT Exemption is received)

Use the provided format below to report on the project's status of obtaining VAT exemption.

Annex F: Updated Sustainability Strategy (required annually with each October TPR starting in Year 2)

Provide an updated sustainability strategy with an introduction explaining any significant changes.

Annex G: Major Project Outputs, Research Products, and Policy/Legal Outcomes

Please include any research products or other major project outputs (e.g., new training materials or curricula completed or awareness campaign materials). Also include in this Annex legal/policy outcomes achieved (e.g., law/policy document adopted as a result of project efforts).

Annex H: Other Attachments Included (list here and include in Annex)

TPR Annex D: Update on Project Activities in Response to Evaluation Recommendations

Once the project has undergone interim evaluation, use this table to track recommendations that DOL and the Recipient have agreed require follow-up actions. Do NOT include recommendations addressed to other stakeholders such as the government or DOL.

Recommendation number (including page number from evaluation report)	Recommendation	If the recommendation is to be acted upon, what actions will be taken?	Status of Follow-up Actions What is the current status of the Recipient's actions to address the recommendation?

TPR Annex E: Status of VAT exemption

Name of Project:

Project Pursued VAT Exemption

Yes No

Project Obtained VAT Exemption

Yes No

Please provide a status update of actions being taken by the project to receive VAT exemption during the reporting period.