

Technical Progress Report Form
Submitted to U.S. Department of Labor/Bureau of International Labor Affairs
Office of Trade and Labor Affairs

A technical progress report (TPR) shall be submitted semi-annually, unless otherwise specified by the project. Submission dates for TPRs are April 30 and October 30.

Type of Report: <input type="checkbox"/> Abbreviated <input type="checkbox"/> Regular <input type="checkbox"/> Final	Time Period Covered by this Report: <Date to Date>
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Project Name: <Insert project name here> Country: <Insert country name here> Project Number (if applicable): <Insert project number here> Federal Grant Number: <Insert federal grant number here> Appropriation Code: <Insert appropriation code here> Sole Source or Competed: <Insert here>

Recipient Organization: <Insert recipient organization name here>
Recipient Organization Contact Information:

<i>Headquarters:</i> <Insert Headquarters contact information here>	<i>Field Office:</i> <Insert Field Office contact information here (if applicable)>
Original award amount: <Insert amount>	Modification number: <Insert number>
Current award amount: <Insert amount>	Modification amount: <Insert amount>

Key Project Dates:

Cooperative agreement signed on: <Date> Actual start date was: <Date> Expected date of mid-term evaluation is: <Date> Actual date of mid-term evaluation was: <Date> Expected date of final evaluation is: <Date>	Actual date of final evaluation was: <Date> Expected end date of project is: <Date> Modification date is: <Date> Project end date with modification is: <Date> Actual end date of project was: <Date>
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Attachments <i>(please mark the checkboxes below to indicate the annexes attached)</i> <input type="checkbox"/> Revised Work Plan <input type="checkbox"/> Budget Report <input type="checkbox"/> PMP Data Reporting Form in a separate spreadsheet file (MS Excel) <input type="checkbox"/> Updated Sustainability Strategy (including Stakeholder Management Plan and/or Risk Management Plan) <input type="checkbox"/> Revised Subaward Table <input type="checkbox"/> Outputs produced by the project (e.g., training materials, research reports, posters) <input type="checkbox"/> Update on project activities in response to evaluation and audit recommendations <input type="checkbox"/> Status of VAT Exemption <input type="checkbox"/> Acronym List <input type="checkbox"/> Other documents requested by ILAB (e.g., copies of legislation, other reports, updated PMP): <Insert title>
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Certification: *I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.*

**Printed Name and Title of Authorized
Certifying Official:**

Signature of Authorized Certifying Official:

Telephone of Authorized Certifying Official:

Email of Authorized Certifying Official:

Date Report Submitted:

Budget: Please provide a brief budget report for the reporting period as a separate attachment. See the example provided below.

If adjustments to the approved project budget need to be made, please indicate proposed changes and explanations alongside the relevant budget category. If a formal budget revision is needed, please follow the guidance included in the *FY24 Management Guidelines and Procedures* (MPG) on page 30.

Example Budget Report

Budget Category	Total Planned Expenditures	Total Actual Expenditures	Planned Expenditures this Reporting Period	Actual Expenditures this Reporting Period	Proposed Adjustments	Reason for Adjustment
Personnel						
Fringe Benefits						
Travel (incl. per diem)						
Equipment						
Supplies						
Contractual						
Construction						
Other Direct Costs						
Total Direct Costs						
Indirect Costs						
Total Costs						

Country Update¹

In this section, if applicable, please *briefly* describe any action the government, civil society, or other actors within the country took to improve labor rights via policies, laws passed, or programs. This action does not necessarily need to be related directly to the project's activities or outcomes. Please keep descriptions brief—bullet points are preferred.

Project Highlights²

In this section, please provide a brief summary description of **no more than three** significant accomplishments achieved during the reporting period. Accomplishments may include project achievements or achievements made by the stakeholders to ensure the project's work is sustainable. (E.g., stakeholders taking ownership of a part of the project's work.) Describe how each accomplishment contributes to your predicted outcomes/outcome domains and/or is supporting emergent outcomes. No more than 250 words per accomplishment.

Optional Project Story: Provide a concise project story (400-600 words) that illustrates a significant change that your project contributed to this period. Please include how you were able to contribute to that change (key factors) and how you think it is important in terms of the people and systems you are hoping to have an impact on. Consider what you would tell a colleague or friend that doesn't know much about your work but is curious and cares about the issues. This should contain the details of who, what, where, when, and why it is important. Possible highlight topics include engaging in a new partnership, a successful new and innovative activity, or a case study of an institutional partner. A project story can be individual, about the impact of the project on a particular person, group of people, organization, or institution, or a story about how the project is advancing international worker rights at a systems level.

The project story should use plain language, and if possible, please include photographs, videos, or a link to any other media relating to the story. If including a photo or video, ensure that you include the signed release to use the content. *You may add additional project stories by adding rows to this table.*

¹ ILAB PMs: This is meant to assist with reporting the ILAB-4 measure for the AMP.

² This section is not required for the first TPR.

Review of Workplan (Progress on Activities)

In this section, list each of the planned activities (one per row) for this reporting period, as found in the approved Work Plan from the Project Document. (You do not need to include activities that were completed in previous reporting periods or will not start until future reporting periods.) For each activity, indicate:

- **Activity Status:** Not started (delayed), In progress (delayed), In progress (on track), Completed.
- **Related Output-Level Indicators:** If there are any related output-level indicators in the PMP, list the indicator numbers for the relevant indicators. (You do not need to list indicator data. This simply points project officers to the relevant areas of the PMP.)
- **Description of Activity Progress:** Provide a narrative of progress made during this reporting period. If not completed, briefly describe the actual progress completed on the activity.
- **Proposed Activity Changes, If Any, and Reasons:** If necessary, include any proposed changes to the workplan, whether they have been discussed with ILAB, and the reason for the change. **If proposing changes to the Work Plan, include the updated Work Plan as an attachment to this report.**
- **Description of Equity Considerations:** If applicable, describe how the project is working with historically underserved populations and/or addressing equity.

Activity	Activity Status: Not started (delayed) In progress (delayed) In progress (on track) Completed	Related Output-Level Indicators, If Applicable	Description of Activity Progress:	Proposed Activity Changes, If Any, and Reasons:	Description of Equity Considerations, If Applicable:

Highlight 1-2 Promising Practices (particularly in aspects of the project that are sensitive to complexity)

In this section, describe 1-2 promising practices that could contribute to either **planned** or **emergent** outcomes, which your project team feels are important to highlight for this reporting period (and are not already reflected in the Data Reporting Form). For each highlight, indicate:

- **What is the promising practice?** Include a short description of the promising practice, how it was implemented and the result, including who was affected and how.
- **What is the related TOsC outcome domain?** If applicable, indicate which ILAB TOsC outcome domain is related to this promising practice.
- **What is the related project activity or output?** Describe the project activity or output from the project’s logic model or work plan that the promising practice pertains to.
- **Are there any sustainability considerations³?** If applicable, describe how the promising practice(s) could contribute to sustained change and any implications for the project’s sustainability strategy.
- **Are any adaptations or adjustments needed?** Describe any adaptations or adjustments that should be made to the project’s design, implementation, or MEL system to capture and track results for this promising practice.

Promising Practice 1:

What is the promising practice?

What is the related TOsC outcome domain (if applicable)?

What is the related project activity or output?

Are there any sustainability considerations?

Are any adaptations or adjustments needed?

Promising Practice 2:

What is the promising practice?

What is the related TOsC outcome domain (if applicable)?

What is the related project activity or output?

Are there any sustainability considerations?

Are any adaptations or adjustments needed?

³ Reference the [TOsC Guidebook for ILAB Workers’ Rights Programs](#), [ILAB Sustainability Guide](#), and/or the project’s Sustainability Strategy (including Stakeholder Management Plan and/or Risk Management Plan), as needed. If the project’s Sustainability Strategy has been updated, please attach it to the Technical Progress Report.

Opportunities/Challenges⁴

In this section, if relevant, describe any opportunities or challenges that emerged in the reporting period related to your activities and outcomes. These could be related to:

- implementation,
- stakeholders, partners, and implementing agencies,
- risks, opportunities, and external factors,
- possible upcoming issues that you are anticipating, or
- other major issues/problems, including the country context or operating environment.

Indicate which activity(ies) and/or outcome(s) each opportunity or challenge may affect. What project changes, if any, are proposed related to those challenges/opportunities?

Monitoring, Evaluation, and Learning (MEL)

In this section, provide an update on the project's monitoring, evaluation, and learning efforts.

- Please report on any learning activities undertaken in the last reporting period. (Examples may include Pause and Reflect sessions, sensemaking sessions, use of MEL data in planning activities, etc.)
- Please report on the Learning Questions and goals identified as part of the project's Learning for Action Agenda (L4A). What lessons have been learned this period related to these questions and goals?
- Please report on any other lessons or complexity-aware monitoring results learned in this reporting period. What were the most important lessons learned that you want to apply to your work moving forward? How have these learnings been, or how will they be, incorporated into the project. Has the project acquired any new evidence about factors that contribute to or impede sustained change in any of the TOsC outcome domains or other desired outcomes? (If relevant, indicate which outcome domains this evidence is related to.)
- Please report on any MEL-related challenges experienced. (Examples might include difficulty collecting data, difficulty using reporting forms, etc.)

Learning Activities Conducted:

Progress on Learning Questions and Goals:

Lessons Learned:

MEL-Related Challenges Experienced:

⁴ Reference the project's Stakeholder Management Plan and/or Risk Management Plan, as needed. If the project's Stakeholder Management Plan and/or Risk Management Plan have been updated, please attach them to the Technical Progress Report.

Project Activities in Response to Evaluation and Audit Recommendations

Once the project has undergone interim evaluation, use this table to track follow-up actions on recommendations addressed to the project. It should contain only recommendations relevant to this project. It should not contain recommendations addressed to other stakeholders. Follow-up outlines the way that the recipient is addressing the recommendation.

Review/ Evaluation (including date)	Recommendation number (including page number from the corresponding report)	Recommendation	Have DOL and the Recipient agreed the recommendation will be acted upon? Yes/No Include date agreement reached	If the recommendation is to be acted upon, what actions will be taken and by whom?	Status of follow-up actions. What is the current status of the Recipient's actions to address the recommendations during the reporting period?

Upcoming Activities for the Next Reporting Period

In this section, please briefly highlight key project activities for the next reporting period. Bullet point format is preferred.

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Other

In this section, describe any other pertinent project information that was not addressed above, or as discussed with your project GOR.

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