

USAID Bureau for Humanitarian Assistance Biannual and Final Reporting Template for Public International Organizations

Instructions: Information furnished in this report should be specific to the award number listed below and reflective only of contributions from USAID's Bureau for Humanitarian Assistance. For awards combining BHA contributions to more than one response (i.e. macro awards), a separate template should be provided for each distinct contribution. Information provided should also be specific to the reporting period designated in the report. If there has been no change in the response to a specific question since the award was issued or since the last performance report, please indicate that in the applicable section in lieu of copying previous responses. If a question is not applicable to the given award, please mark "N/A" rather than leaving blank. **For Biannual Reports and Final Reports:** Please complete Section 1, Section 2 questions 1-8, and the Modality Addendum, as applicable.

Section 1: Basic Information

- 1. Name of Partner:**
- 2. Name and USAID Award Number:**
- 3. Country:**
- 4. Specific Activity Geographic Area (if applicable):**
- 5. Reporting Period (MM/YYYY-MM/YYYY):**
- 6. Activity Start Date:**
- 7. Activity Planned End Date:**
- 8. Total Award Amount (include value of funded modifications and value of in-kind commodities if Title II award):**

Section 2: The 8 Core Questions

- 1. Overall Performance:** Write about the activity during this reporting cycle. Include information about how successful it is and what results are achieved. Write about the objectives of the activity, and whether or not it is meeting these (including any challenges that the activity has faced during the reporting period, if and how they were resolved, and whether they may impact the activity's ability to achieve its objectives). (Suggested length: 1/2 page to 1 page)
- 2. Changes and Updates:** Briefly explain any changes to the activity (whether in the implementation plan, interventions, measures, or outcomes), and explain why you needed to make them, for example because of a change in needs or in the overall situation. [Note: Any changes requiring modification of award scope must first be approved by the USAID Agreement Officer per the terms of the award.] (Suggested length: 1/2 page to 1 page)
- 3. Measuring Results:** Describe progress made toward achieving any outputs, outcomes, or associated milestones or indicators that are described in the award. If none, please describe how this award contributed to your organization's framework, objectives, or strategic plan for the geographic area indicated, if applicable. A sample indicator tracking table is provided below. Please disaggregate data by sex and age if this information is available. (Suggested length: 1/2 page to 1 page)

Indicator Tracking Table						
Level of Results	Indicator(s)	Baseline (with date)	Targets & Milestones	Progress/Achievement to Date	Explanation of Variance	Source/Method of Verification
Outcome(s)						
Output(s)						

4. **Beneficiaries¹**: If applicable, provide the number of people taking part in or affected by the activity, disaggregated by gender, age, internally displaced persons (IDPs), refugees, or other guidance specified in the award. Note that beneficiaries refer to individuals, not families or households. Best practice is to provide this information in quantitative (numerical) form, in a table. Sample tables are provided below.

Overall Activity*						
Unit of Measurement: Unique Individuals						
Age Group (as applicable)	Male		Female		Total	
	Number	Percent	Number	Percent	Number	Percent
0-23 Months		%		%		%
24-59 Months		%		%		%
5-17 Years		%		%		%
18-49 Years		%		%		%
50+ Years		%		%		%
Age disaggregates not available						
Total		%		%		100%
Target		%		%		
Variance		%		%		%
* If it is feasible to provide the number and percentage of beneficiaries per location or per intervention, please include separate tables with the location or intervention specified at the top of each breakdown.						

¹ All reporting/data must include detail as to whether the same beneficiary population is being served in each intervention or objective (e.g., number of beneficiaries targeted and reached in one intervention/objective may be 5,000, and in another intervention/objective 5,000, but the cumulative total of beneficiaries reached is 5,000 -- not 10,000 -- because it is the same population targeted and reached in each intervention/objective).

Internally Displaced Persons (IDPs) and Refugees Reached by the Activity* Unit of Measurement: Unique Individuals			
	Male	Female	Total
IDPs			
Refugees			
Total			
* If available, of the total beneficiaries reached by the activity indicated in the previous table, please identify how many individuals were IDPs or refugees, disaggregated by gender.			

5. **Participation of and Accountability to Affected Population:** Describe results of efforts to maximize Accountability to Affected Populations. Describe how the activity has assessed as well as addressed gender, protection, conflict sensitivity, and disability, needs and issues, as applicable. (Suggested length: 1/2 page)
6. **Risk Management:** Describe how risks to the activity were identified, managed, and mitigated, including any programmatic, security, fiduciary, human capital, legal, information technology, or other relevant risks, including the prevention of sexual exploitation and abuse (SEA). (Suggested length: 1/2 page)
7. **Transition or Exit Strategy and Sustainability:** Briefly describe the exit strategy and steps to end the activity. Assess the sustainability of its results and/or how the activity contributed to strengthening resilience capacities. (Suggested length: 1/2 page)
8. **Lessons Learned:** Describe any lessons learned, and how these will be applied to future activities. (Suggested length: 1/2 to 1 page)

Local, Regional and/or International Procurement of Food Assistance Commodities							
[Activity]	Month	Month	Month	Month	Month	Month	Total Unique
Beneficiaries (Male)*	Actual/Target	Actual/Target	Actual/Target	Actual/Target	Actual/Target	Actual/Target	
Beneficiaries (Female)*	Actual/Target	Actual/Target	Actual/Target	Actual/Target	Actual/Target	Actual/Target	
Commodity: MT	Actual/Target	Actual/Target	Actual/Target	Actual/Target	Actual/Target	Actual/Target	
Commodity: MT	Actual/Target	Actual/Target	Actual/Target	Actual/Target	Actual/Target	Actual/Target	
Commodity: MT	Actual/Target	Actual/Target	Actual/Target	Actual/Target	Actual/Target	Actual/Target	
Cash Transfers							
[Activity]	Month	Month	Month	Month	Month	Month	Total Unique
Beneficiaries (Male)*	Actual/Target	Actual/Target	Actual/Target	Actual/Target	Actual/Target	Actual/Target	
Beneficiaries (Female)*	Actual/Target	Actual/Target	Actual/Target	Actual/Target	Actual/Target	Actual/Target	
Total Cash Value	Actual/Target	Actual/Target	Actual/Target	Actual/Target	Actual/Target	Actual/Target	
Vouchers							
[Activity]	Month	Month	Month	Month	Month	Month	Total Unique

Beneficiaries (Male)*	Actual/ Target	Actual/ Target	Actual/ Target	Actual/ Target	Actual/ Target	Actual/ Target	
Beneficiaries (Female)*	Actual/ Target	Actual/ Target	Actual/ Target	Actual/ Target	Actual/ Target	Actual/ Target	
Total Voucher Value	Actual/ Target	Actual/ Target	Actual/ Target	Actual/ Target	Actual/ Target	Actual/ Target	

* Age disaggregated as necessary.

For Final Reports, please also address the following requirements:

Food Assistance Narrative: In addition to filling out the tables above, please provide a narrative description for any and all results in the tables above that are over or under targets by more than 10 percent.

Modality-Specific Questions:

[Delete the paragraphs that are not applicable to this specific award]

a. For Local, Regional, and International Procurement of Food:

1. Actual volume and cost of commodities purchased, by commodity type and origin, compared to target purchases and tonnage tendered (if there were differences).
2. Actual transport costs, differentiating by ocean freight and ground transport.
3. Time from:
 - a. award of this Agreement to tender;
 - b. tender to first procurement;
 - c. first procurement to possession by the Recipient; and
 - d. possession to first beneficiary distribution.
4. Prices of the commodities purchased two weeks before and two weeks after the procurement. Price determination will be performed for the area (or region if necessary), based on the availability of the most accurate statistics.
5. Where applicable, dollar value and metric tonnage of commodities procured from small-holder producers, including market identifying information and location of producers.

b. For Cash Transfer Activities:

1. Actual number and value of cash transfers used and/or distributed to beneficiaries as compared to targets.
2. Time from award of this Agreement to first transfer to beneficiaries.
3. For cash programs, price information on key staples in the area of the program:
 - a. two weeks before the program begins,
 - b. monthly during the program, and
 - c. two weeks after the program ends.

In reporting price changes over time, comparisons shall be made to any regular seasonal changes of prices.

4. For cash programs, results of post-distribution surveys on household expenditure.

c. For Food Voucher Activities:

1. Actual number and value of vouchers redeemed by recipients as compared to targets.
2. Time from award of this Agreement to first transfer to beneficiaries.
3. For voucher programs, price information on key staples in the area of the program:
 - a. two weeks before the program begins,
 - b. monthly during the program, and
 - c. two weeks after the program ends.

This shall be done for major commodities included in the program. In reporting price changes over time, comparisons shall be made to any regular seasonal changes of prices.