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| --- |
|  |
| [PROJECT TITLE] ANNUAL WORK PLAN  MMMM DD to MMMM DD, YYYY |

***[Insert partner and/or activity logo here]***

Submission Date: MMMM DD, YYYY

[Contract/Agreement] Number: [insert number]

Activity Start Date and End Date: MMMM DD, YYYY to MMMM DD, YYYY

[COR/AOR] Name: [insert name]

Submitted by: [insert name], Chief of Party

**[Name of Prime Implementing Partner]**

[Insert address]

Tel: [insert number]

Email: [insert email]

This document was produced for review by the United States Agency for International Development Vietnam Mission (USAID/Vietnam).

Activity information

|  |  |
| --- | --- |
| **Program Name:** |  |
| **Activity Start Date And End Date:** |  |
| **Name of Prime Implementing Partner:** |  |
| **[Contract/Agreement] Number:** |  |
| **Name of Subcontractors/Subawardees:** |  |
| **Major Counterpart Organizations** |  |
| **Geographic Coverage**  **(cities and or countries)** |  |
| **Reporting Period:** |  |

# Acronyms and Abbreviations

List all acronyms and abbreviations pertinent to the activity. The first time a word requiring an acronym or abbreviation is used in the body of the report, spell out the word in full with the acronym in parentheses. Thereafter, use only the acronym.

# Project Description

*(1-2 pages)*

## Project Description/Introduction

## Short and concise introductory section that gives a quick overview of the project, goals/objectives, target beneficiaries, geographical locations, etc. This is a standardized paragraph that can be used in each quarterly report. It should be BRIEF, no more than one page.

## Activity Theory of Change

This should be a logical, easy-to-follow statement that indicates: IF there are XXX activity inputs, THEN there will be XXX results. A diagram to illustrate the theory of change may be included as an Annex.

## Overarching activity objectives and expected key result areas

A diagram to illustrate key result areas may be included as an Annex.

## Links of activity objectives to strategy

1. USAID/Vietnam Country Development Cooperation Strategy and Project Logical Frameworks (Consult your A/COR for guidance as needed.)
2. Government of Vietnam strategies

## Target beneficiaries

Include relevant foci by geography and/or gender as appropriate.

# Implementation Approach

*(1-2 pages)*

## Key Activities

Succinctly describe key activities within the upcoming fiscal year which will be implemented to achieve the key results outlined in Section 1.3.

## Collaboration and Coordination

Describe any expected collaboration and coordination with other stakeholders such as governments, other donors, local organizations, non-government organizations, academic institutions, etc.

# Monitoring, evaluation, & learning Plan

*(1-2 pages)*

## Learning Agenda

List up to five major learning questions linked to relevant key result areas. Briefly discuss how knowledge will be collected and analyzed for the learning questions.

## M&E Systems

Describe M&E systems which will be developed or improved upon within the reporting period.

## Evaluation and Research Plan

List any planned assessments, evaluations, operations research, studies, surveys or any other anticipated research to be conducted within the reporting period. Clearly indicate the purpose and intended use of the research.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Evaluation Plan Matrix** | | | | |
| **Title** | **Research Type** | **Purpose of research** | **Intended use of research** | **Expected dates of implementation** |
|  |  |  |  |  |
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## M&E Plan Matrix

Include all indicators which are useful for strategic, management purposes for USAID. This should be a limited set of mostly outcome-level indicators, and including a mix of standard and custom indicators. The implementing partner may choose to track additional output level indicators for activity management purposes; however, they need not be included here.

The M&E Plan is a living document which should be reviewed and updated at least on an annual basis. Proposed changes to the M&E plan since the last reporting period must be highlighted in yellow, and are subject to the final approval of the activity A/COR. The IP must follow the guidance of the A/COR if the information must be inputted into AidTracker plus, DATIM, or other performance management system.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Table 1(a): PMP Indicator progress - USAID Standard Indicators and Project Custom Indicators | | | | | | | | | | | |
| [Strategic Objective] | | | | | | | | | | | |
| Indicator | Data Source | Baseline data | | FY 2016 | | Quarterly Status – FY 2012 | | | | Annual Performance Achieved to Date (in %) | Target Justification for Fiscal Year of this Annual Report |
| Year | Value | Annual Cumulative Planned target | Annual Cumulative Actual | Q1 | Q2 | Q3 | Q4 |
| Intermediate Result (IR): | | | | | | | | | | | |
| **Sub-IR:** | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |
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| **Sub-IR:** | | | | | | | | | | | |
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| Intermediate Result (IR): | | | | | | | | | | | |
| **Sub-IR:** | | | | | | | | | | | |
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\*Note that these targets are proposed by the implementing partner. The A/COR will establish the actual targets with close consultation with the IP.

# INTEGRATION OF CROSSCUTTING ISSUES and USAID FORWARD PRIORITIES

## Gender Equality and Female Empowerment

## Sustainability Mechanisms

## Environmental Compliance

## Global Climate Change

*Address only if your program does not receive GCC funding but can speak to impact in either adaptation and/or mitigation).*

## Policy and Governance Support

## Local Capacity Development

## Public Private Partnership (PPP) and Global Development Alliance (GDA) Impacts

## Science, Technology, and Innovation Impacts

# STAKEHOLDER PARTICIPATION AND INVOLVEMENT

*Government, regional organizations, NGOs, private sector, academia, civil society, other donors, etc.*

# major upcoming tasks or events

|  |  |  |  |
| --- | --- | --- | --- |
| Major Task/Event | Brief description of purpose | Planned date(s) | As applicable, specify what kind of support may be required from USAID/Ethiopia. |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| *Insert additional rows as needed* |  |  |  |

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# APPENDICES

## Theory of Change and/or Key Result Areas Diagram

Optional illustration of activity logic and intended results.

## Geographic coverage

Map (recommended) and/or list of activity implementation sites.

## Anticipated Risk

Describe any anticipated risk associated with the implementation approach. Include any risk mitigation measures which will be implemented.

## II. Staffing Plan

Highlight any proposed changes for the year.

# TECHNICAL ASSISTANCE (TA) NEEDS

|  |  |  |  |
| --- | --- | --- | --- |
| Organization and/or person(s) who will provide TA, if known | Type of TA | Purpose of TA | Dates of TA |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| *Insert additional rows below as necessary* |  |  |  |

# International Travel Plan

|  |  |  |  |
| --- | --- | --- | --- |
| Name of traveler(s) | Purpose of international travel | Destination | Travel dates |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| *Insert additional rows below as necessary* |  |  |  |

# Appendices

1. Detailed GANTT chart of schedule of planned activities
2. Budget Plan