

## **Narrative Report Component** (Limit to 5 Pages, not including attachments)

### **1. General Information** (To correspond with Excel workbook)

Country of Intervention:	
Implementing Agency:	
Program Title:	
Total Amount of Grant:	
Start-up date of Operation:	
Period covered by this Report:	
Submission date of present Report:	
Program Coordinator/Manager:	
Phone & Email Address:	

### **2. Executive Summary**

### **3. Situation Analysis**

- 3.1. Describe changes & challenges in the current social/political and fiscal environment in the country related to project success.
- 3.2. Outline any updates in the NTD control sector as it relates to policy, budget, planning, International donor make-up and collaboration since your last report.
- 3.3. Include assessment of risk to program due to external factors such as domestic or regional turmoil, trade disruptions, natural phenomena such as extended drought or rainy season.

### **4. Grant Management**

- 4.1. Are there any Human Resource issues, including changes in key personnel, relationships with Government or other stakeholders.
- 4.2. Outline any issues related to Procurement, Supply Chain and Distribution of NTD Drugs that is relevant to the program targets.
- 4.3. Highlight any difficulties encountered during the implementation that impact reaching your periodic targets, action plans to address issues, your lessoned learned, etc.
- 4.4. To what extent are unplanned positive effects or unexpected negative effects impacting the program results? List examples.
- 4.5. Outline any issues related to significant variations in budget vs expenditures not included in the financial worksheets.
- 4.6. Include a Gantt chart or similar format indicating planned program activities and milestones for the next periodic reporting timeframe as an attachment.

- 4.7. Planned or requested changes in the program, if any. Attach a complete, documented explanation.
- 4.8. Describe the fulfillment of any special conditions or condition precedent required in this report (if relevant) from the Partnership Agreement. Attach any relevant documentation, i.e. Audit report.
- 4.9. Any other management issues you would like to make us aware of.

## **5. Performance Self-evaluation**

- 5.1. What is your assessment of the performance of this program up to now? Include a summary linking financial performance (use of the budget) to programmatic achievements.

## **6. List of attachments (see check list to verify requirements).**