**Final Report Template**

1. **Title Page**

* Cooperating Agency Name/Program Name
* Reporting Timeline: Final Report (Agreement Start and End Date)
* Date of Submission

1. **Table of Contents**
2. **Acronyms List**
3. **Executive Summary/Overview**

* Program Overview in a narrative form
* Country/countries covered by the program
* Strategic Objectives
* Map (or list of communities, districts and provinces) of project area
* General overview of activities and approaches
* General Summary of Results and Successes
* Major Challenges, Constraints and Lessons Learned

1. **Summary Table of Indicators** including numbers targeted and results reached/achieved. Please note this table should represent the targets as established in your cooperative agreement and the aggregate results reached over the ***total life of your agreement.***
2. **Project Implementation Summary by Strategic Objective**

* Project activities implemented during the life of the agreement should be summarized by strategic objectives and should include: activities/approaches planned and completed overall achievements, major challenges/constraints, responses and lessons learned. Results should include all indicators as agreed upon in the cooperative agreement. Also include the following in the discussions:
* Regions that the program was active in
* Local partners involved in implementation
* Results of activities – were expected targets reached? Why/why not?
* Challenges in achieving targets

1. **Other Issues**

* Sustainability and/or transition (describe implementation of activities undertaken to ensure project sustainability/transition at end of project).
* Coordination with In-Country Team and Host Government, Local Partners – Please elaborate on how you have coordinated with both in-country team and host government (e.g. partner meetings, membership on technical working groups, involvement on government working groups, participation in trainings, provincial government meetings and coordination, etc.) Also, discuss any referral networks the project has developed or worked with.

**Success Stories Template**

**Success Stories**

USAID encourages partners to submit a one to two page success story as an appendix to your final report. This is an opportunity to tell stories from the field that qualitatively highlights the progress, success or impact of the program.

When composing your story, try to:

* Build a narrative flow for your story – with a beginning, middle, and end.
* Describe the problem or the issues and solution or response.
* Include data as possible
* Focus on one individual as a link to the overall story
* Include direct quotes from the individuals whose story you are documenting
* Include the name(s) and locations of the person(s) who is the central subject of the story.
* Avoid acronyms, program names and partner names
* Focus on the main subject of the story: the people that USAID helps