**“Logo”**

**COUNTY GOVERNMENT OF \_\_\_\_**

**DEPARTMENT OF \_\_\_\_\_\_\_\_**

**Annual Progress Report**

for the period ending on June 30, 20xx

**FY 20xx/xx**

Note: this draft template for the Annual Progress Report was developed by AHADI to assist sectors in combining financial and non-financial information into a single report.

**Acknowledgements** (One paragraph in the back of front cover)

You may acknowledge the contribution of individuals, organizations and other bodies who have made a material contribution to the report.

Table of Contents

[Executive Summary 5](#_Toc530060943)

[Chapter 1 – (sub-sector 1) 7](#_Toc530060944)

[1.1. Introduction 7](#_Toc530060945)

[1.2 Summary of Sector Plan 7](#_Toc530060946)

[1.3 Summary of sector performance/progress 7](#_Toc530060947)

[1.4 Programme Reports 8](#_Toc530060948)

[1..5 Recommendations and Conclusions 9](#_Toc530060949)

[Chapter 2 – (sub-sector 2) 10](#_Toc530060950)

[2.1. Introduction 10](#_Toc530060951)

[2.2. Summary of Sector Plan 10](#_Toc530060952)

[… 10](#_Toc530060953)

[Appendices for additional documents/materials 11](#_Toc530060954)

[Sector Spatial Framework – if available 11](#_Toc530060955)

[Tables with additional sector indicators 11](#_Toc530060956)

[Project Status 12](#_Toc530060957)

**Acronyms and Abbreviations** (back of TOC)

# Executive Summary

* Highlight key sector priority areas (3 – 5 issues per sub-sector)
* Narrative summary of progress made on programmes against the planned outcome/output targets
* Key challenges encountered during implementation
* Any recommendations for future changes (in funding, implementation or policy)

Next page (table in landscape): summary of sector programmes. Explanations and notes on table are available in the Excel template



Example of sector programmes summary – Excel file available here

**Main Report**

(the main report should be structured and divided in chapters by sub-sector, e.g. agriculture, then livestock, then fisheries, repeating the following outline of sections)

Example

…

# Chapter 1 – (sub-sector 1)

## 1.1. Introduction

1. Vision and Mission
2. Brief description of sector mandates assigned to the department either by the Constitution (Sch. 4) or by national or county legislation and/or regulations.
3. Brief description of the process followed, and actors involved, in the preparation of the report (e.g. role of SWGs and other stakeholders)

## 1.2 Summary of Sector Plan (if available otherwise use CIDP)

1. Briefly describe sector strategic objectives identified in the Sector Plan, CIDP and in the current MTEF period (3-year timeframe)
2. Describe how the programme structure and funding aligns to the mandates and priorities described above (including gradual changes in programme funding allocations – e.g. increase or decrease over the recent past or upcoming MTEF period)

## 1.3 Summary of sector performance/progress

1. Highlight main achievements
2. Main challenges and implications for management or policy review
3. Main lessons learnt, if any

## 1.4 Programme Reports

(Note: One table and respective narrative section for each sub-sector programme – the Director in charge of this programme shall be responsible for the Programme Report. We provide here an example of outline of a possible Q1 report from Health Sector )



Note: the table should be completed in Excel – template with notes and instructions available here 

**Narrative Programme Report**

Narrative description of progress outlined in the above table. Focus on main achievements, gaps or delays in outcomes or implementation/spending.

This is the main avenue to advocate for your programme, highlight achievements or explain challenges faced.

The table above and the narrative section will provide basis for performance appraisal (PCs or other) at personal and institutional level.

In the narrative you can give separate space and detail on priority projects.

Also, highlight any positive or negative impact your programme outcomes are having on the county citizenry.

(Program 2…)

## 1..5 Recommendations and Conclusions

Summarize recommendations arising from progress, challenges, and lessons learnt from the implementation of the above programmes.

This should include both changes and course of action internal to the Department (under Department control) and changes that would require support and endorsement from other departments or county leadership.

# Chapter 2 – (sub-sector 2)

## Introduction

## Summary of Sector Plan

## …

## Appendices for additional documents/materials

The appendices offer an opportunity to provide additional information that otherwise might not be presented elsewhere. Example of appendices:

### Sector Spatial Framework – if available

### Tables with additional sector indicators

(table summarizing progress on projects starting next page – also available Excel template)

### Project Status

