**Guidelines for innovate Program Quarterly Reports in Year 3**

All innovate partners are required to submit a brief quarterly report to the Management Entity. These reports record our activities and achievement, and contribute to the semi-annual, annual, and other reports required by USAID.

Reporting should document all aspects of the partners’ involvement in innovate project activities during the quarter.

Quarterly reports are due at the end of each quarter. Here are the due dates:

Quarter one December 15

Quarter two March 15

Quarter three June 15

Quarter four September 15

Please consider the following when compiling the quarterly reports:

* Each university project partner has a distinct geographic operational area, but will work with the other partners and with USAID to meet the needs of AET capacity development in other regions.
* Each partner needs to contribute to each of the project’s three components (Learn, Design, Train) that define many of the annual tasks in the work plan.
* Please provide feedback on tasks completed for each activity, even if there were not specific activities associated with these tasks completed during the quarter.
* Please mention all completed/initiated outputs (reports, contributions to web site, etc.) in your quarterly report.
* Please submit the quarterly report as WORD file (.doc or .docx) to the innovate program coordinator (Johanna – johanna5@vt.edu). Please include in the file name: Fiscal year, quarterly report, your university name, date and author initials.

For example: FY15\_Q1report\_UF\_date\_initials word

To help streamline the reporting process, we have developed the following template based on activities planned in the Year 3 Work Plan. Please fill in information under activities and tasks indicated and insert rows or columns to the tables as necessary. If there are no activities to report, please state “no activities this quarter.” All of the boxes can be expanded. For pieces that don’t seem to fit in this format, please add a note and include at the end or separately.

LEARN: AET system analysis and pilot projects—documenting lessons learned and good practices

**ACTIVITY 1: Gathering information and creating AET knowledge**

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| **Task** | **Lead (responsible)** |
| **Review and summarize literature about AET topics** |  |
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| **Conduct gender research exercises** |
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| **Complete background studies/country fact sheets** |
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| **Complete thematic studies** |
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| **Complete good practice papers** |
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| **Develop additional tools for the AET toolkit**  |
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| **Implement innovATE RFA program** |
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| **Connect and collaborate with AET practitioners around the world** |
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**ACTIVITY 2: Make AET knowledge accessible (Outreach)**

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| **Task** | **Lead (responsible)** |
| **Develop/update generic outreach communications to USAID to share AET knowledge** |
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| **Develop and expand innovATE's presence in social media platforms** |
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| **Maintain innovATE website as knowledge sharing platform** |
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| **Develop AET posters/innovATE posters** |
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| **Translate innovATE handouts into French and/or Spanish** |
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| **Host AET Webinar** |
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**ACTIVITY 3: Foster development of AET community of practice**

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| **Task** | **Lead (responsible)** |
| **Implement community of practice to gather and share AET training knowledge** |
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| **Develop interest and participation in AET community of practice** |
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| **Facilitate AET priority setting process** |
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DESIGN: Technical support and design—mainstreaming effective approaches to quality and relevant AET

**ACTIVITY 4: Draft SOWs for mission requested services**

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| **Task** | **Lead (responsible)** |
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**ACTIVITY 5: Build project design capacity for missions**

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| **Task** | **Lead (responsible)** |
| **Scoping trips** |
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| **AET Assessment Reports** |
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**ACTIVITY 6: Provide technical assistance to missions project design**

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| **AET Project Designs** | **Comment** |
| Nicaragua: workforce development for at-risk youth |  |
| Honduras: AET needs for ethnic minorities |  |
| Jordan: water saving agriculture |  |
| Cambodia: developing a Center of Excellence in Commercial Horticulture at Royal University of Agriculture |  |
| DRC: developing agricultural value chains |  |
| Additional project designs as requested/TBD |  |

TRAIN: Direct investment in Human Development

**ACTIVITY 7: Give country-specific support for administrative and student services**

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| **Training Workshops** | **Comments** |
| Workforce Development Training for USAID Mission personnel on employment and skills programming in rural economies |  |
| Regional workshop in Jordan on AET curriculum development and reform for workforce development and employers’ needs |  |
| Regional workshop on Gender, Livestock, Food Security and Vulnerability in Nepal |  |
| Symposium on AET Best Practices in African Higher Education  |  |
| Regional training in Cambodia, on commercial horticulture capacity building for AET systems in Asia |  |
| Community Participatory Curriculum Development in West Africa |  |
| Regional training in East Africa focused on Secondary Education Pipeline to Agricultural Value Chains |  |
| Regional Workforce Development Training for USAID Missions on employment and skills programming in rural economies |  |
| Other workshops or trainings TBD |  |

**ACTIVITY 8: Complete and disseminate USAID training modules**

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| **Training Modules** | **Comments** |
| University research and extension models |  |
| Technical and vocational training |  |
| AET challenges in post-conflict countries |  |
| Youth workforce development |  |
| Community participatory curriculum development  |  |
| Developing modern teaching strategies for adult learners and pedagogy in their classrooms |  |
| Career opportunities along the agricultural value chain |  |
| Commercial horticulture capacity building, linked to the Asia regional workshop |  |
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**ACTIVITY 9: Produce a database of agricultural training opportunities**

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| **Task** | **Lead (responsible)** |
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**ACTIVITY 10: Publish and disseminate results of prior studies**

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| **Task** | **Lead (responsible)** |
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Administrative Tasks

**ACTIVITY 11: Reporting**

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| **Task** | **Comments** |
| **Prepare semi-annual report** |  |
| **Prepare annual report** |  |
| **Prepare quarterly financial reports** |  |

**ACTIVITY 12: Networking with AET practitioners, USAID Missions and AET Associations**

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| **Task** | **Lead (responsible)** |
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**ACTIVITY 13: Maintaining contact with BFS and USAID/Washington**

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| **Task** | **Lead (responsible)** |
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**ACTIVITY 14: Plan and conduct two meetings of the Program Advisory Council (PAC)**

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| **Task** | **Lead (responsible)** |
| **Utilize PAC to set priorities for future AET interventions/studies** |  |
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**ACTIVITY 15: Partners meeting**

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| **Task** | **Lead (responsible)** |
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**Plans for the next reporting period/suggestions for new activities/tasks**

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| **List plans for conducting/completing activities during the next quarter. Are there any constraints to completing these activities?** |
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| **Mention new opportunities that we should consider.** |
|  |
| **What else do you wish to add?** |
|  |

**Appendix**

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| **Please ensure that all articles, factsheets and other materials that you have developed and are referenced in the report are uploaded to Scholar. Please submit other items – such as communications regarding innovATE - with your quarterly report.** |
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