



Template for Narrative Report

The Narrative Report is designed to provide information relevant to implementation progress as it relates to the overall Disbursement Request. The narrative should provide an overview of all aspects of Compact Implementation including Program Administration and Project implementation.

A. Current Quarter Commitments and Expenditures

The previous quarter's Disbursement Request forecast the following:

1. Commitments (Schedule D of the QFR): [insert total here]
2. Cash Requirements (Schedule E of the QFR): [insert total here]

In this section, summarize current quarter progress in making the commitments and expending cash as requested. Focus on any areas, by Project (and Activity if necessary), where implementation deviated from expectations. Provide information as to how any deviations will impact the attached Disbursement Request for the next quarter.

B. Next Quarter Multi-Year Financial Plan and Work Plan

This section should address any proposed significant changes to the current, approved Multi-Year Financial Plan (Schedule A of the QFR). This should include a short explanation, by Project and Activity impacted, as to why the change(s) is programmatically necessary. The section should note any deviations or changes to the Work Plans, inclusive of administrative, technical, and environmental and social safeguards.

C. Next Quarter Commitments and Expenditures

The Disbursement Request sent to MCC for consideration forecasts the following:

1. Commitments (Schedule D of the QFR): [insert total here]
2. Cash Requirements (Schedule E of the QFR): [insert total here]

Summarize the activities to be undertaken in the next quarter with the requested funds. The summary should include a description of any deviations from previous Procurement Plans and Detailed Financial Plans which have led to a significant increase or decrease in requested Commitments and/or Cash Requirements in the following areas:

1. Project 1
2. Project 2
3. Monitoring and Evaluation
4. Program Management and Oversight

D. Indicator Tracking Table Notes

The current Disbursement Request includes the updated Indicator Tracking Table. The following section should include a 2-3 sentence written explanation for any significant variations (10%) from agreed targets contained in that table.