[Insert relevant image, with proper credit]

| **[Activity Name]**Annual Work Plan - Year [X][Contract/Agreement] Number:Period of Performance: MMMM DD, YYY to MMMM DD, YYYYSubmission Date:Submitted By: |
| --- |

[Provide reporter/drafter contacts, reporting logs, and disclaimer.]

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# ACRONYMS / ABBREVIATIONS

[If any]

# EXECUTIVE SUMMARY

# INTRODUCTION

[Provide a short and concise introductory section (max. 1 page) which gives an overview of the activity/ mechanism, e.g., goal, objectives, target beneficiaries, geographical focus, etc. This is standardized information which can be used repeatedly in each annual work plan and other reports.]

# ACTIVITY IMPLEMENTATION PLAN

## Work Plan Narrative

(October 202x - September 202x)

[Describe activities that IP plans to implement this fiscal year, along with clear rationales and expected results. Please also include any remaining, unachieved results from the previous fiscal year that the IP intends to continue this year.]

## Integration of Cross-cutting Issues

[Describe plans to address the following issues as applicable.]

* Inclusive Development, Gender Equality and Female Empowerment
* Sustainability Mechanisms (including local solutions and partnerships)
* Environmental Compliance
* Science, Technology, and Innovation
* Transparency and Accountability
* Private Sector Engagement

## Monitoring, Learning, and Adapting Updates

[Describe monitoring, evaluation, and learning activities, including but not limited to data collection, special studies, assessments that the implementing partner plans to conduct within this fiscal year.]

## Implementing Partner Team

[Provide a composition of the core implementation team and provide updates on any staff changes, if applicable.]

## Outreach and Communication

# COORDINATION AND PARTNERSHIP

[Provide any anticipated partnerships, collaboration, and/or knowledge sharing events with other USAID activities, or other stakeholders including civil society, private sector, academia, RGC, and other development partners.]

## Sub-partners and Stakeholder Collaboration

## Coordination with other USAID Activities

## Coordination with other Development Partners

# ANNEXES

## Annex 1. Activity Tracking Table and Budget Plan (Optional)

[Please include planned activities in a gantt chart with implementation timeframes that aligns with the approved cooperative agreement or contract.]

## Annex 2. Proposed International Travel (if any)

[As applicable[[1]](#footnote-0), please include proposed international travel for each person, including positions, travel timeframe, duration, cost, location, and purpose.]

## Annex 3. Update Inventory List

[Provide the updated inventory list.]

## Annex 4. Procurement Plan (if any)

[Provide procurement plan, if any, related to vehicles, sub-contracts, purchase of commodities, purchase of equipment, etc.]

1. Assuming CFR 200 that does not require pre-approval for international travel [↑](#footnote-ref-0)