**PREPARATION OF annual progress reports FOR DEVELOPMENT ACCOUNT projects**

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| ***Progress reports for all on-going 10th and 11th tranche projects are required and must be submitted to the DA Programme Management Team (DA-PMT) exceptionally by February 15, 2019.*** *DA projects are typically required to submit three annual progress reports end of January at the 12, 24 and 36-month mark after GA approval. These guidelines apply to all three progress reports, but as the three reports are submitted at different implementation stages, each report is tailored to address pertinent issues:* ***First progress report (applicable for 11th tranche projects – 1819A-BD):**** *One of the important purposes of the first progress report is to ensure and provide evidence that the project has begun implementation as planned and that the project is responsive to the actual target country needs and priorities as identified through the implementation of the first activities.*
* *If the project has not begun implementation, the progress report needs to include plans to expedite implementation.*

*Second progress report (not applicable for this reporting period):* * *The second progress report provides an opportunity to review progress in implementation of the project at the mid-way mark and to make any necessary adjustments to the project to ensure 100% of the funds are utilized and expected accomplishments achieved by end of project implementation.*

***Third progress report (applicable for 10th tranche projects – 1617A-AQ):**** *The third progress report is a final opportunity to review project implementation and take decisions on how to complete the project by end of the year utilizing 100% of the funds and achieving maximum results. At this stage it can also be foreseen to transfer funds from underperforming to performing projects.*
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| --- | --- |
| **Project Title** |  |
| **DA Project Code** |  |
| **Executing Entity** |  |
| **Reporting Period**  | *MM/YY - MM/YY*  |
| **Total Implementation Rate**  | *Please use the percentage calculated in section 8 [Total Expenditure (D)/Total Budget (A)]* |
| **Annual Implementation Rate (for 2018) [NEW - T11A only]** | *Please calculate the annual implementation rate for the reporting year based on the estimated annual budget provided in Annex 1 of the project document [Expenditure in 2018/Estimated budget for 2018]. This section is applicable to T11A projects only.* |
| **Important Issues for Attention of DA-PMT** | *Please highlight important issues requiring the attention of the Development Account Programme Management Team.* |

## Summary of achievements to date

*This section should be no longer than three paragraphs and should provide a concise and compelling narrative of the key accomplishments of the project from beginning of implementation to date. It should not repeat information already provided (for instance, information presented in the project document) but should highlight results and any relevant achievements related to the project’s implementation (including unexpected results).*

*For projects in initial stages (11th tranche), it is understood that only limited results might have been achieved at the time of reporting.*

##  Review of indicators of ACHIEVEMENT and activities

*The purpose of this section is to understand how the project is actually performing against its expected accomplishments. This should be done through the verification of the indicators of achievement that were developed in the project document, both quantitative and qualitative, as well as through an assessment of the implemented activities (see tables below).*

*Project managers should make sure that this review includes all Expected Accomplishments (EAs) and activities, as per the approved project document, and state whether the activities have been completed or are still being implemented.*

Table – Review of Indicators of Achievement

|  |  |  |  |
| --- | --- | --- | --- |
| **Expected Accomplishment** | **Indicator of Achievement at the start of the project (T0)** | **Indicator of Achievement at the time period considered (T1)[[1]](#footnote-1)** | **Comments** |
| **EA1** | *Please provide the baseline, or value of the indicator at the start of the project, if available* | *Please provide an estimate or actual value of the indicator for the time period when the project is being reviewed* | *Please elaborate on the progress made in achieving the EA so far* |
|  |  |  |   |
| **EA2** |  |  |  |
|  |  |  |  |
|  |  |  |  |

Table – Review of Activities and Status

|  |  |  |
| --- | --- | --- |
| **Activity** | **Activity Status** | **Comment** |
| *Please list all activities as per project document* **A1.1** | [ ]  *Cancelled*[ ]  *Delayed**---*[ ]  *Not yet started*[ ]  *In progress*[ ]  *Completed* | *Please explain the activity status.If cancelled or delayed provide reasons.If not started or in progress provide start and end date.*  |
| **A1.2** | [ ]  *Cancelled*[ ]  *Delayed**---*[ ]  *Not yet started*[ ]  *In progress*[ ]  *Completed* | *Please explain the activity status.If cancelled or delayed provide reasons.If not started or in progress provide start and end date.* |
| **… Etc.** | [ ]  *Cancelled*[ ]  *Delayed**---*[ ]  *Not yet started*[ ]  *In progress*[ ]  *Completed* | *Please explain the activity status.If cancelled or delayed provide reasons.If not started or in progress provide start and end date.* |

1. **CHALLENGES/PROBLEMS ENCOUNTERED**

*Project managers are kindly asked to elaborate on possible problems faced by the project (e.g. change in country situation, administrative processes, collaboration with partners, internal issues, etc.). For each issue identified, one short descriptive paragraph should be provided, as well as any action taken to address the issue, as per the table below.*

***[NEW, FOR FIRST PROGRESS REPORT (T11) ONLY] For 11th tranche projects, if the financial implementation rate is below 5%, please use this section to elaborate on how project implementation will be expedited to ensure that the project will be on track to achieve results and utilize 100% of the funds by end of 2021.***

Table – Challenges and Actions

|  |  |
| --- | --- |
| **Description of challenge** | **Action(s) taken / to be taken to solve the issue,** **if any** |
|  |  |
|  |  |
|  |  |

1. **COUNTRY-SPECIFIC WORK PLANS *[NEW, FOR FIRST PROGRESS REPORT (T11) ONLY]***

*If, as part of the finalization of the project document, the DA Team requested that the project submit country-level action/work plans as part of the first progress report (or if such plans have otherwise been prepared), please include these and any other relevant information in this section, or in an annex, and also update sections 5 and 8 as relevant.*

1. **REVISIONS**

*In this section project managers are kindly requested to report on any changes to the project and its design, such as changes to the project beneficiary countries, planned activities and/or the budget.*

*Please also clarify whether the revisions have been submitted to the DA Team for approval.*

*If changes to the distribution of funds between objective classes/budget lines have taken place, they must be clearly indicated in the financial information table in section 7 (columns B and C).*

***[NEW, FOR THIRD PROGRESS REPORT (T10) ONLY] For 10th tranche projects, revisions should be foreseen to ensure that 100% of the funds will be utilized by end of 2019. All T10 projects with an implementation rate below 50% should provide measures on how implementation*** ***will be expedited to ensure the project can spend 100% of the funds by end of 2019. This section should also be used to inform the DA Team and provide details if the project is unlikely to use all funds due to challenges or significant savings generated.***

1. **SUPPLEMENTARY FUNDING**

*This section should assess the amount of additional funds raised by DA projects for the activities undertaken.*

*The purpose is to highlight any form of additional funding (financial or in-kind) that has been leveraged to further the implementation of the project through partnerships and/or donors (e.g. paying for additional participants at workshops, venues, or additional activities etc).*

*If additional funds were received, project managers are asked to specify the origin, the purpose and the amount leveraged, as per the table below.*

Table – Financial Leveraging

|  |  |  |
| --- | --- | --- |
| **Donor** | **Purpose** | **Amount raised**  |
| Cash (USD) | In-Kind |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **ADDITIONAL INFORMATION**

*In this section, project managers are encouraged to elaborate on any measures taken to ensure sustainability of results, gender responsiveness and leaving no one behind, and/or on the effectiveness of partnerships.*

*Project managers are also kindly asked to include any relevant publication(s), media coverage or meeting report(s) linked to the project or any other information deemed relevant in this section.*

1. **financial information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object Class | Description | A. Budget/Allotment (as per project document) (USD) | B. Revisions to allotments (if any) (USD) | C. Explanations of revisions to allotments (USD) | D. Total Expenditure (USD) |
| 015 | Other staff costs - *General temporary assistance* |   |   |   |   |
| 105 | Consultants and experts |   |   |   |   |
| 115 | Travel of staff |   |   |   |   |
| 120 | Contractual services |   |   |   |   |
| 125 | General operating expenses |   |   |   |   |
| 130 | Supplies and materials |  |  |  |  |
| 135 | Furniture and equipment |   |   |   |   |
| 145 | *Workshops / Study tours* (Grants and contributions) |   |   |   |   |
|   | Total |   |   |   |   |

|  |  |
| --- | --- |
| Implementation Rate (%) | = Total Expenditure (D)/Total Budget (A) |

**TEMPLATE FOR annual progress reports**

**FOR DEVELOPMENT ACCOUNT projects**

|  |  |
| --- | --- |
| **Project Title** |  |
| **DA Project Code** |  |
| **Executing Entity** |  |
| **Reporting Period**  | *MM/YY - MM/YY*  |
| **Total Implementation Rate**  | *Please use the percentage calculated in section 8 [Total Expenditure (D)/Total Budget (A)]* |
| **Annual Implementation Rate (for 2018) [NEW, T11A only]** | *Please calculate the annual implementation rate for the reporting year based on the estimated annual budget provided in Annex 1 of the project document [Expenditure in 2018/Estimated budget for 2018]. This section is applicable to T11A projects only.* |
| **Important Issues**  | *Please highlight important issues requiring the attention of the Development Account Programme Management Team* |

## Summary of achievements to date

…

##  Review of indicators of ACHIEVEMENT and activities

Table 1 – Review of Performance Indicators

|  |  |  |  |
| --- | --- | --- | --- |
| **Expected Accomplishment** | **Indicator of Achievement at the start of the project (T0)** | **Indicator of Achievement at the time period considered(T1)** | **Comments** |
| **EA1** | *Please provide the baseline, or value of the indicator at the start of the project, if available* | *Please provide an estimate or actual value of the indicator for the time period when the project is being reviewed* | *Please elaborate on the progress made on achieving the EA so far* |
|  |  |  |   |
| **EA2** |  |  |  |
|  |  |  |  |
|  |  |  |  |

Table 2 – Review of Activities and Status

|  |  |  |
| --- | --- | --- |
| **Activity** | **Activity Status** | **Comment** |
| *Please list all activities as per project document* **A1.1** | [ ]  *Cancelled*[ ]  *Delayed**---*[ ]  *Not yet started*[ ]  *In progress*[ ]  *Completed* | *Please explain the activity status.If cancelled or delayed provide reasons.If not started or in progress provide start and end date.*  |
| **A1.2** | [ ]  *Cancelled*[ ]  *Delayed**---*[ ]  *Not yet started*[ ]  *In progress*[ ]  *Completed* | *Please explain the activity status.If cancelled or delayed provide reasons.If not started or in progress provide start and end date.* |
| **… Etc.** | [ ]  *Cancelled*[ ]  *Delayed**---*[ ]  *Not yet started*[ ]  *In progress*[ ]  *Completed* | *Please explain the activity status.If cancelled or delayed provide reasons.If not started or in progress provide start and end date.* |

1. **CHALLENGES/PROBLEMS ENCOUNTERED**

Table 3 – Challenges and Actions

|  |  |
| --- | --- |
| **Description of challenge** | **Action(s) taken / to be taken to solve the issue,** **if any** |
|  |  |
|  |  |
|  |  |

1. **COUNTRY-SPECIFIC WORK PLANS *[NEW, FOR FIRST PROGRESS REPORT (T11) ONLY]***

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1. **REVISIONS**

…

1. **SUPPLEMENTARY FUNDING**

Table 4 – Financial Leveraging

|  |  |  |
| --- | --- | --- |
| **Donor** | **Purpose** | **Amount raised**  |
| Cash (USD) | In-Kind |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **ADDITIONAL INFORMATION**

*…*

1. **financial information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Object Class | Description | A. Budget/Allotment (as per project document) (USD) | B. Revisions to allotments (if any) (USD) | C. Explanations of revisions to allotments (USD) | D. Total Expenditure (USD) |
| 015 | Other staff costs - *General temporary assistance* |   |   |   |   |
| 105 | Consultants and experts |   |   |   |   |
| 115 | Travel of staff |   |   |   |   |
| 120 | Contractual services |   |   |   |   |
| 125 | General operating expenses |   |   |   |   |
| 130 | Supplies and materials |  |  |  |  |
| 135 | Furniture and equipment |   |   |   |   |
| 145 | *Workshops / Study tours* (Grants and contributions) |   |   |   |   |
|   | Total |   |   |   |   |

|  |  |
| --- | --- |
| Implementation Rate (%) | = Total Expenditure (D)/Total Budget (A) |

1. Projects in their first year of implementation (11th tranche) are exempt from providing information in this column if it is difficult to provide estimates due to the project’s short implementation period. [↑](#footnote-ref-1)