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

|  |
| --- |
| ***Progress reports are required for all on-going 11th tranche projects and must be submitted to the DA Programme Management Team (DA-PMT) by January 31, 2020. Progress reports are also required for 10th tranche projects which have been extended by 6 months or more (not including the evaluation) and should as well be submitted by 31 January 2020.*** *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, and exceptionally at the 48-months mark for projects that have been extended by 6 months or more (not including the evaluation). These guidelines apply to all progress reports, but as the reports are submitted at different project implementation stages, each report is tailored to address pertinent issues. Below the reports applicable to this cycle (the second progress report and the exceptional fourth progress report) are highlighted:****Second progress report (applicable for all 11th tranche projects – codes 1819A-BD):*** * *The second progress report provides an opportunity to review progress in implementation of the project at the mid-way mark of the implementation and to make any necessary adjustments to the project to ensure that 100% of the funds are utilized and that the expected accomplishments achieved by end of project implementation.*

***Fourth progress report (applicable for 10th tranche projects extended by 6 months or more):**** *The fourth progress report is an opportunity to provide an overview of the project’s achievements and results, as well as to review the implementation plan for the period of the extension, including approved additional activities, in order to ensure 100% of the funds are utilized and that the expected accomplishments, and/or additional results for projects that received additional funding, are achieved by end of the extended period of implementation.*
 |
|  |

|  |  |
| --- | --- |
| **Project Title** |  |
| **DA Project Code** |  |
| **Executing Entity** |  |
| **Reporting Period**  | *MM/YY - MM/YY*  |
| **Total Implementation Rate**  | *Please use the percentage calculated in section 7 [Total Expenditure (D)/Total Budget (A)] as of 31/12/2019* |
| **Planned Implementation Rate by end of 2019 [T11A only]**  | *With the launch of T11A planned implementation rates have been added to the project document to provide milestones to assess if the project is on track as planned.* *Please add the cumulative financial rate for end of 2019 as included in approved prodoc in annex 1 table 1.2. 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 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).*

*It is understood that for some projects the more significant results are only achieved towards the end of the project and 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 (EAs). 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 EAs and activities, as per the approved project document, and state whether the activities have been completed or are still being implemented. For extended T10 projects, please also include activities to be undertaken during the period of extension and provide any comments as relevant.*

Table 1 – 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)** | **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 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**

*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.*

***[FOR SECOND PROGRESS REPORT (T11) ONLY] For 11th tranche projects, if the financial implementation rate is below 35%, 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 3 – Challenges and Actions

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

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).* ***For the 10th tranche extended projects that received additional funding, please note this section should only elaborate on any possible revisions to the planned activities to be undertaken, as compared to the extension request.***

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, outside of the DA, project managers are asked to specify the origin, the purpose and the amount leveraged, as per the table below.*

Table 4 – 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 7 [Total Expenditure (D)/Total Budget (A)]* |
| **Planned Implementation Rate by end of 2019 [T11A only]** | *With the launch of T11A, planned implementation rates have been added to the project document to provide milestones to assess if the project is on track as planned.* *Please add the cumulative financial rate for end of 2019 as included in approved project document in annex 1 table 1.2. 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. **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) |