

**PROJECT PROGRESS REPORT TEMPLATE**

**1. PROJECT INFORMATION** *(to be filled in once and updated as appropriate)*

**1.1 Project data**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name** |  | **Project Acronym/Ref** |  |
| **Location (country)** |  | **Regional/National** |  |
| **Reporting Period** |  | **Date of Grant Signing** |  |
| **Grant Number** |  | **Grant Closing Date** |  |
| **Date of Effectiveness** |  | **Project End Date** |  |
| **Start Date:** |  | **Expected MTR date (Year/Month)** |  |
| **Grant Amount (USD)** |  | **Cumulative Disbursement as at Reporting Period ($)** |  |
| **ACBF M&E Expert** |  | **ACBF Program Officer** |  |
| **Project Coordinator/Lead Applicant** |  | **Phone** |  |
| **Email** |  |
| **Fax** |  |

**1.2 Project Background:**

|  |
| --- |
| **1.2.1 Provide a very short summary of the issues that the project is intending to address** |
|  |

|  |
| --- |
| **1.2.2 Indicate the goal and specific objectives of project** *(as stated in the Grant Agreement)* |
|  |

|  |
| --- |
| **1.2.3 State the Outcome(s) the project is expected to bring about on the target groups** *(as stated in the Grant Agreement)* |
|  |

**2. PROJECT IMPLEMENTATION** *(to be completed every quarter)*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2.1. Detail all Planned and actual activities carried out during the reporting period and the actual outputs. Explain any deviation between the planned and actual activities and propose follow-up actions.** | | | | | | | | | |
| **Planned Activities[[1]](#footnote-1)** | **Key Tasks[[2]](#footnote-2)** | **Status[[3]](#footnote-3)**  **(D/OG/ND)** | **Output[[4]](#footnote-4)** | | | **Expenditure[[5]](#footnote-5)** | | | **Comments[[6]](#footnote-6)** |
| **Budget** | **Spent** | **Variance** |
| **Planned** | **Delivered** | **Variance** |
| 1- | 1.1 |  |  |  |  |  |  |  |  |
| 1.2 |  |
| 1.3 |  |
| 2- | 2.1 |  |  |  |  |  |  |  |  |
| 2.2 |  |
| 2.3 |  |
| 3- | 3.1 |  |  |  |  |  |  |  |  |
| 3.2 |  |
| 3.3 |  |

|  |
| --- |
| **2.2. Describe with evidence outcome (s) achieved resulting from the delivery of above outputs *(where its early for outcome to be measured, describe any indication of progress towards the expected outcomes)*** |
|  |

|  |
| --- |
| **2.3. Describe with evidence any other achievements (outputs and outcomes) over the period which were not defined in your annual plan** |
|  |

|  |
| --- |
| **2.3. Describe challenges / obstacles that were encountered during the reporting period and what was done to overcome them. Specify support provided by ACBF/WAAVP-AN in resolving the issues.** |
|  |

|  |
| --- |
| **2.4. Highlight key lessons learned during the reporting period.** |
|  |

**3-PROJECT PLAN FOR NEXT YEAR**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **List the planned activities and outputs for the next year** | | | | |
| **Outputs[[7]](#footnote-7)** | **Planned Activities[[8]](#footnote-8)** | **Key Tasks[[9]](#footnote-9)** | **Responsibility[[10]](#footnote-10)** | **Budget[[11]](#footnote-11)** |
| O1. | A1- | 1.1- |  |  |
| 1.2- |  |  |
| 1.3- |  |  |
| **Subtotal-1** | |  |
| O2. | A2- | 2.1- |  |  |
| 2.2- |  |  |
| 2.3- |  |  |
| **Subtotal-2** | |  |
| O3. | A3 | 3.1- |  |  |
| 3.2- |  |  |
| 3.3- |  |  |
| **Subtotal-3** | |  |
| **Grand Tota**l | | | |  |

**ATTACHMENT:**

**INDICATOR TRACKING TABLE (ITT):** This ITT should be completed and attached during the yearly reporting periods**.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Expected Results (Outcomes/outputs)** | **Indicators** | **Baseline** | **Annual Target** | **Semester 1** | | | **Semester 2** | | | **Year-to-date** | | | **Comments** |
| **Planned** | **Delivered** | **%** | **Planned** | **Delivered** | **%** | **Planned** | **Delivered** | **%** |
| **Outcome-1:** | **I1.1-** |  |  |  |  |  |  |  |  |  |  |  |  |
| **I1.2-** |  |  |  |  |  |  |  |  |  |  |  |  |
| **I1.3-** |  |  |  |  |  |  |  |  |  |  |  |  |
| Op1.1- |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Op1.2- |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Op1.3- |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Op1.4- |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Op1.5- |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Outcome-2:** | **I2.1-** |  |  |  |  |  |  |  |  |  |  |  |  |
| **I2.2-** |  |  |  |  |  |  |  |  |  |  |  |  |
| **I2.3-** |  |  |  |  |  |  |  |  |  |  |  |  |
| Op2.1- |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Op2.2- |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Op2.3- |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Op2.4- |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Op2.5- |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Outcome-3:** | **I3.1-** |  |  |  |  |  |  |  |  |  |  |  |  |
| **I3.2-** |  |  |  |  |  |  |  |  |  |  |  |  |
| **I3.3-** |  |  |  |  |  |  |  |  |  |  |  |  |
| Op 3.1- |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Op 3.2- |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Op 3.3- |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Op 3.4- |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. ***Planned Activities****: These are the activities to be implemented in the quarter. It must be stated as they are defined in the annual implementation plan.* [↑](#footnote-ref-1)
2. ***Key Tasks****: These are the sub-activities that need to be conducted for the completion of the activity.* [↑](#footnote-ref-2)
3. ***Status****: Indicate the stage of the implementation of the tasks, whether it is fully completed (****Done - D)****, still under implementation (****On-going - OG)*** *or not started yet (****Not Done - ND)*** [↑](#footnote-ref-3)
4. ***Outputs:******Planned****: List the output intended to be delivered in the quarter /* ***Delivered****: indicate actual quantities of output delivered over the quarter /* ***Variance****: it is the difference between the delivered output and the planned output.*  [↑](#footnote-ref-4)
5. *Expenditures:* ***Budget*** *– expenditure planned for the year;* ***Spent*** *- actual expenditure or amount spent over the period;* ***Variation****- difference between budget and spent. It shows whether there was cost over or under runs.* [↑](#footnote-ref-5)
6. ***Comments:*** *Indicate reasons for over or under performance, or clarification for achieving or not achieving the expected outputs.* [↑](#footnote-ref-6)
7. *Outputs: These are the outputs to be delivered in the next quarter, as defined in the Annual M&E Plan.*  [↑](#footnote-ref-7)
8. ***Planned Activities****: These are set of activities to be implemented in the quarter. It must be stated in the same way as defined in the annual implementation plan.*  [↑](#footnote-ref-8)
9. ***Key Tasks:*** *These are the sub-activities that need to be conducted for the completion of the activity.*  [↑](#footnote-ref-9)
10. *Responsibilities: The officer or team member who will oversee the execution of the task.*  [↑](#footnote-ref-10)
11. *Budget: The amount (financial resources) allocated for each Task with a subtotal per activity. Budget should be in United States Dollars ($)* [↑](#footnote-ref-11)