Progress Report

# Progress Report No.:

|  |
| --- |
| **Contract Number:**  |
| **Title of the Intervention:** |
| Project Period: |

**Reporting period:**

|  |  |
| --- | --- |
| Reporting period: | Report submitted on (date): |
| Due date: |  |
|  |  |
|  |  |

The answer to all questions must cover the reporting period as specified above. The report must be completed and signed by the contact person of the grant recipient/contractor. The information provided in this technical report must correspond to the financial information provided in the financial report. Please expand the paragraphs as necessary.

ADA will reject any incomplete reports.

# Summary of the progress of the intervention (not more than 1 page)

Comprehensive overview of the progress made in the reporting period:

What was initially planned for the reporting period and what could be achieved (with regard to outcome, outputs and the corresponding indicators)? Is the intervention in general terms on track, or have there been any major delays or changes? If so: What have been the principal causes? Which steering measures have consequently been taken? What are the implications for the next reporting period?

# Background/ context (update)

Have there been any relevant and significant changes with regard to framework conditions (relevant governmental and sectoral policies, political support, the environment of the intervention etc.)? Have any of these changes been considered as possible risks and have the corresponding mitigation measures been effective?

If applicable, how does the coordination mechanism in the area of the intervention work (links and synergies developed with other actions / interventions, relationships with other partners and organizations, etc.)?

# Stakeholder analysis (update)

Have there been any changes with regard to the target group (how many people have benefitted till now, gender and social disaggregated data), the beneficiaries and the partners? Have there been relevant changes regarding the organizational structure, processes and management capacities for implementation?

# Monitoring results

**For the detailed description of the quantitative and qualitative dimension of the achievement of outcome and outputs, of indicators measured against baseline and target values, please fill in Annex 1**

Is the intervention in general terms on track, or have there been any major delays or changes? If so: What have been the principal causes? Which steering measures have consequently been taken? What are the implications for the next reporting period?

Which monitoring measures were undertaken by whom during the reporting period (regular meetings, visits etc.)? Which coordination measures were necessary to assure inclusive participation and results-based management/monitoring?

Have the possible changes in the background / context and with regard to the stakeholders affected the original design of the intervention (in terms of being able to achieve the agreed outcome and outputs)? What has been done to manage these changes?

What is the assessment (critical and transparent) of the progress of the intervention made so far (planned vs. implemented)? To what degree has the outcome of the intervention been achieved? To what extent have the outputs contributed to the achievement of the outcome? Have there been any direct and indirect, positive and negative as well as unintended effects of the intervention, including environmental, gender or social impacts? If so, what has been done to mitigate negative consequences?

How are the results disseminated (transparent communication flow in a vertical and horizontal manner) and to whom? What activities have been carried out to publish the results and lessons learned (documentation/ publications/ visibility)?

Have activities been carried out in order to strengthen capacities for data collection/analysis on local level? How have project related data and information been shared with relevant stakeholders?

# Risk Management

Did the original risk assessment and the risk management measures (as per project document) prove adequate? What is the status of implementation of the measures? How effective were they?

Have there been any unintended possible environmental, gender and/or social risks during the reporting phase? Which mitigation measures, if any, have been taken? How have the recommendations, if any, from the environmental, gender and social impact appraisal been addressed in the course of the implementation?

What is the current risk assessment for the project? (Fill in risk register below)

|  |
| --- |
| Risk Register (risk assessment at the time of reporting) |
| Description of the risk[[1]](#footnote-2) (concrete event, its cause and possible negative impact) | Likelihood[[2]](#footnote-3) | Possible impact[[3]](#footnote-4) | Risk management measures planned (to reduce either likelihood or possible impact or both) |
|  |  |  |  |

# Lessons learned and perspectives

What are the principal lessons learned from the reporting period and how will they be taken into consideration during further implementation? If available, what have been the main findings, lessons learned and recommendations of assessments (e.g. review, mid-term evaluation)? How is it ensured that monitoring results, findings and lessons learned from assessments are taken into consideration and contribute to a more effective implementation and to joint learning?

Have there been any specific lessons learned and/or good practices as it concerns environmental sustainability, gender equality and social inclusion?

Are there any changes or adjustments necessary with regard to the design of the intervention or the implementation of the intervention in the following reporting period?

What is the detailed planning (action plan) and budget for the following reporting period (project year), Is a subsequent disbursement (include request with exact amount) necessary for the next reporting period?

# Finances

Does the planned budget correspond to the actual necessities in order to achieve the planned outputs? Please explain possible budget deviations respectively over- / under-spending (please note that substantial over- and under-spending requires a prior written request – see instructions for project modifications). State your financial outlook for the next reporting period (rest of the project period)?

# Annexes of the progress report

Annex 1: Filled in matrix with the detailed description of the achievement of outcome and outputs indicators measured against baseline and target values and reflecting the quantitative and qualitative dimension of the achievement

Annex 2: Detailed planning (action plan) and budget for the following reporting period (project year)

Annex 3: If applicable, progress report on the environmental, gender and social risk management and sustainability plan

Annex 4: Any additional annexes to the progress report

**Annex 1:** Matrix with the detailed description of the achievement of outcome and outputs indicators measured against baseline and target values and reflecting the quantitative and qualitative dimension of the achievement. Please note that the provided data should be disaggregated in terms of gender and social determinants (such as age, minority status, disability status etc.), where relevant and feasible[[4]](#footnote-5)

**Outcome**

To what extent has the planned outcome been accomplished? Have there been any external factors affecting the achievement of the outcome?

Indicator 1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Baseline | mm/yy | mm/yy | mm/yy |
| Target (planned) |  |  |  |  |
| Achievement |  |  |  |  |
| Comparison (e.g. in %) |  |  |  |  |

Indicator 2

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Baseline | mm/yy | mm/yy | mm/yy |
| Target (planned) |  |  |  |  |
| Achievement |  |  |  |  |
| Comparison (e.g. in %) |  |  |  |  |

**Output 1: title of the output**

To what extent has the output been accomplished? How have the target group/s used the output? Who does what differently as a result/ what is different as a result? Have there been any external factors affecting the achievement of the outputs?

Indicator 1:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Baseline | mm/yy | mm/yy | mm/yy |
| Target (planned) |  |  |  |  |
| Achievement |  |  |  |  |
| Comparison (e.g. in %) |  |  |  |  |

Indicator 2:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Baseline | mm/yy | mm/yy | mm/yy |
| Target (planned) |  |  |  |  |
| Achievement |  |  |  |  |
| Comparison (e.g. in %) |  |  |  |  |

What were the principal activities foreseen under the output for the reporting period? Have they been implemented as planned or have there been major changes, delays or cancellations and why? How have they been addressed to stay on track with implementation?

**Output 2: title of the output**

To what extent has the output been accomplished? How have the target group/s used the output? Who does what differently as a result/ what is different as a result? Have there been any external factors affecting the achievement of the outputs?

Indicator 1:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Baseline | mm/yy | mm/yy | mm/yy |
| Target (planned) |  |  |  |  |
| Achievement |  |  |  |  |
| Comparison (e.g. in %) |  |  |  |  |

Indicator 2:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Baseline | mm/yy | mm/yy | mm/yy |
| Target (planned) |  |  |  |  |
| Achievement |  |  |  |  |
| Comparison (e.g. in %) |  |  |  |  |

What were the principal activities foreseen under the output for the reporting period? Have they been implemented as planned or have there been major changes, delays or cancellations and why? How have they been addressed to stay on track with implementation?

1. For the purpose of risk management in the context of projects and programmes, ADA defines risk as the danger of an event occurring that has a negative impact on the achievement of the goals of the respective project/ programme, or those of the implementing organisation or ADA. For reference, the ADA Risk Catalogue with standard risks that can arise in the context of projects and programmes is available online and can be consulted (on a voluntary basis) for the identification and description of risks. (<https://www.entwicklung.at/mediathek/downloads>) [↑](#footnote-ref-2)
2. Enter a value: (1) very unlikely, (2) unlikely, (3) likely, (4) very likely. [↑](#footnote-ref-3)
3. Enter a value: (1) insignificant, (2) significant, (3) major.

An ADA staff guidance on assessing likelihood and impact is available online (<https://www.entwicklung.at/en/media-centre/downloads>) and can be used on a voluntary basis for this reporting exercise. [↑](#footnote-ref-4)
4. In case, disaggregation of data in terms of gender and social determinants is not feasible please provide a justification. [↑](#footnote-ref-5)