**Guidelines for the preparation of annual progress reports for development account projects for 2024**

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| Project managers are expected to follow these guidelines when preparing annual progress reports on 14th, 15th and 16th tranche Development Account (DA) projects for 2024. The accompanying template document should be used for drafting the progress reports, along with the excel file containing the financial tables, while the guidelines below provide detailed instructions on how to complete each section. Progress reports are required for all ongoing projects and must be submitted to the Development Account Programme Management Team (DA-PMT) by **31 March 2025**.  **Updates to these guidelines:**   * The summary table at the beginning now includes rows for the start and end dates of the project and for contractors (implementing partners) who the lead entity has allocated funds to for implementation of activities. * For T15 onward, there is now a table for updating the results-based workplan (Gantt Chart) that was in the project document to show how each output has progressed as compared to the initial plans. |

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| **Project code and title** | DA project codes, e.g., 2326A, and project titles can be found in annex 1 of the budget fascicle for the relevant year. The budget fascicles are available on the official documents page of the DA website: <https://da.desa.un.org/static-official-public> |
| **Lead entity/entities** | Add the lead entity/entities here. |
| **Jointly implementing DA entities (if any)** | *List any UN DA entities[[1]](#footnote-2), that are jointly implementing[[2]](#footnote-3) the project (see footnotes for definitions). If the project is not jointly implemented, this should be left blank.* |
| **Collaborating DA entities (if any)** | *List the UN DA entities2 collaborating3 on the project (see footnotes for definitions).* |
| **Other collaborating entities** | *List all other entities collaborating on the project, excluding UN DA entities. This could include entities in the UN system, international financial institutions, regional organizations, NGOs, and other organizations. If collaboration is with a country or regional office of the entity, please specify which office (e.g., UNDP Country Office in Burkina Faso). Please use section 8 to provide additional details on collaboration with RCOs specifically.* |
| **Contractors (Implementing partners)** | *Please list the organizations with which the project’s implementing entity entered into agreements and allocated a part of project’s funds to implement project activities.* |
| **Start and End Dates** | Please include the start date of the project, the original end date planned, and, if applicable, the revised end date planned. Please note that these dates should not surpass the four-year implementation period of the particular tranche. |
| **Reporting period** | MM/YY – MM/YY (normally this would be 01/24 – 12/24) |
| **Total budget** | $ \_\_\_\_\_\_\_ (as per the budget fascicle) |
| **Revised budget (if applicable)** | $\_\_\_\_\_\_\_\_\_ (please indicate the revised budget, if applicable). |
| **Cumulative expenditures** | Indicate the cumulative expenditures at the end of the reporting period in USD. |
| **Planned financial implementation rate at end of reporting period (as in project document)** | This should match the figure reported in financial table 1, in annex to this report (see the excel file shared with these guidelines). |
| **Actual financial implementation rate at the end of the reporting period** | This should match the figure reported in financial table 1, in annex to this report (see the excel file shared with these guidelines). |
| **Target countries (full, up-to-date list)** | Target countries are those that receive targeted, national-level capacity development support through the project. This does not include countries that only benefit in a broader sense, such as through regional knowledge dissemination. |
| **Other countries that benefitted from the project** | This should only include countries that **did not** receive targeted, national-level capacity development support through the project, but which participated in some of the other project activities (e.g., regional meetings/events, workshops where project results our outputs were disseminated and/or where views were exchanged among a wider range of countries). |

## Summary of achievements to date

Please describe the key accomplishments of the project to date, including results achieved, in one to three paragraphs.

1. **Important developments**

Please describe any important developments, both positive and negative, that have impacted or may impact the project. These should include, but not be limited to significant incidents in the target country or region (e.g., change in government, conflict, natural disaster); changes to the project team, collaborating entities or other key stakeholders; major relevant interventions in the country or region by other development partners; and major supplementary (non-DA) funding that has been secured to support the implementation of project activities.

In addition, if these developments include challenges encountered by the project, please use the table below to describe both the challenges encountered and the actions taken or that will be taken to address each of the challenges.

**Table 1 – Challenges and Actions to Resolve Them**

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| --- | --- |
| **Description of challenge** | **Action(s) taken/to be taken to resolve the issue** |
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1. **REVISIONS**

Please elaborate on any changes that have been made or need to be made to planned outputs and target countries. For revisions to the budget, please see the excel file in annex.

1. **Outputs**

Please use the table below to describe any refinements of planned outputs and the reasons for them. Outputs should only be refined when truly necessary, or when they are expected to result in greater achievement of the project outcomes, and there should be a strong justification provided for doing so. It is essential that the outputs remain capable of achieving the outcomes and reaching the indicators established in the project document. Should substantial changes be required to the project, then the DA-PMT should be consulted.

**Table 2 – Refining of Planned Outputs**

|  |  |  |
| --- | --- | --- |
| **Output Code and text**  **(as included in the project document)** | **Refinement of the output being proposed** | **Justification for the refinement of the output** |
| *e.g. OP1.1, 3 national, in-person workshops to build capacity of policymakers on x.* | *e.g. National workshops will be held virtually rather than in person.* | *e.g. Recent changes in the level of insecurity at the local level means that holding these workshops in person would risk the safety of both policymakers and staff. We are therefore planning to hold them virtually.* |
| *(add more rows as needed)* |  |  |

1. **Target countries**

Please use the table below to outline any revisions to the project’s target countries and explain the reasons for the revision. If changes to target countries are involved, please also provide, if applicable, (a) the reasons for dropping the existing target country/ies, (b) the rationale for the selection of the alternate country/ies, and (c) the decision-making process used (e.g., stakeholders involved or consulted in the process). If new target countries are being included in the project, please also provide details on the demand from them to participate in the project.

**Table 3 – Revisions to the Project’s Target Countries**

|  |  |  |  |
| --- | --- | --- | --- |
| Original target countries | Target countries dropped  (if applicable) | Target countries added  (if applicable) | Rationale:   * the reasons for dropping the existing target country/ies, * the rationale for the selection of the alternate country/ies, and * the decision-making process used |
| (country 1) |  |  |  |
| (country 2) |  |  |  |
| … |  |  |  |
|  |  |  |  |
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|  |  |  |  |

## PROGRESS TOWARDS THE INDICATORS OF ACHIEVEMENTS

Please describe how the project is performing against its Outcomes (OCs) as of the end of the reporting period. Please report actual value against each of the indicators of achievement that were developed in the project document (for joint projects, please report project-level data for the indicators rather than by entity). Please ensure that key documents and information related to project activities are developed and retained throughout project’s implementation to inform the final report development and for evaluation, if the project is selected. These should include, but are not limited to, the lists of workshop/meeting participants, including names, gender and email addresses, and workshop survey results.

Table 4 – Review of Indicators of Achievement

|  |  |  |  |
| --- | --- | --- | --- |
| **Intended Outcomes (OCs)** | **Indicator of achievement (IA) at the start of the project** | **Indicator of achievement (IA) at the end of the reporting period** | **Review** |
| **OC1:** Please specify the outcome as included in the project document. | **IA1.1**: Please specify the indicator as included in the project document.  **Baseline:** Please specify the baseline measurement of the indicator, if measured at the start of the project. | Please provide an actual measure (not an estimate) of the indicator at the end of the reporting period. | Please elaborate on the progress made on the OC so far based on the indicator data or other relevant data.  If an actual measure is not made available for the indicator, please explain the reason why it is not available. |
| **IA1.2:** Please specify the indicator as included in the project document.  **Baseline:** Please specify the baseline measurement of the indicator, if measured at the start of the project. | Please provide an actual measure (not an estimate) of the indicator at the end of the reporting period. | Please elaborate on the progress made on the OC so far based on the indicator data or other relevant data.  If an actual measure is not made available for the indicator, please explain the reason why it is not available. |
| **IA1.3:** Please specify the indicator as included in the project document.  **Baseline:** Please specify the baseline measurement of the indicator, if measured at the start of the project. | Please provide an actual measure (not an estimate) of the indicator at the end of the reporting period. | Please elaborate on the progress made on the OC so far based on the indicator data or other relevant data.  If an actual measure is not made available for the indicator, please explain the reason why it is not available. |
| **OC2**: | **IA2.1**: |  |  |
| **IA2.2**: |  |  |
| … | … |  |  |

1. **stATUS of output DELIVERY**

For tranches 15 and 16, a results-based workplan was included as a Gannt chart in the project document, showing in which year and quarter each OP was planned to be completed. For 15th and 16th tranche projects, please copy and paste this chart from the project document into the space below (part A), and then fill in the blank chart below (part B) with the updated information on when OPs were actually completed/are now planned to be completed.

1. Results based workplan from project document

*(copy and paste table from project document)*

1. Updated results based workplan based on current implementation and plans

**Table 5 – The Updated Results-Based Workplan**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Outcome** | **Output #** | **Time to complete outputs** | | | | | | | | | | | | | | | |
| Year 1 | | | Year 2 | | | | | Year 3 | | | | Year 4 | | | |
| Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| OC1 | OP1.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| OP1.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| OP1.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| OP1.4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| OP1.5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| OC 2 | OP2.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| OP2.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| OP2.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| OP2.4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Please use the table below to provide more details on the status of the implementation of the project’s outputs at the end of the reporting period by completing the table below using the outputs in the approved project document. If, however, the previous progress report included revised outputs, then the table should report on the revised outputs instead.

**Table 6 – Review of Outputs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Output Number** | **Output description** | **Output Status** | **Comment** |
| *Please list all output numbers (one per row) as per the project document* **OP1.1** | *Please include a brief description of the output, as included in the results framework of the project document (or, if outputs were revised in the previous progress report, then include the version from that report).* | *Completed*  *In progress*  *Delayed*  *Not yet started*  *Cancelled* | *Please explain the output status and provide more details on any progress that has been made.*  *If cancelled or delayed provide reasons.*  *If not started or in progress provide start and end date.* |
| **OP1.2** |  | *Completed*  *In progress*  *Delayed*  *Not yet started*  *Cancelled* | *Please explain the output status and provide more details on any progress that has been made.*  *If cancelled or delayed provide reasons.*  *If not started or in progress provide start and end date.* |
| **… Etc.** |  |  |  |

**6.** **SUPPLEMENTARY FUNDING**

This section should assess the amount of cumulative additional funds raised by the project for the activities undertaken to date (since the beginning of the project). 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, please specify the origin/source, the purpose and the amount leveraged in the table below. This should only include funding that was received specifically to further the implementation of the DA project. Please do not include other projects of the implementing entities that are relevant, or complementary, to the DA project, and please do not include staff resources (which will be reported on in the next section).

Table 7 – Financial Leveraging

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Source/Donor** | **Purpose (with OC and OP where applicable)** | **Year** | **Amount raised** | | |
| Cash (USD) | In-kind estimated value | In-kind description |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**7.** **estimated staff resources**

Please include the estimated level of staff resources dedicated to the project’s implementation, including both temporary staff funded with the GTA budget under the project, and staff resources contributed by the implementing entities (from the entity’s regular budget, the RPTC regular budget, or XB). For the total cumulative work months, please include the estimated total months spent on the project to date by each staff member involved – e.g., if a staff member spent 50% of her/his time on the project for 18 months, please include 9 months for her/him.

**Table 8 – Estimated Staff Resources**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post level** | **Total cumulative work months spent on the project** | **Purpose / description of responsibilities** | **Funding source for the position (GTA under the project, RB, RPTC, XB, other)** |
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**8. INVOLVEMENT OF RESIDENT COORDINATOR OFFICES**

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| ***Important note:*** *Starting with the 15th tranche, all projects are required to inform RCOs of the DA project and national activities to be undertaken in their countries, at a minimum.* |

Please use the table below to show what level(s) of collaboration have taken place during the reporting period in each of the target countries. This should be based on interaction that has occurred in the context of this project, rather than outlining general organizational policies or practices. There are two main types of involvement that could be included below:

* **Informing** – informing Resident Coordinator Offices (RCOs) (and UN Country Teams (UNCTs) through them) of the DA project and national activities to be undertaken in their countries.
* **Support to project** – examples of this could include RCO support to identifying and/or inviting meeting/workshop participants, identifying resource persons (including those within the UNCT) or national consultants, and disseminating project outputs. It could also include fine-tuning project modalities/activities to national contexts, identification of government counterparts, focal points and partners, identification of synergies with other projects/initiatives in the focused area, stakeholder engagement strategy, mobilization of supplementary resources and sustainability measures.

In addition, other involvement may include the implementing entity’s membership in the UNCT and participation in the Common Country Analysis (CCA) and the UN Sustainable Development Cooperation Framework, and the project activities being part of the entity’s contribution to outputs and strategic priorities within the Cooperation Framework. Such involvement should also be briefly described under “brief description of RCO involvement”.

**Table 9 – RCO Involvement**

|  |  |
| --- | --- |
| **Target country** | **Brief description of RCO involvement** |
| (please list all target countries, with one country per row) | (Please specify the RCO involvement in the project in each target country individually. If the RCO has had no involvement in a particular country, please indicate when and how they will be engaged.) |
|  |  |
| (add more rows as needed) |  |

**9. FOR T16 PROJECTS ONLY: COUNTRY-SPECIFIC ACTION PLANS AND REALISTIC OUTCOMES**

T16 projects are required to include country-specific action plans below that have been agreed upon with the countries. Ideally, (but optionally) it should also include updated realistic outcomes for each target country. Please note that “realistic outcomes” refers to the country-specific ones that were included in the country-level situation analysis of the project document; in contrast, the outcomes included for the project as a whole in the results framework of the project document cannot be altered and should still be achieved by the project.

After the project documents have been developed, additional interactions with target countries may sometimes allow a better understanding of the challenges countries are facing and the specific work that the project needs to undertake to address them. For example, in a project working on social protection policies in three countries, the work might have the same overall goal and outputs but be focused on different levels or achieve slightly different end points in each country. Thus, these specificities can be elaborated on here, and optionally, the realistic outcomes that were included for each target country in the project document can be updated to show the results that can be achieved in each country, keeping in mind the overall outcomes of the project as a whole. Should further changes to the project subsequently be required, these could be reported on in the later annual progress reports. Should substantial changes be required to the project, then the DA-PMT should be consulted.

**Table 10 – Country-specific Action Plans and Realistic Outcomes**

|  |  |  |
| --- | --- | --- |
| **List of outputs as approved in the project document** | **Country-specific action plan (required)** | **Updated realistic outcomes (optional)** |
| *Please include all outputs from the approved project document here for reference when developing the country-specific action plans to help ensure consistency between the two. If some outputs have been refined in section 3a of this report, then the refined version of them should be used.*  *e.g.:*   * *OP1.1, 3 national, in-person workshops held…”* * *OP1.2, e-learning course developed…”* * *Etc.* | **Country:** *e.g. Mali*  **Action plan:** *Please provide additional details on what is involved in the outputs in the target country specified above, what level of progress and achievement the project is aiming to reach in that country, what stakeholders are involved, and any other relevant, country-specific details on the outputs there. Please keep in mind that these country-specific action plans should be agreed upon with the countries prior to submitting them to the DA.* | *T16 project documents included realistic outcomes for each country in the country-level situation analysis. If the realistic outcomes in the project document would benefit from being updated, please do so here, keeping in mind the original instructions given in the project document:*  *Realistic outcomes should be grounded in the outcomes in the results framework. Questions to consider when formulating the realistic outcomes include:*   * *What will this project be able to achieve in the country within the timeframe available?* * *What tangible results are foreseen?* * *What is the real, expected change for the better between the status of affairs in the country before and after the project?* |
| **Country:**  **Action plan:** |  |
| **Country:**  **Action plan:** |  |

1. The 10 UN DA entities are: DESA, ECA, ECE, ECLAC, ESCAP, ESCWA, UNCTAD, UNEP, UN-Habitat, and UNODC. [↑](#footnote-ref-2)
2. For the purposes of the DA, partnerships are defined at two levels: jointly implementing or collaborating. Jointly implementing DA entities work jointly with the lead entity/entities on the design, implementation, and monitoring of the project, and funds are directly allocated to them by the DA. If a partner does not meet the criteria for jointly implementing the project but are still involved in the project, then they are considered to be “collaborating.” [↑](#footnote-ref-3)