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

When using this template, please refer to the separate 2024 Progress Report Guidelines that provide instructions on how to fill in each section.

|  |  |
| --- | --- |
| **Project code and title** |  |
| **Lead entity/entities** |  |
| **Jointly implementing DA entities (if any)** |  |
| **Collaborating DA entities (if any)** |  |
| **Other collaborating entities** |  |
| **Contractors (Implementing partners)** |  |
| **Start and End Dates** |  |
| **Reporting period**  |  |
| **Total budget** |  |
| **Revised budget (if applicable)** |  |
| **Cumulative expenditures** |  |
| **Planned financial implementation rate at end of reporting period (as in project document)** |  |
| **Actual financial implementation rate at the end of the reporting period** |  |
| **Target countries (full, up-to-date list)** |  |
| **Other countries that benefitted from the project** |  |

## Summary of achievements to date

1. **Important developments**

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

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

1. **REVISIONS**
2. **Outputs**

**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** |
|  |  |  |
|  |  |  |

1. **Target countries**

**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
 |
|  |  |  |  |
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## PROGRESS TOWARDS THE INDICATORS OF ACHIEVEMENTS

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:**  | **IA1.1**: **Baseline:**  |  |   |
| **IA1.2:** **Baseline:**  |  |  |
| **IA1.3:** **Baseline:**  |  |  |
| **OC2**:  | **IA2.1**:  |  |  |
| **IA2.2**:  |  |  |
| … | … |  |  |

1. **stATUS of output DELIVERY**
2. 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 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

**Table 6 – Review of Outputs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Output Number** | **Output description** | **Output Status** | **Comment** |
| **OP1.1**  |  | [ ]  *Completed*[ ]  *In progress*[ ]  *Delayed*[ ]  *Not yet started*[ ]  *Cancelled* |  |
| **OP1.2** |  | [ ]  *Completed*[ ]  *In progress*[ ]  *Delayed*[ ]  *Not yet started*[ ]  *Cancelled* |  |
| **… Etc.** |  |  |  |

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

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**

**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)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**8. INVOLVEMENT OF RESIDENT COORDINATOR OFFICES**

**Table 9 – RCO Involvement**

|  |  |
| --- | --- |
| **Target country** | **Brief description of RCO involvement** |
|  |  |
|  |  |
|  |  |

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

**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)** |
|  | **Country:** **Action plan:**  |  |
| **Country:** **Action plan:** |  |
| **Country:** **Action plan:** |  |