**TEMPLATE for the preparation of annual progress reports for development account projects for 2023**

UPDATED VERSION WITH RC SYSTEM QUESTION 29 FEB 2024, updates are highlighted in yellow.

|  |  |
| --- | --- |
| **Project code and title** |  |
| **Lead entity/entities** |  |
| **Jointly implementing DA entities (if any)** |  |
| **Collaborating DA entities (if any)** |  |
| **Other collaborating entities** |  |
| **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

(Add text here)

1. **Important developments**

(Add text here)

**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**

(Add text here)

## PROGRESS TOWARDS THE INDICATORS OF ACHIEVEMENTS

Table 3 – 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 project** | **Review** |
| **OC1:**  | **IA1.1**: **Baseline:**  |  |  |
| **IA1.2:** **Baseline:**  |  |  |
| **IA1.3:** **Baseline:**  |  |  |
| **OC2**:  | **IA2.1**: Baseline: |  |  |
| **IA2.2**: Baseline: |  |  |
| … | … |  |  |

1. **stATUS of output DELIVERY**

 Table 4 – 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 5 – 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 6 – 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**

|  |  |
| --- | --- |
| **Target country** | **Brief description of RCO involvement** |
|  |  |
|  |  |
| (add more rows as needed) |  |

**9. FOR T15 PROJECTS ONLY: COUNTRY-SPECIFIC ACTION PLANS AND REALISTIC OUTCOMES**

**Table 7 – 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:** |  |