

**EREF**

**Project Progress Report**

**Project ID No.**

**Format**

**Project Progress Report**

**Project Progress Report**

Contract No.

As at *Year/Month/Day*

**Contractor/ applicant:**

|  |
| --- |
| Name: |
| Address: |
| Phone, eMail: |
| Contact person for the action: |

**Project title:**

|  |
| --- |
|  |

**Local project partner:**

|  |
| --- |
| Name: |
| Address: |
| Phone, eMail: |

**Reporting period:**

|  |  |
| --- | --- |
| Reporting period: | Report submitted on (date): |
| Due date: |  |
| Planned project duration from: | Until: |
| Reallocations: | Extended until:  |

**Summary of the project progress**

Narrative description of project progress, particularly with regard to the achievement of objectives, expected results and indicators, monitoring and necessary management measures in accordance with the points 2.2 (Overall objective and Impacts) and 2.11 (Monitoring and Evaluation) of the project document.

**Background/ context**

Update of the description of the project environment with regard to background and context (see 2.1 of the project document): Description of changes in the project environment with regard to assumptions made (see Logical framework matrix of the project document), possible impact on project design, planning and implementation in terms of being able to achieve the project’s objectives.

**Target group, beneficiaries and local project partner**

Update of the information regarding the target group, beneficiaries (2.7 of the project document) and project partners or rather the structures/organizations involved in the project implementation: description of changes and impact on project design, planning and implementation in terms of being able to achieve the project’s objectives.

**Intervention logic**

Narrative description of the progress of the expected results and their visible effects and impacts. To what degree has the project purpose been achieved, to what extent have the results contributed to the achievement of the project purpose?

**Project results/ project status**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Intervention logic | Indicator as planned (**target**) | Indicator actual status as at *date* (**achievement**) | % achieved | Sources of Verification | Deviations/ comments/ observations |
| Overall Objective |  |  |  |  |  |
| (Changes of) Assumptions |  |  |  |  |  |
|  |  |  |  |  |  |
| Project Purpose |  |  |  |  |  |
| (Changes of) Assumptions |  |  |  |  |  |
|  |  |  |  |  |  |
| Expected Result 1 |  |  |  |  |  |
| Major activity planned | Current status as at *date* | Deviations/ comments |
|  |  |  |
| Expected Result 2 |  |  |  |  |  |
| Major activity planned | Current status as at *date* | Deviations/ comments |
|  |  |  |
| Expected Result 3 |  |  |  |  |  |
| Major activity planned | Current status as at *date* | Deviations/ comments |
|  |  |  |
| (Changes of) Assumptions for Expected Results and changes, if any |  |  |  |  |  |

**Monitoring, Project management (difficulties encountered, management measures)**

Difficulties encountered during project implementation and management measures applied to solve the problems, e.g. changed project environment, target group, local partner organization and other local parties involved and/ or other difficulties encountered that have led to a change in project planning. Lessons learnt as a result and how they have been taken into consideration for further project implementation.

Status of implementation of recommendations made by ECREEE and/ or the NFI during project site visits.

Documentation/ publications/ visibility: what activities have been carried out to publish project results and lessons learnt.

**Evaluation**

In case evaluation measures have been carried out during the reporting period please provide a short summary, including relevant findings and recommendations. In case no evaluation measures have been carried out during the reporting period, please indicate the date when they will be carried out, if any, and what the actual state of preparations is.

How will the evaluation results and recommendations be taken into consideration for the further project implementation?

**Sustainability** **and potential for regional replication or scaling-up**

According to chapter 2.7 of the project document

**Perspectives**

Changes and adjustments necessary with regard to the following reporting period

Detailed project plan and budget for the following project year if stipulated by contract.

**Annexes of the progress report**

Original annexes should be scanned, attached to the report and sent by mail to ECREEE. These originals should be kept by the contactor for ECREEE and/or NFIs consultation.

1. Original invoices related to expenses done during the period of the report, fully signed by parties implicated in the transaction, with amounts denominated in Euros, in case the invoices are denominated in a currency different of Euros, its equivalent should be written in the document attached to the related invoice. The document will also include information on the exchange rate used and its sources.
2. For purchases and contracting of services exceeding 3,000 Euros provide evidence on the obtained three offers and justification on the selection of the best prize-performance offer. For purchases and services exceeding 20.000 Euros provide evidence on the tender process and justification of the procurement decision (provide evidence that an ECREEE officer was involved in the final decision).
3. Attendance sheets of participants to the training workshops organized during the report period fully signed. The signature of participants should be in the column following the one with per diem collected as for the participation.
4. Photos which evidence the undertaken installation works, progress of implementation and the visibility of ECREEE at certain events and publications.
5. Time sheet of experts’ deployment for the project implementation (to justify the spending of personal costs).
6. Any other supporting document of legal relevance and which comply with the contact provisions, in particular, in its paragraphs 4 and 5.

**Request for next disbursement**

|  |  |  |  |
| --- | --- | --- | --- |
| Summary project budget (relevant for accounting) according to contract | Amount approved so far | Amount presented for verification as at due date | Remaining budget |
|  |  |  |  |

Request for disbursement for the next accounting period: