

November 2010 (revision 1)

Drosos Cairo: Reporting Guidelines for Progress Reports

Purpose and format

Progress Reports of the implementing partner are a monitoring tool for the partner and for the Foundation. The reporting

- describes the activities implemented compared to the original plan as described in the “*prodoc*” (project document including annexes, annual work plans, monitoring & evaluation framework, budget),
- assesses the overall status of the project compared to the original objectives as described in the “*prodoc*”,
- highlights and explains differences from the original plan,
- follows up on issues pending from previous reporting periods,
- suggests measures to address challenges encountered by the project.

The Progress Report is short and focuses on the most important developments of the project. It is NOT a comprehensive repetition of the *prodoc*.

The report and the Annexes have page numbers. All documents have a header with the project title, reporting period and the date of the report. Electronic documents are formatted for printing on A4, not more than 1 page wide.

1. Introduction

Project Title	Progress report no
Period covered	Date of the report
Report prepared by	Report reviewed by
Executive summary	

2. General development of the partner organisation

This section describes major developments of the partner organisation in the reporting period beyond the project, such as important institutional developments, new projects launched or concluded, changes of key staff, etc.

3. Project activities and results achieved during reporting period

“What activities have we implemented?”

This section covers the respective reporting period. It provides a description of main activities implemented during the reporting period, compared to the work plan.

- a) Activities implemented during reporting period as planned
- b) Activities implemented during reporting period that were not planned

- c) Activities not implemented (but originally planned for implementation); reasons for not implementing; actions taken or planned to overcome these reasons

Please use the same numbers of activities as in the prodoc. Please compare to Annex 1.

4. Project objectives and results achieved so far (overall project duration, not only reporting period)

“If we look at our objectives and results, what is the overall status of the project?”

This section covers the entire project duration until now. This section

- provides the partners analysis of the achievement of objectives and results of the project compared to the prodoc,
- explains differences between planned and actual results,
- recommends measures to address differences between prodoc and actual status.

Please use the same numbers of objectives and results as in the prodoc. Please compare to Annex 2 and Annex 3.

5. Project staff

This section lists all changes to the project team and provides a staff list of the project team as per end of the reporting period, including positions not filled.

6. Opportunities and/or challenges

This section reflects the analysis and opinions of the project manager, project team, beneficiaries and other relevant stakeholders. The findings presented in this section set the basis for any anticipated changes or recommendations that will follow whether these changes occurred within this reporting period or will be taking place in the next reporting periods.

7. Recommendations / Next steps

This section lists

- a) the main milestones and target for the next period,
- b) any changes proposed for the remaining project duration, compared to the prodoc, based on the above findings and considerations,
- c) status of any issue(s) that were pending from previous progress reports.

Please compare to Annex 4.

8. Financial situation

- a) Narrative summary of the overall financial situation of the project, describing
 - expenditure compared overall budget,

- main reasons for under- or overspending,
 - expected impact on the overall budget.
- b) Narrative summary of the financial development during the reporting period, describing
- expenditures compared to the budget of the reporting period,
 - main reasons for under- or overspending.

Please compare to Annex 5 and Annex 6.

9. Annexes

1. Gantt Chart
2. Indicators Table
3. Beneficiaries Table
4. Updated Work-Plan Next 12 Months
5. Financial Report
6. Cash Flow Projection

MEL/TL

Annex 1: Gantt Chart

This chart lists all activities mentioned in the prodoc. Any changes in frequency, content and duration of activities compared to the prodoc are reported.

	Activity	Description	Sem1	Sem2	Sem3	Sem4	Sem5	Sem6
Planned	A.1.1.1	i.e.: delayed because of...						
Actual								
Planned	A.1.1.2	i.e. implemented as planned						
Actual								
Planned	A.1.1.3	i.e. cancelled because...						
Actual								
Planned	A.1.1.n	i.e. extended because...						
Actual								

Annex 2: Indicators Table

Objectives / results	Indicators	Progress / Status	% of target achievement
Specific Objective 1			
R 1.1			
R. 1.2			
Specific Objective 2			
R 2.1			
R 2.2			

Annex 3: Beneficiaries Table

Semester		1		2		3		4		5		6		Total		A in % of P
Beneficiaries		P	A	P	A	P	A	P	A	P	A	P	A	P	A	
A 1.1.1	For ex: Children															
	For ex: Women															
A 1.1.2	For ex: Trainers															
A.1.1.3	For ex: Children															
...	For ex: Women															

Annex 4: Updated Work-Plan Next 12 Months (Gantt Chart)

	Activity	Description	Sem1	Sem2	Sem3	Sem4	Sem5	Sem6
Original plan	A.1.1.1	i.e.: delayed because of...						
Revised plan								
Original plan	A.1.1.2	i.e. no change						
Revised plan								
Original plan	A.1.1.3	i.e. cancelled because...						
Revised plan								
Original plan	A.1.1.n	i.e. extended because...						
Revised plan								

Annex 5: Financial Report

Annex 5a) Expenses report – summary

- In contract currency
- Exchange rate as per project budget

Main budget line items as per project budget	Budget year 1	Budget year 2	Budget year x	Total life of project budget	Cumulative expenses previous year(s)	Expenses current year		Total expenses to date	Remaining balance	Expenses as % of total budget
						Mt 1-6	Mt 7-12			
Staff										
Technical activities										
Equipment										
Administration										
Indirect cost										
Total										

Prepared by: Project Accountant

Reviewed by: Finance Manager

Approved by: Project Manager

Approved by: NGO Treasurer

Annex 5b) Expenditure report – detailed

- In local currency

Budget line items and sub-line items as per project budget	Budget year 1	Budget year 2	Budget year x	Total life of project budget	Cumulative expenses previous year(s)	Expenses current year		Total expenses to date	Remaining balance	Expenses as % of total budget
						Mt 1-6	Mt 7-12			
...										
...										
...										
...										
...										
...										
...										
...										
Profit/loss from currency exchange										
Total										

Prepared by: Project Accountant

Reviewed by: Finance Manager

Approved by: Project Manager

Approved by: NGO Treasurer

Annex 5c) Fund accountability statement

- In contract currency
- Exchange rate as per project budget

Item	Amount
I-Receipts	
Cumulative receipts from Drosos to date	
Other Receipts	
Total Receipts	
II-Expenses	
Current period expenses	
Expenses previous period 1	
Expenses previous period 2	
Expenses previous period n	
Profit / loss from currency exchange	
Total expenses	
III- Fund balance (I-II)	
IV- Cash balance	
Cash in Banks	
Cash in Safe	
Total cash balance	
(V) + Accounts Receivables & debit balances	
(VI) -Accounts payable & credit balances	
VI- Adjusted cash balance (IV)+(V)-(VI)	
Differences if any (VI)-(III)	

Prepared by: Project Accountant

Reviewed by: Finance Manager

Approved by: Project Manager

Approved by: NGO Treasurer

Annex 5d) Bank reconciliation report

- In account currency

Bank Account Number:

Currency:

			Amount
I.	Ending Balance on Bank Statement		
II.	<u>Outstanding Checks</u>		
	Chk #	Issuance Date	Description/Recipient
			Amount
	Total Outstanding Checks (II)		
III.	<u>Miscellaneous Items:</u>		
	Date	Description	Amount
	Total Miscellaneous Items (III)		-
IV.	Bank Balance as Adjusted Line (I-II+III)		
V.	Ending Balance on Bank Book EGP (V)		
VI.	Differences if any (Between line IV and V)		-

Prepared by: Project Accountant

Reviewed by: Finance Manager

Reviewed by: NGO Treasurer

Annex 6: Cash Flow Projection (9 months)

Main budget line items	Total expenses to date	Remaining balance (project lifetime)	Expenses as % of total budget	Expected cash flow (9 months from end of reporting period) contract currency, rounded to 5'000
Personnel				
Technical Activities				
Equipment				
Administration				
Total (I)				
Fund balance (II)				
I - II				

Prepared by: Project Accountant

Reviewed by: Finance Manager

Approved by: Project Manager

Approved by: NGO Treasurer