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| NCF7Progress and Financial Report |
|  |
| **[*insert name of the project*]****[*insert project country*]** |
|  |
| **Grantee:** | **[*Insert name of the Grantee*]** |
| **Local Partner(s):** | **[*Insert name(s) of the Local Partners*]** |
|  |
| Project start date: dd/mm/yearProject completion date: *dd/mm/year* |
| Reporting period*: dd/mm/year – dd/mm/year*Milestone: *Insert milestone number**The SmartME system is being developed to include parts of the progress reporting online, thus this progress and financial template will be modified when the system has been developed.* *Please delete all explanations, instructions, template words (in italics) etc. from the actual report. This template is subject to revisions by NDF.* |

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|  |  |  |
| Date |  | Name and Signature |

TABLE OF CONTENTS

[PART I. PROGRESS REPORT 4](#_Toc517196366)

[1 Summary 4](#_Toc517196367)

[2 Project implementation 4](#_Toc517196368)

[2.1. Milestone progress 4](#_Toc517196369)

[2.2. Implementation plan 4](#_Toc517196370)

[3 Project assessment 5](#_Toc517196371)

[3.1. Project risks 5](#_Toc517196372)

[3.2. Lessons learnt and recommendations 5](#_Toc517196373)

[4 Dissemination of results 5](#_Toc517196374)

[5 Conclusion 6](#_Toc517196375)

[PART II. FINANCIAL REPORT 7](#_Toc517196376)

[6 Expenditures 7](#_Toc517196377)

[Annex 1 Pictures 9](#_Toc517196378)

PART I. PROGRESS REPORT

# Summary

*Please give a short overview of what has been achieved during the milestone (maximum 1/2 page).*

Insert text here and delete the red instruction.

# Project implementation

## Milestone progress

*Please list all milestone deliverables: outcomes, outputs and activities - as stated in annex 2 of the grant agreement planned to be implemented in Table 1 below and include very brief clarifications on the progress where necessary.*

*After the table, please include a separate narrative section of relevant activities (i.e. not completed activities from previous milestones as well as activities under the milestone covered in this report) describing the progress/end result, lessons learnt, challenges and delays or other deviations. Annex relevant reports, surveys, evaluations, assessments, and other relevant documents produced during the reporting period.*

*When describing delays and other deviations from the work plan, please explain why there were delays/deviations, when and if the activities will be implemented and if this will have any budgetary implications.*

Table 1 Milestone deliverables

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Original Milestone deliverable** | **Total original project target** | **Revised Milestone deliverable/target** | **Achieved Milestone Target** | **Completed (Yes/No/Partially)** | **Results** |
| **Output X.X: [Name]** |
| X.X.X: [Name] | Text describing original target | Either record:(1) No change(2) Text describing change, if applicable | Either record:(1) N/A (if activity does not belong to this MS report)(2) Insert target number (if belonging to this MS) | Either record: (1) Yes (If activity has been completed under this or previous MS)(2) No (If activity has not yet started) (3) Partially (if this activity has been started, but not completed)  | Either record:(1) Completed in MSX (insert number(s)) and reported accordingly(2) To be completed in upcoming MSX(3) If belonging to this MS, or previous MS and not completed, provide concise description of activity and resultsEXTRA:In case target has been revised, please insert a paragraph describing why |
| *The below cells exemplify how to fill Table 1.*  |

|  |
| --- |
| ***Output 1.1: Recruit and train workers [example table for guidance]*** |
| *1.1.1. Develop and publish leaflets and pamphlets to raise awareness of work opportunities.* | *1,000 brochures & 700 leaflets*  | *No change* | *N/A* | *Yes* | *Completed in M1 and reported accordingly.* |
| *1.1.2 Training of workers* | *10 trainings* | *No change* | *10 trainings* | *Yes* | *During MS2, 10 trainings were delivered in Q1 2021. A total of 100 participants (35 women) participated.* |
| *1.1.3. Contract workers to commence duties in Q3 2021*  | *50 workers* | *New project target is 30 workers* | *30 workers* | *Yes.* | *30 suitable candidates were identified and contracted during this reporting period (M2).* *Justification to reduce targets**Based on the outcome of the trainings, it was not possible to identify 50 suitable candidates. The target was adjusted to 30 workers and work shifts at the construction site will be adjusted to the available work force. NCF was informed and approved the adjustment May-21.* |
| *1.1.4 Purchasing of safety equipment for workers* | *Equipment for 50 workers* | *New project target is equipment for 30 workers* | *30 sets of safety equipment* | *Partially* | *All equipment – except safety helmets – was purchased during M2. Due to procurement issues the helmets will only be delivered in M3.**Justification to reduce targets*With a reduced number of workers (50=>30) the need for safety equipment decreased. *NCF was informed and approved the adjustment May-21.* |
| *1.1.5. Certification of a selected group of workers to perform the role as site managers*  | *3 site managers* | *No change* | *N/A* | *No* | *To be completed in MS3* |

Delete examples and instructions above. Insert narrative section of each open activity under this milestone report (i.e. uncompleted activities from past milestone(s) as well as activities belonging to this milestone). Please separate each activity into an individual paragraph with subheadings corresponding to the indicator’s name and number.

## Implementation plan

*Please explain if the project is on time and describe the implementation plan for the remaining implementation of the project and its implications for each milestone. Please highlight if there will be any changes with regards to upcoming milestones in terms of expected deliverables. If there are no changes to the original implementation plan, please state that.*

Insert text here and delete the red instruction.

# Project assessment

## Project risks

Identified risks

*Please list and describe the risks that have been identified as relevant for the project, i.e. things that may negatively affect the successful and timely implementation of the project, assess their potential impact on the project, explain what will be done to mitigate the risks and who bears the responsibility for implementing the mitigating measures.*

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| **Project risk description** | **Impact on project** | **Mitigating measures and responsibility**  |
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Materialised risks

*Please list and describe any risks that have materialised during the milestone period (if applicable), assess their impact on the project, explain what will be done to mitigate the negative impacts and who bears the responsibility for implementing the mitigation measures.*

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| --- | --- | --- |
| **Project risk description** | **Impact on project** | **Mitigating measures and responsibility**  |
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## Lessons learnt and recommendations

*Please describe lessons learnt and provide recommendations for improvements.*

Insert text here and delete the red instruction.

# Dissemination of results

*Sharing results and lessons learnt is an important feature of NCF. If any information material, reports or publications have been developed during the milestone that you wish to have published on the NCF website, please inform us about it in this section. Furthermore, please inform us if you are planning to arrange outreach activities/events that aim to disseminate results and lessons learnt. In addition, please mention all articles, blogs or videos that mention or discuss the project.*

*Furthermore, short impact stories and quotes from project beneficiaries, project partners, or other related persons may be shared in this section. Let us know if you wish to explore the possibility of jointly developing articles or publications.*

Insert text here and delete the red instruction.

Summary of project progress for public dissemination

*Please write a short (maximum 1/4 page) summary of progress of the project during the milestone which is available to be used for public information and dissemination purposes by NDF.*

Insert text here and delete the red instruction.

# Conclusion

*Please provide a conclusion that summarises the achievements and challenges and describes the focus of the next milestone.*

Insert text here and delete the red instruction.

PART II. FINANCIAL REPORT

# Expenditures

*The financial report should cover expenditures and financing for all project partners (Grantee, Local Partner(s), Other Partner(s) and other financiers). Note that the principles for financial reporting and eligible costs stated in the Project Implementation Manual apply.*

*Reported expenditures shall reflect the actual expenditures for all project partners during the reporting period. NCF disburses for expenditures on a reimbursable basis. Therefore, there should be supporting documentation available for all expenditures (invoices, receipts, tickets, timesheets, payslips, procurement documentation, etc.) All supporting documentation of expenditures shall be available upon request by NDF.*

*Expenditures during the milestone are to be reported in the Excel template available for NCF7 projects. The structure of the template is explained as follows.*

1. ***Sheets 1-3: Expenditures.*** *The template includes separate sheets for Expenditure summary, implementation expenditures and administration expenditures. Please make sure that these sheets correspond to the format of the agreed project budget, i.e. that they includes the same budget lines and project partners as the budget.*
2. ***Sheet 4: Breakdown of expenditures.*** *Budget lines with expenditures exceeding EUR 500 should be broken down on this sheet.*
3. ***Sheet 5: Summary of invoices.*** *All individual invoices exceeding EUR 500 should be listed on this sheet.*
4. ***Sheet 6: Timesheet summaries.*** *All project partners’ timesheet summaries are to be included on this sheet.*
5. ***Sheet 7: Sources of funding.*** *This sheet contains a table explaining how the expenditures are shared between the project partners and NCF, together with information of the advance payment situation and the disbursement request.*

*The Excel sheet is considered a part of the Progress and Financial report, and should be included as part of the annexes of this report.*

Deviations from planned budget

*Explain any deviations from project budget during the milestone, i.e. explain significant over and under spending, and consequently, possible reallocation of funds during the reporting period. Furthermore, highlight if there will be any changes with regards to upcoming milestones in terms of budget. The following principles apply as stated in the Project Implementation Manual:*

* *Reallocation of funds between the implementation budget and the administration budget has to be approved by NDF in advance.*
* *In the implementation budget, reallocation of funds is acceptable as long as the project outcomes and outputs remain as agreed in Annex 2 (Results Framework and Milestone Deliverables) of the Grant Agreement. However, if the reallocation entails that an outcome’s and/or output’s total budget is amended by more than 10% or EUR 5,000, whichever is less, it requires NDF’s prior approval. All significant reallocations shall be clearly explained in the progress report. .*
* *In the administration budget, reallocation of funds within a budget heading as well as between budget headings is acceptable as long as the project results remain as agreed in Annex 2 (Results Framework and Milestone Deliverables) of the Grant Agreement. However, if the reallocation entails that a budget heading’s total budget is amended by more than 10% or EUR 5,000, whichever is less, it requires NDF’s prior approval. All significant reallocations shall be clearly explained in the progress report.*
* *Reallocation of funds between milestones is acceptable as long as the reallocation is within the same output (implementation budget) or budget heading (administration budget) and the milestone deliverables remain as agreed in Annex 2 (Results Framework and Milestone Deliverables) of the Grant Agreement. Any reallocation which will change any deliverables in a given milestone has to be approved by NDF in advance.* *All significant reallocations shall be clearly explained in the progress report.*

Insert text here and delete the red instruction.

Use of contingencies

*Describe the use of contingency during the reporting period. Contingencies shall be used to cover unforeseen activities and costs that occur during implementation. NDF shall be informed in advance when contingencies are proposed to be used. In case no contingency has been used, please state that.*

Use of contingency during the reporting period: EUR XX

XX% of the total budgeted contingency has been used during the project’s lifetime.

Insert text here and delete the red instruction.

1. Pictures

*Please include or attach pictures. The pictures you send may be used by NDF at its discretion for public information or for dissemination purposes. Pictures may also be sent through a file transfer online tool. Credentials should be provided together with the pictures.*