Facility for Sustainable Entrepreneurship and Food Security (FDOV) call 2012 and 2014

Annex 3b: ANNUAL PROGRESS REPORT

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| --- | --- |
| **FDOV project code: (for example, FDOV14UG02)** | FDOV…… |
| **Title of the project:** | ………. |
| **Name applicant:** | ………. |
| **Reporting period:** | ………. − ………. |
| **Filing date progress report:** | ………. |

**Instructions:**

* This annual progress report presents a summary of the project progress and the results achieved so far. This may concern multiple project results, as defined in Annex 1 of the Subsidy Ordinance (‘beschikking’).
* This report and the attached documents must be completed in English.
* Send one 1 hard copy by postal mail to Netherlands Enterprise Agency and one 1 copy by email to the PPP Project Advisor.
* At the latest, we should receive the Annual Progress Report on the dates included in the Subsidy Ordinance.
* The applicant must sign the Annual Progress Report.
* Substantial project changes have to be approved by us. For this, a separate request for change needs to be submitted to us in writing. Substantial changes are defined as changes resulting in a different project result (output and outcome, reflected in Means of Verification (MoVs)), changes in partnership, changes in the project duration, changes in project management and senior level staff and substantial changes in budget allocation of more than 25% change compared to the original result budget. Please also inform us of any changes in contact details of the applicant or project partners.
* You can delete the blue text below from this template.

## A. Progress of project and results achieved

### Summary

* Please summarise, in no more than 500 words, the progress of the project so far, including a description of the cooperation between the partners and qualitative project results.

### Progress achieved under Result 2

* Were activities for Result 2 carried out in the reporting period?  Yes  No  
  If yes, please describe the specific activities carried out.
* Were any sub results of Result 2 completed during the reporting period?  Yes  No  
  If yes, please specify the status of the sub-results and submit all the corresponding Means of Verification (MoVs) for the completed sub-results following the reference and numbering style in Annex 1 of the Subsidy Ordinance. For example, if sub-result 3 of Result 2 is completed, please number it R2.3.

Has result 2 been completed?  Yes  No.

### Progress achieved under Result 3

* Were activities for Result 3 carried out in the reporting period?  Yes  No  
  If yes, please describe the specific activities carried out.
* Were any sub results of Result 3 completed?  Yes  No  
  If yes, please specify the status of the sub-results and submit all the corresponding Means of Verification (MoVs) for the completed sub-results with reference and numbering in accordance with Annex 1 to the Subsidy Ordinance. For example, if sub-result 3 of Result 3 is completed, please number it 3.3.
* Has Result 3 been completed?  Yes  No.  
  All MoVs have been provided together with this, or earlier progress reports.

**If you have more than 3 results, please add these manually.**

## B. Bottlenecks and risks

* Please describe any bottlenecks or risks identified or predicted that could prevent the progress of the project. If relevant, describe the measures the partnership will take to mitigate the bottlenecks and risks.

## C. Project modifications

Please explain substantial changes already approved by us or that will be requested in the near future.

**Changes in partnership**

* Please indicate whether there were any changes to the partnership approved or requested during the reporting period. Are other partnership changes expected?

### Update work plan and project staff

* Please explain more about approved or requested changes in the project work plan that were needed to achieve the project goals.
* Please indicate whether there were changes in staff at project management and senior level.

### Project planning

* Please indicate if the project planning and/or end date of the project needs to be modified. Note that for extension of the project period, approval from us is needed.

### Project budget and liquidity

* Please indicate approved or requested changes in project budget during the reporting period. Note that budget changes of more than 25% of a result or of more than 25% of the hardware need approval from us.
* Please indicate changes in the liquidity requirement predicted for the remainder of the project results, as a result of past expenditures or changed activities for the remainder of the project.
* Please refer to the financial sheets, annex 3d to the progress report.

## D. Results, Effects, Monitoring and Evaluation

* Give an update on the monitoring data as defined in the M&E plan (annex 3e, for example, as a part of Result 1 or previous annual reports), Sustainability aspects, for example, FIETS (3i) and ICSR risks and mitigation (3f).

#### **Food Security**

* Please describe briefly, if applicable, how the project contributed to improved local and regional availability of good quality food, affordable food, and nutrition during the project period. Do this with reference to the relevant M&E indicators (annex 3e) and project targets.

**Private Sector Development**

* Please describe briefly how the project contributed to private sector development, including inclusive business and women entrepreneurship, with reference to the relevant M&E indicators in annex 3e of the reporting form.

### Sustainability and ICSR

#### Sustainability (FIETS)

* Sustainability is defined as Financial, Institutional, Environmental, Technical and Social sustainability (FIETS), with a special focus on the cross-cutting themes ‘Environment’, ‘Climate’, ‘Gender’ and ‘Good governance’. More information can be found in annex 3i FIETS-checklist.
* Please describe briefly how the project contributed to the FIETS sustainability aspects. Please refer to relevant sustainability indicators, for example, related to business case, capacity building, gender and environment.
* Also, describe lessons learned and new opportunities which may be beneficial for increased sustainability, upscaling and spin-off of the project.

Business cases

* In reference to Financial sustainability, business case; if the intervention strategy is partly based on a business case, describe how the business case is developing.
* If possible, please complete table 1 below, focussing on the business case that the project is contributing to. If the project includes more business cases, please copy table 1 and provide table 1 for every business case.   
  The business case may range from an isolated product or service to a more general improvement of a business or even a sector. The level of detail should be similar to the project objectives.  
  Give a short explanation on the type of income and costs that are included in table 1.

Table 1 Progress on Business Development

**Business case 1:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | At start of  project | Realisation  book year  20..**1)** | Realisation  book year  20.. | Realisation  book year  20.. | Realisation  book year  20.. | Realisation  book year  20.. |
| Turnover (in €) |  |  |  |  |  |  |
| Operational expenditures  in cash (= OPEX**2)** in €) |  |  |  |  |  |  |
| Capital Expenditures  in cash (CAPEX**3)** in €) |  |  |  |  |  |  |
| Total Expenditures  (= OPEX + CAPEX in €) |  |  |  |  |  |  |
| Net Cash-flow (Turnover  minus Total Expenditures in €) |  |  |  |  |  |  |
| Total number of jobs created (fte) |  |  |  |  |  |  |
| Of which Basic level |  |  |  |  |  |  |
| Of which Medium /  high level |  |  |  |  |  |  |
| Total number of jobs created for women (fte) |  |  |  |  |  |  |
| Of which medium/high  level positions |  |  |  |  |  |  |

1. Please update the table for every report and provide the latest figures in the next empty column
2. OPEX (operational expenditure); ongoing cost for running a product, business, or system
3. CAPEX (capital expenditure); cost of developing or providing non-consumable parts for the product or system

Condition of purchased HW

* For Technical sustainability, please indicate the percentage of long-lasting hardware bought by the project that is still fully in use and is properly maintained and functional. What method is used to determine this percentage? If this percentage is less than 100%, please explain why.

#### ICSR

Update ICSR risks and mitigation

* Please provide an update on the status of the identified ICSR risks and ICSR risk mitigation, as presented as part of the project’s M&E plan. Also provide an update of annex 3f to this report.

Is one of the essential suppliers or one of the project partners possibly using child labour or forced labour?  Yes  No

* If yes, please identify the partner and explain more about the situation.
* For the implementation of the project, according to ILO Conventions 138 and 182 against child labour and ILO Conventions 29 and 105 against forced labour, you must establish that no child labour or forced labour is used at the partners involved in the partnership, or at the essential supplier to the project. You are legally bound to provide us with any information you may have about the possible use of child labour or forced labour by such partners or suppliers. If one of the aforementioned partners or suppliers is found to be using child labour or forced labour, or if you fail to pass on information you have received on this subject to us, we may withdraw the subsidy.

## E. Financial report

* Provide the financial report for the reporting period using the mandatory annex 3d (provide as Excel, not as PDF or other format).
* Where relevant, give a written explanation for the financial report.
* If there is a need to change the liquidity forecast of the project, explained why under section C ‘Project modifications*’* of this progress report.

## F. List of annexes

* Please make sure all annexes mentioned below are attached to this report.

### Annex 3d, Financial report and liquidity prognosis

### Annex 3e, M&E indicators

### Annex 3f, ICSR risk analysis and mitigating measures

**Annex 3i, Sustainability FIETS-checklist**

### Means of verification (MoVs)

* As specified under section A, ‘Progress of project and results achieved’. Please mark the MoVs with the corresponding number, for example, Result 2.3.1.

### Other annexes

* Other relevant annexes provided, please specify here.

## G. Declaration and signature

The applicant and all project partners declare that the information in this progress report is

accurate and complete.

|  |
| --- |
| Applicant |
| Organisation: |
| Name: |
| Position: |
| Date: |
| Signature: |

Thank you for completing this report.