Sustainable Water Fund (FDW)

Call 2016 and 2017

Annual Narrative Report

|  |  |  |
| --- | --- | --- |
| **1.1** | **FDW project code** | FDW16/17……. |
| **1.2** | **Project Name** |  |
| **1.3** | **Project partners**  (Delete those not required) | Partner 1 (Lead):  Partner 2:  Partner 3:  Partner 4:  Partner 5:  Partner 6: |
| **1.4** | **Country** |  |
| **1.5** | **In country locations** |  |
| **1.6** | **Project Start / End Dates** | D/M/Y – D/M/Y |
| **1.7** | **Reporting period** | D/M/Y – D/M/Y |
| **1.8** | **Project budget and current expenditure** | Total project budget: €  Expenditure to date: €  Cumulative expenditure: € |
| **1.9** | **Executive progress summary**  Summarise, in no more than 500 words, the quantitative and qualitative results, both positive and negative, realised, as well as the risks faced in the current reporting period. Include a description of the state of cooperation of the PPP partners, as well as cross-cutting issues, such as gender, pro poor and climate change. This table and summary will be uploaded to IATI, so do not include project sensitive information. | |

#### Instructions:

* This annual progress report presents a summary of the project progress and the results achieved in the current reporting period. This may concern multiple project results as defined in Annex 1 of the Subsidy Ordinance (‘beschikking’).
* Send one (1) copy by e-mail to PPPbeheer@rvo.nl. Copy the PPP Project Advisor in the mail. The subject line should start with: FDW XXX / Annual Narrative & Financial Report (Month/Year – Month Year)
* The Applicant must sign the annual progress report on behalf of the entire partnership. A scanned copy of the signed page is required.
* You are advised to contact your Netherlands Enterprise Agency Project Advisor to discuss any changes and seek recommendations on how best to report on these.
* Please be as concise as possible. Avoid lengthy descriptions and refer to annexes where possible. Focus only on the reporting period, not earlier realised activities and results.
* You can delete the text in blue to reduce the length of this report.
* Please provide feedback on how this template can be improved to the project advisor.

Inhoud

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## Section 1 – Annual Progress Update

### Section 1.1 - Planned versus Realised

In your inception report, a detailed workplan was provided or has been updated subsequently each year. Please report on what was planned in this workplan in the below sections.

**1.1.1 Progress under Work Package 2**

Were activities for Work Package 2 carried out after the last annual progress report?  Yes  No

If yes, briefly describe what was carried out with an explanation for any major changes. Describe the risks and bottlenecks you faced and how these were addressed.

* Have any outputs been realised  Yes  No.
* If yes, describe which outputs. Refer to the relevant Means of Verification (MoVs) and include these in the annex.
* Has Work Package 2 been completed?  Yes  No.

**1.1.2 Progress under Work Package 3**

Were activities for Work Package 3 carried out after the last annual progress report?  Yes  No

If yes, briefly describe what was carried out with an explanation for any major changes. Describe the risks and bottlenecks you faced and how these were addressed.

* Have any outputs been realised  Yes  No.
* If yes, describe which outputs. Refer to the relevant MoVs and include these in the annex.
* Has Work Package 3 been completed?  Yes  No.

**1.1.3 Progress under Work Package 4**

Were activities for Work Package 4 carried out after the last annual progress report?  Yes  No

If yes, briefly describe what was carried out with an explanation for any major changes. Describe the risks and bottlenecks you faced and how these were addressed. Include in the annex an updated ICSR risk analysis and mitigating measures, and refer to any significant changes.

* Have any outputs been realised  Yes  No.
* If yes, describe which outputs. Refer to the relevant MoVs and include these in the annex.
* Has Work Package 4 been completed?  Yes  No.

If you have additional work packages, include these here. Do not include Work Package closure. This will be covered in a final narrative report.

### Section 1.2 – Lessons, challenges and emerging practises

In annex, give at least 1 human interest story and one case study that highlights the main lessons, challenges and emerging practises for this reporting period. Give a summary of these here and include in an attachment relevant high quality photos. You should include at least 4 photos with the name of the photographer and permission to use the photos related to these documents. Also, reference and include media reports, films, website that the project is maintaining or has produced in annex publications. We will always check with the partners before using these for publishing articles.

### Section 1.3 Partnership update

Give an update on the partnership, its strengths and areas for improvement, as well as its functioning. Include in the annex, if applicable, an updated sustainability compact and briefly summarise the progress made on this.

### Section 1.4 Gender, Pro-poor & Climate change

Describe how and which project activities and results contributed to the projects and FDW’s program cross-cutting themes.

### Section 1.5 FDW programmatic contributions

Describe how the project contributed to the FDW objectives and mandatory indicators (Annex 6 M&E, Worksheet Mandatory indicators).

### Section 1.6 Sustainability and Scaling

#### Section 1.6.1 FIETS

Sustainability is defined as Financial, Institutional, Environmental, Technical and Social sustainability (FIETS). Provide in the below subsections an update on the contributions the project has made towards FIETS Sustainability.

#### 1.6.1.1 Financial/Business Case

Include in the annex, an updated Annex 4 (business case) and provide a summary here. This should include, but not be limited to, changes in the business environment, changes in the underlying assumptions of the original business case, especially with regards to the turnover and the operational costs; changes in the financing (structure) of the project. Also, elaborate on changes to the financial risks and the status of implementation of financial mitigation measures.

#### 1.6.1.2 Institutional

#### 1.6.1.3 Environmental

#### 1.6.1.4 Technical

#### 1.6.1.5 Social

#### Section 1.6.2 Scaling

Give an update on efforts made to scale & replicate the project results, including potential for follow up financing.

#### Section 1.6.3 Reviews/Evaluations

Include in the annex any reviews or evaluations carried out during the reporting period and provide a summary of the outcomes here.

### Section 1.7 Project modifications

Briefly explain in the below table significant changes made during the project period, in comparison with the original or subsequent approved project plan.

|  |  |
| --- | --- |
| In the last reporting period, has the project made any changes? **Tick the appropriate boxes.** | |
| 1. Context / problem analysis |  |
| 1. Partnership |  |
| 1. Project design / log frame |  |
| 1. Work plan and project staff |  |
| 1. Budget (major changes of more than 25% of the budget line), including changes to bank account of lead applicant. |  |
| 1. Other |  |
| Provide a brief explanation of the changes and whether we have approved these. | |

### Section 1.8 – Financial Update

* Give an updated financial report for the full project reporting. You will receive a project-specific, pre-completed financial reporting template for this purpose. Provide this as an Excel document, not as a PDF or any other format.
* Where relevant, provide a written explanation of the financial report.
* If an annual audit is carried out, include a summary of the findings here and annex the audit report.

## Section 2 – Annual Plan

### Section 2.1 Annual Plan

In the inception report, a detailed workplan was provided. Include an updated annual work plan for the next reporting period in the annex. Give a summary of the main activities and outputs per work package planned.

### Section 2.2 Risk and Mitigation Plan

In the below table, outline the main expected risks and bottlenecks in the next reporting period, as well as actions to mitigate these, and their probability and effect, if they occur. Include in the annex an updated ICSR risk analysis and mitigating measures overview and report briefly here on any major change.

|  |  |  |  |
| --- | --- | --- | --- |
| Expected risks and bottlenecks | | Intended mitigating actions | Bottleneck rating**[[1]](#footnote-1)** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

### Section 2.3 Budget

Include in the annex an annual budget and liquidity request for the next reporting period. If a revision is required for the approved project budget, a formal and separate request must be made.

## Section 3 – Annexes

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### Section 3.1 Annexes

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

* Project Budget Tool / financial report
* Update work plan
* Annex 4 business case
* Monitoring and Evaluation sheet
* ICSR risk analysis and mitigating measures
* Updated sustainability compact

### Section 3.2 Means of verification (MoVs)

Include in the annex the MoVs with the corresponding number, for example, WP 2.3.1, and list these below.

### Section 3.3 Other annexes

Other relevant annexes provided, please specify here.

## Section 4 Declaration and signature

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By signing this progress report, the applicant declares that all project partners have contributed and state that the information in this progress report is accurate and complete:

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

Thank you for completing this report.

1. Your assessment of bottleneck probability & impact (1 low, 5 high) [↑](#footnote-ref-1)