Sustainable Water Fund (FDW) 3rd call (2016-2017)

Work Package 1: Inception Phase Report

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| **FDW project code** | FDW |
| **Title of the project** |  |
| **Name applicant** |  |
| **Reporting period (D/M/Y)** |  |
| **Filing date progress report** |  |

#### Instructions:

* This report presents a summary of the progress achieved on the project inception period as defined in Annex 2 of the Subsidy Ordinance (‘beschikking’).
* *This report and attached documents must be in English.*
* *Send one (1) copy by e-mail to PPPbeheer@rvo.nl and one (1) copy by e-mail to the PPP project officer.*
* *RVO.nl should receive the work package inception report on the date included in the Subsidy Ordinance at the latest.*
* *All mandatory annexes can be found on the website*
* *The report should be signed by the Applicant.*
* *This and all other Blue text instructions can be deleted to make the report concise.*

## A. Progress of project and result(s) achieved

### Summary

* Please summarise (max 500 words) the general project progress so far, including a description on the cooperation between the project partners and main outcomes of the inception period.

### Progress achieved under Work Package 1 Inception phase

* Is WP 1 completed?  Yes  No
* **Activity update**
* Please specify the activities, output and outcome realized during this period. Refer and number the activities, output and outcome in accordance to Annex 2 of the Subsidy Ordinance, e.g. refer to output 3 of WP 1 as 1.3. Submit all corresponding Means of Verification (MoVs) for WP1 Inception phase as annexes to this report.
* **Business case update**

Business Case

* Provide a brief updated description of the business case.

Financial update

* Please provide a revised financial analysis of the business case by updating the Cash flow and Profit & Loss analysis (provided in the Project Plan – Full Proposal with the Application). Please use the FDW3 Financial Reporting tool, worksheets Cash Flow and P&L. Provide an explanation for significant changes.

Other changes

* If applicable, please report here on any changes in the business case other than the financial adjustments presented in the cash flow analysis. Have there been any changes in e.g. the market, target group, user demand, etc. that influence the business case? Has this led to any adjustments or changes in the business model, e.g. adjusted proposition, new or changed product(s), changes in local embedding strategy, etc.?

## B. Bottlenecks and risks

* Briefly describe if there are any bottlenecks or risks identified or foreseen that could hinder the progress of the project. If relevant, describe what measures the partnership will take to mitigate the bottlenecks and risks.

## C. Project modifications

* Substantial project changes must be approved by RVO.nl prior to submitting this report. For this, a separate request for change should be submitted to RVO.nl. *Substantial changes are defined as changes resulting in a different project results (output/outcome, reflected in MoVs), changes in partnership, changes in the project duration, changes in staff at project management and senior level and changes in* budge*t allocation >25%. Please also inform RVO.nl of any changes in contact details of the applicant or project partners.*
* Please elaborate below on (substantial) changes already approved by RVO.nl during the reporting period, or that will be likely requested in the near future.

### Changes in partnership

* Briefly describe any changes to the partnership. Are other partnership changes anticipated?

### Is an EIA required as part of WP 1 (see Annex 2 to the Subsidy Ordinance)?

### Yes No

* If yes, include a brief summary of the report and describe how the relevant EIA recommendations will be integrated in the project design/implementation and how this will be monitored.
* If no, explain why one was not required.

### Changes in logframe and planning

* Provide an overview of approved or requested changes in the projects logframe and project planning along with rational for these changes.

**Project staff**

* Indicate whether there were changes in staff at project management/senior level and what implications this might have, if any, on the projects implementation.

### Project budget and liquidity prognosis

* As part of WP 1 Inception phase an updated project budget (including break down by cost items, PPP labour cost staff, subcontracting (third party), and liquidity requirement prognosis) is required. Please elaborate here on the substantial changes in the project budget in relation to the budget of the original application. Refer to the FDW III Financial Reporting tool 2016-2017 (add to the progress report as Excel).
* Indicate and motivate substantial changes in the budget for project management, technical assistance, subcontracting, hardware and liquidity.
* Note that budget changes >25% of a result budget or >25% of the hardware budget should have been approved by RVO.nl prior to submitting this report.

### Any other changes

* Provide a summary of any other changes that may have implications on realizing project outputs/outcomes.

## D. Monitoring, Evaluation & Sustainability

### Baseline

* A baseline is required as part of WP 1 Inception phase. Please provide here a summary of the baseline findings included in the M&E data sheet. This should align with any changes made in logframe and project plan.

### M&E Plan

* Briefly describe any changes to the M&E plan. This should align with any changes in logframe. Please use the mandatory annex FDW III M&E datasheet 2016-2017 on the website.

### Improved access to safe drinking water and to sanitation (including waste)

* Based on the experiences/lessons of WP 1 Inception phase, and building on what is stated in the project proposal, provide an update on how the project will contribute to improved access and use of safe drinking water and sanitation (including waste) Integration with other FDW themes (efficient water use, IRBM) should be highlighted if relevant.

### Efficient water use, especially in agriculture

* Based on the experiences/lessons of WP 1 Inception phase, and building on what is stated in the project proposal, provide an update on how the project will contribute to improved efficiency in water use, especially in agriculture. Integration with other FDW themes (WASH, IRBM) should be highlighted if relevant.

### Improved river basin management and safe deltas

* Based on the experiences/lessons of WP1 Inception phase, and building on what is stated in the project proposal, provide an update on how the project will contribute to improved river basin management and safe deltas. Integration with other FDW themes (WASH, efficient water use) should be highlighted if relevant.

## E. Sustainability & ICSR

### Sustainability

### Sustainability (FIETS)

* Sustainability is defined as Financial, Institutional. Environmental, Technical and Social sustainability (FIETS) with a special focus to the cross cutting themes ‘pro poor’, ‘Climate’ and ‘Gender’. More information can be found in FIETS-checklist on website.
* Based on the experiences/lessons of WP1 and building on what is stated in the project proposal, provide an update on how the project will contribute to the sustainability (FIETS) of the project outcomes. Please refer to relevant sustainability indicators monitored (e.g. related to business case, capacity building, gender, environment etc.).

### Sustainability Compact

* As part of WP 1 Inception phase the partnership prepares a draft sustainability compact. More information and an, example of sustainability compact and sustainability check can be found on the website. Provide a summary of the draft sustainability compact and include a copy of the draft compact in annex.

### ICSR

* Provide here a summary update on the key identified ICSR risks and mitigation measures. Include in annex an updated ICSR risk analysis and mitigating measures sheet.
* Is one of the first essential suppliers or one of the project partners possibly using child labour or forced labour?  Yes  No
* If yes, please identify the partner and elaborate on the situation.
* With regard to 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 use is made of child labour or forced labour at the partners involved in the partnership, or at the first essential supplier to the project. You are legally bound to provide RVO.nl 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 RVO.nl, the subsidy may be withdrawn.

## F. Financial report

* Provide here a summary of the financial report and include the full report in annex using the mandatory annex FDW III Financial Reporting tool 2016-2017 (provide as Excel, not as PDF or other format).
* Where relevant, a textual clarification on the financial report should be given here. *Modifications in budget or foreseen liquidity requirements must be approved by RVO.nl prior to submission of this report.*

## G. Communication and visibility

* Provide here a summary of communication and visibility strategy of the project. Include a plan for this in annex.
* Provide here a summary of communication and visibility initiatives carried out during the reporting period.
* Summaries key lessons learnt, case studies, human interest stories and videos. Include in annex full cases/stories as well as project pictures that RVO can use for external publications.

## H. List of annexes

### Mandatory annexes

* As per the approved logframe, please make sure all annexes mentioned in the approved logframe are adhered to this report;
* All annexes mentioned below are mandatory, please make sure all annexes are also adhered to this report:
  + Annex FDW III Financial reporting tool 2016-2017
  + Annex FDW III M&E datasheet 2016-2017
  + Annex ICSR Risk Analysis
  + Annex Sustainability Compact
* In addition to the requirements set out in the approved logframe, include if relevant;
  + CSR policy document of each partner
  + Communications plan/strategy (recommended)

### Other annexes

* Other relevant annexes provided, please specify here.

## I. Declaration and signature

As WP Inception phase has been finalized according to the Subsidy Ordinance, project partners request the written permission of RVO.nl to continue with the further implementation of the project.

By signing this progress report the partnership acknowledges that the presented information is accurate and complete:

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| --- |
| Applicant |
| Organisation: |
| Name: |
| Position: |
| Date (D/M/Y): |
| Signature: |