SDG Partnership facility (SDGP)

|  |  |
| --- | --- |
| **PROGRESS REPORT INCEPTION PHASE** | |
| **SDGP project code**  **(for example SDGPXXXXTZ)** | SDGP |
| **Project title** |  |
| **Name applicant** |  |
| **Reporting period** |  |
| **Date of report** |  |

Instructions:

* This report presents a summary of the progress achieved in the Inception Phase of the project as defined in Annex II of the Subsidy Ordinance (In Dutch: “beschikking”).
* This report and attached documents must be written in English.
* Send a copy by e-mail to [**PPPbeheer@RVO.nl**](mailto:PPPbeheer@RVO.nl).
* We must receive this report before the date mentioned in the Subsidy Ordinance.
* This report has to be signed by the applicant on behalf of all partners.
* Substantial project changes have to be approved by the Netherlands Enterprise Agency. Substantial changes are defined as changes resulting in a different project result, changes in partnership, duration and (or) substantial changes in budget allocation (>25% change per budget line compared to the original budget, unless the actual amount is below €25.000). Also inform the Netherlands Enterprise Agency of any changes in contact details of the applicant or project partners.
* You can delete all blue texts to reduce the length of this report.

1. **Progress of project**

* Please summarise (in no more than 1,000 words) the progress of the project thus far (including the outputs and activities of the Inception Phase). Submit all corresponding Means of Verification (MoVs) for the Inception Phase as mentioned in the ordinance annex II.)
* Ensure specific points of attention mentioned in the subsidy ordinance are addressed and elaborate on.
* Was an (preliminary) EIA required as part of the Inception Phase (see Annex 1 to the Subsidy Ordinance)?

Yes  No

If yes, describe how the relevant EIA recommendations will be integrated in the project implementation and M&E.

* Are any essential suppliers or project partners using child labour or forced labour?

Yes  No

If yes, please identify the partner and elaborate on the situation.

* About 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 by the partners involved in the partnership, or by the essential supplier to the project. You are legally bound to provide the Netherlands Enterprise Agency 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 before-mentioned partners or suppliers is found to be using child labour or forced labour, or if you fail to pass on such information to us, we may withdraw the subsidy.

**B. Monitoring, Evaluation and Learning**

1. Please, provide the updated impact pathways including the indicators as listed in de Subsidy Ordinance (see also MoV ‘Updated impact pathways’). Please, describe the main changes compared to the Impact Pathways in the proposal (this will be seen as one of the project modifications. For other project modifications please see C).

2. Please, provide a Monitoring & Evaluation plan (format free) (see also MoV ‘M&E plan). The following should be at least included in the M&E plan: measurement plan on the indicators as listed in the Subsidy Ordinance (what, who, when and how these indicators will be measured). Please, also provide a planning for the carrying out of a baseline study, midterm review and final evaluation. Include all costs in the project budget.

We have the following requirements:

A baseline study, in which the indicators as listed in the Subsidy Ordinance, and the overarching indicators (including gender, climate adaptation and circular economy marker), are measured (see indicators in table ‘SDGP targets and indicators’ below). See also definitions SDGP mandatory indicators in the annex ‘Definitions SDGP indicators’.

For projects with a duration of more than 3 years, a mid-term review is obligated. While an evaluation is used for a more comprehensive and/or more in-depth assessment, a review tends to emphasise operational aspects. This mid-term review needs to be executed by an independent party. An independent party is an entity/person who is free of the control of those responsible for the design and implementation of the development intervention and not reporting to the project team. This means that an independent person, working for one of the partner organisations within the concerned SDGP consortium, is allowed to carry out the review and/or evaluation. The costs for this mid-term review must be included in the project budget. The final draft report and the final report must be submitted in due course.

Every project must execute a final evaluation. This final evaluation needs to be executed by an independent party (see definition above) and these costs must be included in the project budget. For projects with a total budget of more than € 5 million, an external evaluator instead of an independent party needs to execute the end-term evaluation. An external evaluator is an evaluator outside the donor and implementing organisations. The final draft report and the final report must be submitted in due course.

1. Please, complete in the ‘SDGP project **targets’** table below. See also definitions SDGP mandatory indicators in the annex ‘Definitions SDGP indicators’.
2. Please, provide for the three SDGP cross-cutting themes gender, climate adaptation and transition to a circular economy a **baseline- narrative and a target-narrative**:

**Gender - narrative:**

Please, decide on the gender value at the at start of your project by choosing a value of either 1 or 2:

1. Gender-aware: a baseline value of 1 applies to projects in which gender issues are already addressed and/or tackled. Addressed means addressing unequal access to assets, financial services and/or other services.

2. Gender transformative: a baseline value of 2 applies to projects in which gender issues are already intensively addressed. Intensively addressed means addressing women's unequal power to act: the result address unequal power in decision making or due to self-confidence and/or capabilities.

Besides choosing a value, an explanation needs to be given on how this value is chosen at the start of the project.

* As part of the gender narrative for the Inception Phase, a narrative needs to be given on the targets set on gender for this project.

**Climate adaptation - narrative:**

Climate adaptation refers to measures that enhance the resilience of projects to changes in weather conditions. Please decide on the climate adaptation value at the at start of your project by choosing a value of either 1 or 2:

1. A baseline value of 1 applies to projects in which climate adaptation is already taken into account/coming back in some of the project elements.

2. A baseline value of 2 applies to projects in which climate adaptation is already fully taken into account in project elements.

Besides choosing a value, an explanation needs to be given on how this value is chosen at the start of the project.

* As part of the climate adaptation narrative for the Inception Phase, a narrative needs to be given on the targets set on climate adaptation for this project.

**Transition to a Circular Economy - narrative:**

Transition to a circular economy (CE) refers to the principles of reduce, reuse and recycle. This means first of all (and preferably) the overall reduction of resources, secondly extending the life span of materials trough optimal reuse and thirdly recycling of products and materials.

Please decide on the transition to a circular economy value at the at start of your project by choosing a value of either 1 or 2:

1. A baseline value of 1 applies to projects in which the CE principles of reduce, re-use and recycle already are taken into account/coming back in some of the project elements.

2. A baseline value of 2 applies to projects in which the CE principles of reduce, re-use and recycle already fully taken into account in project elements.

Besides choosing a value, an explanation needs to be given on how this value is chosen.

As part of the transition to a circular economy narrative for the Inception Phase, a description needs to be given on the targets set on the transition to a circular economy for this project.

Table 1: SDGP project Targets

|  |  |
| --- | --- |
| **SDGP indicators** | **Targets over the entire project** |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Overarching Indicators** | **Unit** | **Dutch** | **Local** | **Other** |
| [Amount of mobilised private finance](file:///C:\Users\BOSSHARDTW\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\69FEF7OD\SDGP%20Proposed%20Indicators_final%20draft6sept2018.xls#'Indicator Definition'!A4) | euros |  |  |  |
| [Companies with a supported plan to invest, trade or provide services](file:///C:\Users\BOSSHARDTW\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\69FEF7OD\SDGP%20Proposed%20Indicators_final%20draft6sept2018.xls#'Indicator Definition'!A5) | Number |  |  |  |
| [Direct jobs supported by project (FTE) - outcome](file:///C:\Users\BOSSHARDTW\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\69FEF7OD\SDGP%20Proposed%20Indicators_final%20draft6sept2018.xls#'Indicator Definition'!A6) | Number |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Result area 1:** | | | | |
| **Indicator** | **Unit** | **# Total** | **# of women** | **# of children (<5 yrs)** |
| [People directly reached - output](file:///C:\Users\BOSSHARDTW\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\69FEF7OD\SDGP%20Proposed%20Indicators_final%20draft6sept2018.xls#'Indicator Definition'!A12) | Number |  |  |  |
| People indirectly reached- output | Number |  |  |  |
| [People with improved food intake - outcome](file:///C:\Users\BOSSHARDTW\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\69FEF7OD\SDGP%20Proposed%20Indicators_final%20draft6sept2018.xls#'Indicator Definition'!A13) | Number |  |  |  |
| People with improved access to appropriate food- outcome | Number |  |  |  |
| [People whose nutritional situation became more resilient to possible stresses and/or shocks - outcome](file:///C:\Users\BOSSHARDTW\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\69FEF7OD\SDGP%20Proposed%20Indicators_final%20draft6sept2018.xls#'Indicator Definition'!A15) | Number |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Result area 2:** | | | | |
| **Indicator** | **Unit** | **# Total** | **# of women** | **# of youth <35 yrs** |
| [Farmers directly reached - output](file:///C:\Users\BOSSHARDTW\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\69FEF7OD\SDGP%20Proposed%20Indicators_final%20draft6sept2018.xls#'Indicator Definition'!A18) | Number |  |  |  |
| Farmers indirectly reached-output | Number |  |  |  |
| [Farmers with increased productivity and/or income - outcome](file:///C:\Users\BOSSHARDTW\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\69FEF7OD\SDGP%20Proposed%20Indicators_final%20draft6sept2018.xls#'Indicator Definition'!A19) | Number |  |  |  |
| [Farmers with improved access to input and/or output markets -outcome](file:///C:\Users\BOSSHARDTW\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\69FEF7OD\SDGP%20Proposed%20Indicators_final%20draft6sept2018.xls#'Indicator Definition'!A20) | Number |  |  |  |
| [Farmers whose farming enterprise became more resilient to possible stresses and/or shocks - outcome](file:///C:\Users\BOSSHARDTW\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\69FEF7OD\SDGP%20Proposed%20Indicators_final%20draft6sept2018.xls#'Indicator Definition'!A21) | Number |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Result area 3:** | | | | |
| **Indicator** | **Unit** | **Total** |  |  |
| [Farmland directly reached - output](file:///C:\Users\BOSSHARDTW\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\69FEF7OD\SDGP%20Proposed%20Indicators_final%20draft6sept2018.xls#'Indicator Definition'!A24) | Hectares |  |  |  |
| [Farmland used more eco-friendly - outcome](file:///C:\Users\BOSSHARDTW\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\69FEF7OD\SDGP%20Proposed%20Indicators_final%20draft6sept2018.xls#'Indicator Definition'!A26) | Hectares |  |  |  |
| [Farmland that agro-ecologically became more resilient to possible stresses and/or shocks - outcome](file:///C:\Users\BOSSHARDTW\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\69FEF7OD\SDGP%20Proposed%20Indicators_final%20draft6sept2018.xls#'Indicator Definition'!A28) | Hectares |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Result area 4:** | | | | |
| **Indicator** | **Unit** | **# Total** | **# of women** | **# of youth < 35 yrs** |
| [Trained workers in the agriculture (farmers) and non-agriculture sector - output](file:///C:\Users\BOSSHARDTW\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\69FEF7OD\SDGP%20Proposed%20Indicators_final%20draft6sept2018.xls#'Indicator Definition'!A32) | Number |  |  |  |
| [Workers (land and factory) with improved labour conditions following international agreements - outcome](file:///C:\Users\BOSSHARDTW\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\69FEF7OD\SDGP%20Proposed%20Indicators_final%20draft6sept2018.xls#'Indicator Definition'!A33) | Number |  |  |  |
| [Workers with improved labour productivity - outcome](file:///C:\Users\BOSSHARDTW\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\69FEF7OD\SDGP%20Proposed%20Indicators_final%20draft6sept2018.xls#'Indicator Definition'!A34) | Number |  |  |  |
| People assisted to develop economic income generating activities - output | Number |  |  |  |
| People enrolled in formal or non-formal education and training- output | Number |  |  |  |

## C. Project modifications

**Changes in partnership**

Please describe whether there were any changes to the partnership approved or requested during the reporting period, the reason for these changes and any implications in realising project results, if any. All partnership changes are regarded as substantial changes.

**Project planning**

* Please indicate if the project planning, results/outcomes and/or project end-date has changed or needs to be changed. If so, please provide a justification for changes. Are other changes in project planning anticipated?

**Project budget and liquidity**

* As part of the Inception Phase, an updated project budget must be submitted. If the accountant discovers irregularities in the budget administration, for example incorrect hourly rates or exchange rate issues, please correct this in the budget before submitting the new budget.
* Please elaborate here on substantial changes in the project budget in relation to approved budget.
* Motivate substantial changes in the budget for technical assistance, if any.
* Indicate and motivate substantial changes in the hardware budget.
* If applicable, indicate when the project expects a peak in the expenditures as advance payments will be made based on fixed amounts.
* Note that budget changes of >25% per budget line (compared to the original budget), with a minimum of €25.000, needs approval of the Netherlands Enterprise Agency, unless the actual amount is below €25.000.

**D. Annexes**

Please make sure the audit report and the MoVs as described in subsidy ordinance, annex II of the subsidy ordinance and the CSR risk assessment are attached to this report.

**Other annexes**

* If you have other relevant annexes which are not part of the official MoVs, please specify here.

**E. Declaration and signature**

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

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