FormProgress report **for the Fund against Child Labour (FBK)  
PROJECT B**

**Introduction:**

* This progress report presents a summary of the project’s progress and the results achieved so far;
* This progress report and all accompanying documents must be written in English;
* Please send this report with the relevant annexes to [fbk@rvo.nl](mailto:fbk@rvo.nl);
  + **Agreed MoV’s per result**
  + **Results sheet**
  + **Financial budget tool**
* Send us this progress report before the submission deadline stated in the (amended) Grant Decision;
* The lead party has to sign this report.

1. **General information**

|  |  |
| --- | --- |
| Project title | please fill in here |
| Reference number | **FBK** please fill in here |
| Name of the lead party | please fill in here |
| Name project partner(s) | please fill in here |
| Project country/countries | please fill in here |
| Start date of project | please fill in here |
| Scheduled end date of project | please fill in here |
| Reporting period | please fill in here |

1. **Progress of project and result(s) achieved**

*Progress of project*

Please fill in the **Results sheet** (section *FBK Results Project B*) to report on the progress and project results of Project B so far.

*Indicators*

Please report on the mandatory FBK indicators[[1]](#footnote-1) and, if applicable, your project specific indicators in the **Results sheet** (section *FBK indicators*). If applicable, during Project A you have established the baselines. During Project B you are asked to report on these indicators throughout the project period to track progress.

1. **Challenges and risks**

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| **External factors and challenges** | Please describe any external factors and or challenges that have affected your project.  Also describe how these problems have been or will be resolved, for example, through cooperation with your project partners, lack of cooperation from your supplier(s), smallholders, hostile or other stakeholders problems, poor governance, poor public services, safety issues, cultural challenges, and so on.  How did you deal with these challenges?   please fill in here |
| **General risks** | Please describe how you reduced the risks for the implementation of the project as mentioned in the project proposal.  Did any new risks appear?  Please also describe how you have dealt with these risks and how they effected the implementation of your project.   please fill in here |
| **CSR risks** | Please describe how you reduced other CSR risks as identified in the project proposal.  Did improvements take place in these CSR areas?   please fill in here |

1. **Company measures – due diligence process**

We find it important that your company contributes to ending child labour through a sustainable integration of the six steps of due diligence in your company (see “FBK Lessons Learned - Practical steps for due diligence and remediation by companies” on <https://english.rvo.nl/fbk>).

|  |  |
| --- | --- |
| **Due diligence** | To what extent have you integrated the six steps of due diligence in your company?  Which steps do you still have to take?  How do you plan to integrate this into your business?  What challenges do you face in this integration?   please fill in here |
| **Business case** | To what extent have due diligence and ending child labour become an integral part of your business case and your cost price?  How does your company ensure or tries to ensure economic sustainability of business activities while minimising the risk of child labour?   please fill in here |
| **Self-assessment** | In order to get insights in your due diligence process, we request all companies in this project to fill in the self-assessment survey. This survey is a follow-up on the previous survey you filled in at the start of the project. Based on the data provided, we will give you feedback and tips to improve your due diligence process. We will also use the data to make an overview of lessons learned during the implementation of the due diligence process.  Link to Due Diligence Self-assessment:  <https://rvo.survalyzer.eu/selfassessmentfbk> or  <http://rvo.survalyzer.eu/FBKselfassessment> (depending on your browser)  Self-assessment survey filled in:  Yes  No |

1. **Financial Report**

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| --- | --- |
| **~~C~~Costs** | Please fill in the costs per result in the **Financial budget tool**.  Please attach the reporting tool to this final report. The costs must correspond with the results and budget according to the (amended) Grant Decision. |
| **Differences** | If the total realised costs differ from the approved budget in the (amended) Grant Decision by more than 25% and this change is higher than €2,000 (per budget line per result), please provide an explanation for the difference.  Also mention how this will influence the project.  Submit a budget change request for our approval.   please fill in here |

1. **Communication and other remarks**

|  |  |
| --- | --- |
| **Communication** | We requests you to communicate regularly with external stakeholders on the project activities. Please submit any links to news articles, videos, social media or other forms of communication you have published.   please fill in here |
| **Remarks** | If you have any other remarks regarding the project, please state them here.   please fill in here |

1. **Declaration and signature**

By signing this progress report, the lead party declares that the information in this report and its annexes is accurate, complete and fulfils the conditions agreed in the (amended) Grant Decision.

|  |  |
| --- | --- |
| Organisation | please fill in here |
| Name | please fill in here |
| Position | please fill in here |
| Date | please fill in here |
| Signature |  |

1. The mandatory FBK indicators are:

   # and % of children aged 5 until 17 engaged in child labour within geographical unit of the project (factory/community/region), by gender and age;

   # and % of children that face a high risk of child labour within the geographical unit of the project, by gender and age [↑](#footnote-ref-1)