Sustainable Water Fund (FDW) call 2012 and 2014

Annex 3b ANNUAL PROGRESS REPORT

|  |  |
| --- | --- |
| **FDW project code (for example, FDW12IN02)** | FDW…… |
| **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 result 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 in English.
* At the latest, the Netherlands Enterprise Agency should receive the Annual Progress Report on the dates included in the Subsidy Ordinance.
* The Applicant must sign the Annual Progress Report.
* Send this Annual Progress Report by e-mail to [PPPbeheer@rvo.nl](mailto:PPPbeheer@rvo.nl).
* Substantial project changes have to be approved by us. For this, a separate request for change needs to be submitted to [PPPbeheer@rvo.nl](mailto:PPPbeheer@rvo.nl). Substantial changes are defined as changes resulting indifferent project results, such as output or outcome, reflected in Means of Verification (MoVs), changes in partnership, changes in the project duration, changes in staff at project management and senior level, and changes in budget allocation of more than 25% compared to the original budget. Please also inform us of any changes to the contact details of the applicant or project partners.
* You can delete the blue text from this template.

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

### Summary

* Please summarise, in no more than 500 words, the general project progress so far, including a description of the cooperation between the project partners and the 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  
  Please specify the status of the sub-results and submit all the 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 2.3.
* Is result 2 fully 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 during the reporting period?  Yes  No  
  If yes, please specify the status of the sub-results and submit all the corresponding MoVs for the completed sub-results, following the reference and numbering style inAnnex 1 of the Subsidy Ordinance. For example, if sub-result 3 of Result 3 is completed, please number it 3.3.
* Is Result 3 fully completed?  Yes  No.  
  All MoVs have been provided together with this, or earlier progress reports.

**In the case of more than 3 results, please add these manually.**

## B. Bottlenecks and risks

* Please describe if there are any bottlenecks or risks identified or predicted that could prevent 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 us. For this, a separate request for change must be submitted to [PPPbeheer@rvo.nl](mailto:PPPbeheer@rvo.nl). Substantial changes are defined as changes resulting indifferent project results, such as output or outcome, reflected in MoVs, changes in partnership, changes in the project duration, changes in staff at project management and senior level, and changes in budget allocation of more than 25% of result budget. Please also inform us of any changes to the contact details of the applicant or project partners

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 to 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 or end date of the project needs to be changed. Note that for extension of the project period, approval from us is needed.

### Project budget and liquidity requirement prognosis

* Please indicate approved or requested changes in project budget during the reporting period.
* Note that budget changes of more than 25% of a result budget or more than 25% of the hardware budget 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 changes in activities for the remainder of the project. In the case of substantial changes, approval from us is needed.

## D. Results, Effects and Monitoring and Evaluation

* Provide an update on monitoring data as defined in the M&E plan, including ICSR risk analysis and mitigation measures. Provide an update of annex 3e and annex 3f that were provided as part of Result 1 or previous annual reports.

### Improved access to safe drinking water and to sanitation

* Please describe briefly, if applicable, how the project contributed to improved access and use of safe drinking water and sanitation, with reference to the relevant M&E indicators (annex 3e) and project targets.

### Efficient water use, especially in agriculture

* Please describe briefly, if applicable, how the project contributed to improved efficiency in water use, especially in agriculture, with reference to the relevant M&E indicators (annex 3e) and project targets.

### Improved river basin management and safe deltas

* Please describe briefly, if applicable, how the project contributed to improved river basin management and safe deltas, with reference to the relevant M&E indicators (annex 3e) and project targets.

### 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’. You can find more information in annex 3i FIETS-checklist.
* Please describe briefly how the project contributed to the FIETS sustainability aspects. Please refer to relevant sustainability indicators monitored, for example, related to business case, capacity building, gender and environment.
* Also, describe lessons learned an new opportunities which may be beneficial for increased sustainability, upscaling and spin-off of the project.

Business cases

* For 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, with a focus on the business case the project is contributing to. If the project includes more than one business case, 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 hardware

* For Technical sustainability, 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.

Sustainability compact (for FDW 2014 projects only)

* As part of Result 1, the partnerships prepared a draft sustainability compact. Please briefly summarise the activities and progress in further development of the sustainability compact and provide an update of the sustainability compact.

#### 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 and provide an update of annex 3f to this report.

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 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 first 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. Submit it as Excel, not as PDF or any other format.
* Where relevant, a written explanation of the financial report should be given here.
* If there is a need to change the liquidity prognosis of the project, this can be explained under section ‘E 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

### Means of verification (MoVs)

* As specified under section B, ‘Progress of project and result(s) achieved. Please mark the MoVs with the corresponding number, for example, Result 2.3.1.

### Updated draft sustainability compact (annex 3j; for FDW 2014 projects only).

### Other annexes

* Other relevant annexes provided, please specify here.

## G. Declaration and signature

By signing this progress report, the applicant declares on behalf of the partnership that the information in this progress report is accurate and complete:

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

Thank you for completing this form.