Ghana WASH Window FDW(GWW-FDW)

Annex 3b: MODEL ANNUAL PROGRESS REPORT

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| --- | --- |
| **FDW project number:** | 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 results achieved so far. This may concern multiple project results as defined in Annex 1 and Annex 4 (general indicators for GWW-FDW monitoring) of the Subsidy Ordinance (‘beschikking’).
* This Annual Progress Report and the attached documents must be written in English.
* Send one 1 digital copy by email to the PPP project officer. A hard copy sent by postal mail to the Netherlands Enterprise Agency is preferred, but not obligatory.
* We should receive the Annual Progress Report on the dates included in the Subsidy Ordinance.
* The Applicant must sign and date the Annual Progress Report.
* Add the requested Annexes to this Progress Report.
* Please focus on the news and events that occurred in this reporting period.
* You can delete the blue text from this template.

## A. General

### Contact information

* Did the contact information of the applicant or project partners change during the reporting period?  Yes  No  
  If there were any changes, please list them below, otherwise go to section B.

Name of applicant/partner:

Correspondence address:

Visiting address:

Name of contact person: Phone number:

Email address:

IBAN: BIC:  
Other:

## B. Progress of project and results achieved

### Summary

* Please summarise, in no more than 500 words, the general progress of the project so far. This includes achievements that are directly and indirectly linked to the project implementation. Also, pay attention to the cooperation between the project partners and relevant external stakeholders.
* Give specific progress at the level of the Results and Sub-results, as included in the Subsidy Ordinance, in the next sections.

### Progress achieved under Result 2

* Give information on the progress of the Results and Sub-results as specified in Annex 1 of the Subsidy Ordinance.
* 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  
  If yes, please specify the sub-results and submit all the corresponding Means of Verification (MoVs) for the completed sub-results. Use the same reference and numbering style in Annex 1 of the Subsidy Ordinance. For example, if Sub-result 3 of Result 2 is completed, please name it Sub-result 2.3.
* Has Result 2 been fully completed?  Yes  No.  
  All MoVs have been provided together with this, or earlier Progress Reports.

### 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 sub-results and submit all the corresponding Means of Verification (MoVs) for the completed Sub-results. Use the same reference and numbering style in Annex 1 of the Subsidy Ordinance. For example, if Sub-result 3 of Result 3 is completed, please name it Sub-result 3.3.
* Has Result 3 been fully completed?  Yes  No.  
  All MoVs have been provided together with this, or earlier Progress Reports.

**Please note: If you have more than 3 results, add these manually.**

### Bottlenecks and risks

* Please describe any bottlenecks or risks identified or predicted that could prevent the progress of the project. If any new bottlenecks or risks are predicted, describe the measures the partnership will take to mitigate them.
* Please note that substantial changes of the project in relation to the original project plan and Subsidy Ordinance have to be approved by us. Substantial changes are defined as changes resulting in a different project results, such as output or outcome, reflected in MoVs, partnership, planning or budget. Reasons for the changes and your motivation should be provided under section E. ‘Project modifications’.

### Sustainability and cross-cutting themes

* More guidelines on how to report on the sustainability check and sustainability compact will be available soon. They will be included in a revised template of this Progress Report.

#### ICSR

* 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.
* For the implementation of the project, following 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 at the partners involved in the partnership is used, 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.
* Update ICSR risks and mitigation
* Please give us an update on the status of the identified ICSR risks in the project plan and as part of Result 1 and how these risks have been minimised or mitigated.  
  If activities related to these ICSR risks are implemented, please explain more.

#### Sustainability and cross-cutting themes

* Give us an update on the sustainability of the project.
* Sustainability is defined as Financial, Institutional, Environmental, Technical and Social sustainability (FIETS), with a focus on the cross-cutting themes ‘Environment’, ‘Climate’, ‘Gender’ and ‘Good governance’. You can find more in Annex 3h FIETS-checklist.
* Financial sustainability: Did the project generate revenue, for example, from project products or services during the reporting period?
* If so, please specify and quantify.
* Technical sustainability: please give yearly updates on:
* The percentage of long-lasting hardware purchased by the project that is still fully in use and is properly maintained and functioning?
* If this percentage is less than 100%, please explain why.
* State the method used for establishing the above mentioned percentage, for example, sample size of methodology used.

#### Sustainability compact

* Please give us the status of the sustainability compact at the end of the reporting period.
* What activities were carried out to prepare the sustainability compact? Are there any changes compared to the document submitted in the previous progress report?

## C. Monitoring and Evaluation

Give an update on the monitoring and evaluation.

* Give us an update on monitoring data as defined in the M&E plan of the project and in the result framework (annex 1 to the Subsidy Ordinance).
* Where relevant, please sort the collected data by gender and vulnerable groups[[1]](#footnote-1).
* Compare the monitoring data to the baseline situation and set targets by showing baseline data, monitoring data and targets in a table. Give a short evaluation of the presented data.
* If the evaluation shows the need to change the project approach, please explain why under section E. ‘Project modifications’ of this Progress Report.
* Please give a quantitative summary of the baseline study in this Progress Report by completing the GWW Core Indicators format sheet, as provided under Annex 3i. The table includes the predefined indicators that are attuned to the overarching Ghana Netherlands WASH Programme (GNWP). You can add new project specific indicators in the tab ‘project specific indicators’.
* Where relevant, sort the data by gender and vulnerable groups.
* The indicators mentioned in Annex 1, Result 1 of the Administrative Decision must be included in table 2.

## D. Financial report

* Provide the Financial Report using the mandatoryAnnex 3d. Submit it as an Excel file.
* If relevant, a written explanation for the Financial Report can be given here.
* If there is a need to change the liquidity forecast of the project, explain why under section E. ‘Project modifications*’* of this Progress Report.
* Please note that at the end of the project, the final Financial Report project has to be audited following the Audit protocol, Annex 4 of the Subsidy Ordinance. A template is provided under Annex 3c.

## E. Project modifications

Substantial changes in the project in relation to the Subsidy Ordinance and original project plan have to be approved by us. Substantial changes are defined as changes resulting in a different 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 budg*e*t allocation of more than10% of result budget.

### Update work plan

* Please indicate whether the PPP wants to make changes to the work plan and what effect this has on reaching the project results and MoVs, as mentioned in the Result framework (Annex 1 of the Subsidy Ordinance). Please give a detailed description and motivation for the proposed changes.In the case of a substantial change, approval from us is required*.*

### Project duration and planning

* Please indicate if you want to change the project planning and/or project end date. In the case of a request for a change, give a detailed motivation. For changes in project planning, approval from us is needed.

### Project budget

* Please indicate if a substantial budget change is requested. If so, specify and motivate this request. Substantial changes need to be approved by us.
* Please indicate if a change to the liquidity requirement for the remaining project results is requested. If so, please specify and motivate this request.
* Please indicate and motivate all changes in the hardware budget, as compared to the originally approved budget, in Table 1 below. Changes in hardware already reported to us in earlier Progress Reports or through a Request for Market Conformity Check (RMCC) can be excluded from this Progress Report. Substantial changes in hardware of more than 10% of hardware budget have to be approved by us.

Table 1 Changes in hardware items compared to the hardware list provided with the Progress Report on Result 1 (Annex 3d). Please, only include hardware that will be changed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item[[2]](#footnote-2)** | **Description and Motivation of proposed change[[3]](#footnote-3)** | **Quantity** | **Price in €** | **New/ Adjusted amount in €** | **Original approved amount in €** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Add more lines manually |  |  |  |  |  |
| TOTAL |  |  |  |  |  |

## F. List of annexes

* Please make sure all Annexes mentioned below are attached to this Progress Report

### Annex 3d Financial report

**Annex 3e Financial sheet Sub-results**

**Annex 3i Monitoring & Evaluation indicators format**

### Means of verification (MoVs)

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

### 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 report.

1. Vulnerable groups are individuals or households who are especially at risk to be excluded from water related services and infrastructure, such as water, sanitation and hygiene, extension work. These groups differ depending on the context in which the programme is implemented. It is common practice, for example, to separate the number of people reached with house connections from the number of poor households reached with communal water points.

   The most common vulnerable groups are: a) Income poor: People living below the locally determined poverty line or below the international poverty line of USD1.25 per day. b) Women and children: For example, women in general or female-headed households. c) People living far away from existing services. d) Ethnic groups. e) Religious groups. f) Disabled persons. [↑](#footnote-ref-1)
2. Please use item order the same way as in the approved Hardware List and label new hardware with ‘NEW-’, for example, ‘NEW-Description item 3’. [↑](#footnote-ref-2)
3. For example, new hardware replaces old item, budget left over, and so on. [↑](#footnote-ref-3)