Ghana WASH Window- FDW (GWW-FDW)

Annex 3a-1: MODEL PROGRESS REPORT RESULT 1

|  |  |
| --- | --- |
| **FDW project number:** | GWW……… |
| **Title of the project:** | ………. |
| **Name applicant:** | ………. |
| **Reporting period** | ………. − ………. |
| **Filing date progress report** | ………. |

**Instructions:**

* **This Progress Report presents a summary of the progress on Result 1 of the project as defined in Annex 1 of the Subsidy Ordinance (‘Beschikking’).**
* **This Progress Report and accompanying documents(Means of Verification) must be written in English.**
* **Send one (1) digital copy by e-mail to the PPP project officer.** **A** **hard copy sent by postal mail to Netherlands Enterprise Agency (hereafter: RVO.nl) is preferred, but not obligatory.**
* **RVO.nl should receive the Progress Report on Result 1 according to the date included in the Subsidy Ordinance.**
* **The Progress Report on Result 1 should be dated and signed by the Applicant.**
* **Blue text can be deleted from this format.**

## A. General

### Contact information

* Were there changes in contact information of the applicant or project partners during the reporting period? [ ]  Yes [ ]  No
If there are any changes, please list them below, otherwise proceed with section B.:

Name of applicant/partner:

Correspondence address:

Visiting address:

Name contact person: Phone:

Email-address:

IBAN/Bank account no.: BIC/SWIFT:
Other:

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

### Summary

* Please summarise (Max 300 words) the progress of the project so far, including a description on the cooperation between the partners and qualitative project results.

### Progress achieved under Result 1

* Is Result 1 completed? [ ]  Yes [ ]  No
If not, please request RVO.nl for an extension of Result 1 and submit this report and the MoVs when Result 1 is completed.
* Submit all corresponding Means of Verification (MoVs) for Result 1. Number the MoVs as *defined in Annex 1 (e.g. 1.3.1) to the Subsidy Ordinance.*

### Bottlenecks and risks

* Please describe if there are any bottlenecks or risks identified and/or foreseen that could hinder the progress of the project. If any new bottlenecks or risks are foreseen, describe what measures the partnership will take to mitigate this.
* Please note that substantial changes of the project in relation to the original project plan and Subsidy Ordinance have to be approved by RVO.nl. Substantial changes are defined as changes resulting in a different project results (output / outcome, reflected in MoVs), partnership, planning or budget. Justifications and motivation of substantial changes should be provided under section D. ‘Project modifications’.

### Sustainability check and cross-cutting themes

* More elaborated guidelines on how to report on the sustainability check and sustainability compact will follow shortly, and will be included in a revised format of this report.

#### ICSR

* Is an (preliminary) EIA required as part of Result 1 (see Annex 1 to the Subsidy Ordinance)? [ ]  Yes [ ]  No
If yes, Describe how the relevant EIA recommendations will be integrated in the project implementation.
* 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.

#### Sustainability and cross cutting themes.

* In comparison to the project plan; will additional activities to assure sustainability of the project be implemented? [ ]  Yes [ ]  No
If yes, please elaborate on this below.
* Sustainability is defined as Financial, Institutional. Environmental, Technical and Social sustainability (FIETS) with a special focus to the cross cutting themes ‘Environment’, ‘Climate’, ‘Gender’ and ‘Good governance’. More information can be found in annex 3h FIETS-checklist.

#### Sustainability compact

* As part of Result 1 a draft of the sustainability compact is requested. Please provide this compact as a separate document. Guidelines on the sustainability compact will be provided by RVO.NL.

## C. Monitoring and Evaluation

* As part of Result 1 an M&E plan and baseline study have to be provided. Please provide this M&E plan and baseline study as a separate documents. Make sure that the M&E plan and baseline study at least include the indicators as mentioned in the project’s Result framework (Annex 1 to the Subsidy Ordinance). Where relevant please break down the collected data by gender and vulnerable groups[[1]](#footnote-1).
* Please provide a quantitative summary of the baseline study in this Progress Report by filling out 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). It is welcomed to add new project specific indicators in the tab ‘project specific indicators’
* This section can be left blank since all information is provided in the M&E plan, Baseline study and M&E indicators format.

## D. Project modifications

*Substantia*l changes in the project in relation to the Subsidy Ordinance and original project plan have to be approved by 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 resulting in *budge*t reallocation >10% of result budget. Budget modifications can be described under section E. Financial report.

### Update work plan

* Please indicate whether the PPP wishes to make changes in the work plan and how this effects on reaching the project results (and MoVs) as mentioned in the Result framework (Annex 1 to the Subsidy Ordinance). Please give a detailed description and motivation for the proposed modification. *In case of a substantial change approval of RVO.nl is required.*

### Project duration and planning

* Please indicate if the project planning and/or project end date are requested to be changed. In case of a request for a change, provide a detailed motivation. For changes in project planning, approval of RVO.nl is needed.

### Other substantial changes

Please indicate whether the PPP wishes to make other substantial changes not yet addressed above. Note changes in budget are described in the following section E. Financial report.

## E. Financial report

Provide the financial report using the mandatory Annex 3d (MS Excel).

* If relevant, a textual clarification on the financial report can be given here.
* As part of Result 1 an updated project budget and liquidity prognosis are requested. This can be elaborated under section D. ‘Project modifications’ of this progress report.
* Please note that at the end of the project, the final financial report project has to be audited according to the Audit protocol, Annex 4 to the Subsidy Ordinance.

### Project budget and liquidity prognosis

Specified project budget

* As part of Result 1, please provide a specification of the project budget at the level of result and sub-result using the mandatory format in Annex 3e (MS Excel). If the project budget is modified considerably (>10% at result level), provide a clarification on the budget specification here.

Liquidity prognosis

* Please indicate changes in the liquidity requirement foreseen for the remaining project results (Annex 3d to the progress report (MS Excel)).

Hardware budget

* Please indicate all changes in the hardware budget, as compared to the originally approved budget, in Table 1 below. Substantial changes in hardware (>10% of hardware budget) have to be approved by RVO.nl.

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 modified.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 adhered to this report

### Annex 3d Financial report and liquidity prognosis

### Annex 3e Specification project budget on result and sub-result level

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

### Means of verification (MoVs)

* As specified under section B, ‘Progress of project and result(s) achieved. Please mark the MoVs with the corresponding number (e.g. Result 1.3.4)

### M&E plan and baseline study

**Draft sustainability compact**

### Other annexes

* Other relevant annexes provided, please specify here.

## G. 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: |

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

Most common vulnerable groups areas: a) Income poor: People living below the locally determined poverty line or below the international poverty line of US1.25 per day. b) Women and children: E.g. Women in general or Female headed households. c) People living far away from existing services. d) Ethnic groups. e) Religious groups. f) Handicapped [↑](#footnote-ref-1)
2. Please use item order as in the approved Hardware List and label new HW with ‘NEW-’ e.g. ‘NEW-Description item 3’ [↑](#footnote-ref-2)
3. e.g. new HW replaces old item, budget left over [↑](#footnote-ref-3)