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| **SDGP PARTNERSHIP FACILITY** | |
| Progress report number  **SDGP project code**  **for example SDGPXXXXTZ** |  |
| **Project title** |  |
| **Applicant's name** |  |
| **Reporting period** |  |
| **Reporting date** |  |

Instructions:

* This report summarises the project's progress in the year << >>.
* This report and the attached documents must be in English.
* Send a copy by email to your project advisor and [**PPPbeheer@RVO.nl**](mailto:PPPbeheer@RVO.nl).
* You must send us the Progress Report no later than the date mentioned in the Subsidy Ordinance.
* The applicant must sign the Progress Report on behalf of all the project partners.
* We must approve significant project changes. Significant changes include different project results, changes in partnership, and duration. Also, you need our approval on budget allocation changes. This applies when the budget change is more than 25% per budget cost category compared to the original budget, unless the actual amount is below €25,000. Also, inform us of any changes to the contact details of the applicant or project partners.
* You can delete the blue text in this document.

1. **Project Progress**

Please summarise the project's progress so far in no more than 1,000 words. Include the process, external factors influencing the project, and the cooperation within the partnership. Also, if applicable, explain specific issues raised by your project advisor. Please also reflect on the following:

* New insights and/or lessons learnt;
* Information that we can use for communication purposes;
* Progress of the business case;
* Upscaling potential of the project;
* Links with policy developments in the target country.

**B. Monitoring, evaluation and learning**

**Results achieved during the reporting year**

* Complete the Results - Mandatory SDGP indicators table below (Table 1). Report on the following results for this reporting year:
  + the **SDGP- Overarching indicators,** and
  + the **SDGP- Result area indicators**.
* For detailed information on indicator definitions, reporting frequency and calculation methods, read the [SDGP indicators guidance note](https://english.rvo.nl/sites/default/files/2021/07/9.%20Definitions%20Indicators.pdf).
* Also, report the results of the SDGP project-specific indicators for this reporting year in table 2. You can find these indicators in the Subsidy Ordinance.
* Describe the progress made on the 3 SDGP cross-cutting themes gender, climate adaptation and transition to a circular economy.

Table 1: Results - Mandatory SDGP indicators

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Results - SDGP indicators** | | | | |  |
| **Overarching indicators** | | | | |  |
| **Indicator** | **Unit** | **Dutch** | **Local** | **Other** | **Last approved targets** |
| **0.1** Companies with a supported plan to invest, trade or provide services | Number |  |  |  |  |
|  | | | | |  |
| **Indicator** | **Unit** | **Total** | **Women** | **Youth (18-35 years)** | **Last approved targets** |
| **0.2** Direct jobs supported | Number (in FTE) |  |  |  |  |
| **0.3** People trained or skills developed | Number |  |  |  |  |
|  | | | | |  |
| **Result area 1** | | | | |  |
| **Indicator** | **Unit** | **Total** | **Women** | **Children (under 5 years)** | **Last approved targets** |
| **1.1** People directly reached | Number |  |  |  |  |
| *People indirectly reached \** |  |  |  |  |  |
| **1.2** People with improved food intake | Number |  |  |  |  |
| **1.3** People with improved access to appropriate food | Number |  |  |  |  |
| **1.4** People whose nutritional situation became more resilient to possible stresses and/or shocks | Number |  |  |  |  |
|  | | | | |  |
| **Result area 2** | | | | |  |
| **Indicator** | **Unit** | **Total** | **Women** | **Youth (18-35 years)** | **Last approved targets** |
| **2.1** Small-scale food producers directly reached | Number |  |  |  |  |
| *Small-scale food producers indirectly reached \** | Number |  |  |  |  |
| **2.2** Small-scale food producers with improved productivity | Number |  |  |  |  |
| **2.3** Small-scale food producers with increased income | Number |  |  |  |  |
| **2.4** Small-scale food producers with improved access to input or output markets | Number |  |  |  |  |
| **2.5** Small-scale food producers whose livelihood became more resilient to shocks | Number |  |  |  |  |
|  | | | | |  |
| **Result area 3** | | | | |  |
| **Indicator** | **Unit** | **Total** | | | **Last approved targets** |
| **3.1** Farmland directly reached | Hectares |  | | |  |
| *Farmland indirectly reached \** | Hectares |  | | |  |
| **3.2** Farmland used more eco-friendly | Hectares |  | | |  |
| *Farmland that became part of improved watershed or landscape management\** | Hectares |  | | |  |
| **3.3** Farmland that agri-ecologically became more resilient to possible stresses and/or shocks | Hectares |  | | |  |
|  | | | | |  |
| **Results area 4** | | | | |  |
| **Indicators** | **Unit** | **Total** | **Women** | **Youth (18-35 years)** | **Last approved targets** |
| **4.1** Land and production workers with improved labour conditions in accordance with international agreements | Number |  |  |  |  |
| **4.2** Land and production workers with improved labour productivity | Number |  |  |  |  |
| **4.3** Land and production workers with increased income | Number |  |  |  |  |
| **4.4** People assisted to develop economic income-generating activities | Number |  |  |  |  |
|  |  |  |  |  |  |

* **Direct jobs supported** refers to private sector and farmers jobs in FTE.
* **Small-scale food producers**are farmers with land to produce food for their own consumption or the market. Farmers may own or rent land or have user rights.
* **Workers**are paid (seasonal) land and production workers and people involved in micro, small and medium-sized enterprises (MSMEs). Do not include small-scale food producers here as they are included in the indicators under Result Area 2.
* **\*Please note:** The indicators in *Italic* are optional and/or stem from the first round of the SDGP tender (2018)

Table 2: Results - project-specific indicators

|  |  |  |
| --- | --- | --- |
| **Results - project-specific indicators** | | |
| **Indicator** | **Unit** | **Disaggregation** |
| xx | xx | xx |
|  |  |  |
|  |  |  |

**Impact pathways**

The impact pathways document includes your suggested explanation of how change can happen. You need to test and, if necessary, adjust your explanation as you collect evidence during the project.

Please provide separate descriptions for the different impact pathways. Include at least the following:

* The main actions you took during this reporting year to achieve the goals for each impact pathway;
* The main conclusions.  
  Is your project on schedule to reach the targeted outcomes/impact?  
  Is your project progressing as described in your impact pathways?  
  If the project is not following the previous plan or impact pathways, please explain why.  
  Describe the changes and the new situation.  
  Describe the actions you need to take to ensure the project reaches this impact pathway's outcome(s). Answer the following questions:
* Do the pathways work as expected?
* Are there (other) factors you did not consider?
* Do you need to adjust your activities, act in different places or ways?  
  Are you sure that you are carrying out the activities in the correct order?

## C. Project changes

**Changes to partnership**

* Describe any changes to the partnership approved or requested during the reporting period.
* Include the reason for these changes.
* Include whether they will affect the project results and how.
* You must report all partnership changes.

**Project planning**

Please let us know if the project planning, results, outcomes, or project end-date have changed or need changing. Also, explain why. Do you expect other changes to the project planning?

## D. Project budget and use

**Advance payments: Is the used project budget in line with the advance payment?**

* Complete if the actual costs per category per reporting year are 25% higher or lower than budgeted. We will adjust our advance payments accordingly.
* Are the realised (actual) project costs in line with the project budget? If the actual costs per category per reporting year are 25% higher or lower than budgeted, you must complete the Excel document to adjust the advance payments.
* For the years completed, fill in the actual costs; for the years yet to come, fill in the (new) budget.

**Budget per year**

Complete the separate Excel document [**'Budget and cost categories'**](https://english.rvo.nl/sites/default/files/2023-11/SDGP-Budget-and-cost-catagories.xlsx) and add this document to the annexes. Use the following 2 tabs:

1. Budget per year
2. Cost categories.

**Cost categories: Are the changes to your budget more than 25% and more than €25,000 per category?**

The categories are

* hourly costs, public-private partners,
* third-party,
* hardware, and
* travel & stay.

If the changes within one category are more than 25% and more than €25,000, you must request a budget change.

Complete the Project budget tool (see your most recently approved budget) again. Send it as an attachment with your progress report.

Complete the Excel sheet if the changes to your budget are less than 25% and less than €25,000.

* Explain the changes to the project budget compared to the approved budget.
* Budget changes of more than 25% and at least €25,000 per budget cost category (compared to the previous budget) are significant changes. You need our approval for these changes.
* Report and explain significant changes to the budget for **technical assistance**.
* Report and explain significant changes to the **hardware budget**.
* Report and explain changes to **travel and stay**.
* Report and explain **third party** changes.

## E . CSR RISK REDUCTION TABLE

As part of your application, you submitted a CSR risk reduction table. This summarises the project's and supply chain's identified negative social and environmental impacts. This summary follows the themes in the OECD Guidelines:

* (Sexual) Misbehaviour by the project staff[[1]](#footnote-2),
* Animal welfare[[2]](#footnote-3),
* Bribe Solicitation and Extortion[[3]](#footnote-4),
* Child Labour,
* Combatting Bribery,
* Competition,
* Consumer Interests,
* Disclosure,
* Employment and Industrial Relations,
* Environment,
* Human rights,
* Living age,
* Science and Technology, and
* Taxation.

Please update the risks, reduction measures, and progress yearly.

If you have carried out an Environmental and Social Impact Assessment (ESIA), please include the identified risks and yearly updates of the reduction measures.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Theme** | **Identified risks** | **Chance of happening:**  **Low, Medium, High** | **Level of Impact:**  **Low, Medium, High** | **Risk reduction activities** | **Responsible partner** |
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**CSR risk reduction**

Instructions:

Based on the CSR risk reduction table, add the 3 most important risks you have identified to the first table. Important risks are those that:

* have a high impact on the project; and
* are likely to happen.

The results must be Specific, Measurable, Attainable, Relevant, and Time-Bound (SMART) in the table.

**Other CSR Risks**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **OECD theme or other relevant CSR themes** | **Identified risk /**  **Baseline situation** | **Wanted result -SMART** | **Risk reduction activities (including status)[[4]](#footnote-5)** | **Responsible project partner** | **Possible other parties needed for risk reduction[[5]](#footnote-6)** |
| **1.** |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |

Besides the main risk and reduction measures stated above, list the other identified risks. Refer to the OECD themes and other CSR risks identified.

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

Yes  No

If yes, please identify the partner and explain the situation.

Following ILO Conventions 138 and 182 against child labour and 29 and 105 against forced labour, you must establish that the partners or essential suppliers have not used child labour or forced labour. Legally, you must inform us of the possible use of child labour or forced labour by partners or suppliers. We may take away your subsidy if we find out that one of the partners or suppliers is using child labour or forced labour or if you do not inform us.

**D. Annexes**

**Please attach:**

* The audit report (if applicable)
* The updated Impact pathways; and
* CSR risk assessment.

**Other annexes**

Please specify if you have other relevant annexes that are not part of the official annexes.

**E. Declaration and signature**

The partnership declares that the information is accurate and complete by signing this progress report.

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

1. Partners must prevent sexual misconduct and inappropriate behaviour towards employees and other individuals. You must report incidents of this nature as quickly as possible. Partners must also act immediately to stop misconduct or inappropriate behaviour to reduce the consequences. [↑](#footnote-ref-2)
2. Only if applicable to the project. All projects dealing with livestock need to include this topic. [↑](#footnote-ref-3)
3. Within partner organisations and contacts outside the partnership. [↑](#footnote-ref-4)
4. Please also include the status of the activity. What has been done, and how much progress has there been in the last year? [↑](#footnote-ref-5)
5. Only if applicable if the risk is outside the project's sphere of influence. Who do you need to reduce the risk? What do they need to do? [↑](#footnote-ref-6)