Progress report for the

**Fund against Child Labour (FBK)**

**Project B**

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| 1. **Introduction** |

* This progress report presents a summary of the project’s progress and the results achieved so far.
* Complete this progress report and all accompanying documents in English.
* Please send this report with the annexes mentioned below to [fbk@rvo.nl](mailto:fbk@rvo.nl):
  + **Agreed means of verification 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.
* Before formulating your answers, please read all questions to prevent duplication.

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| 1. **General information** |

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| **Project title** |  |
| **Reference number** | **FBK** |
| **Name of the lead party** |  |
| **Names of the project partners** |  |
| **Project country/countries** |  |
| **Sector(s)** |  |
| **Start date of project** |  |
| **End date of project** |  |
| **Reporting period** |  |

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| 1. **Project progress** |

1. Please complete the **Results sheet** (section FBK Results Project B) to report on the progress and project results of Project B so far.
2. 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 report on these indicators throughout the project period to track progress.
3. Please give a qualitative summary of the project activities and the results achieved in your project so far.   
   Also, describe how your results contribute to the aggregated FBK results and indicators.

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1. Please describe how this project addresses the root causes of child labour, as identified in Project A and the project proposal.

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1. Please describe how the project addresses other CSR risks besides child labour that the project proposal identified.   
   Clearly describe if and how the project results contribute to reducing these CSR risks.

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1. What are the main lessons learnt so far?  
   What would you have done differently?  
   How will you incorporate these learnings in the rest of the project?

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| 1. **Engagement & cooperation** |

1. Please describe how you are engaging the target group(s).  
   How are you taking into account their need(s) throughout the project?  
   How does this affect the overall outcomes of the project?  
   Add documentation, if possible, or (positive and critical) feedback from the target groups. You may gather this feedback through surveys, interviews or focus-group discussions with the beneficiaries.

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1. Please describe how you are engaging girls and women in your project.  
   Indicate how you included the interests of girls and women throughout the project.  
   If possible, add documentation or feedback.  
   Also, describe the lessons learnt and how you can incorporate them into the rest of the project.

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1. Please describe how the cooperation within the partnership is going. For example, is it going well, what problems do you encounter?  
   Please indicate how each partner contributes to the results.

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1. Please describe how this project engages other actors in the activities. For example, other supply chain actors, community-based organisations or local government.  
   Clearly indicate what challenges you encounter in doing so.  
   How have these actors affected the project results?

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| 1. **Challenges & Risks** |

1. Describe any significant internal and external factors, events and changes that have occurred in the context of the project so far that have influenced the project positively or negatively.

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1. Explain how you have tried to reduce any internal or external risks.  
   How have these risks affected the project outcome so far?  
   Please also refer to the risks for implementation identified in the project proposal.

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| 1. **Company measures: due diligence process** |

1. Please describe to what extent your company has integrated the 6 steps of due diligence. In case of partial integration, indicate which steps still have to be taken, how you plan to do so and what challenges you (expect to) encounter.

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1. To what extent did you manage to develop a sustainable business case?  
   What are your motives for continuing to develop a sustainable business case in the long term or not?

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| 1. **Sustainability** |

1. Please describe your view on the impact of the project.  
   Provide specific examples of activities you have implemented so far to ensure the sustainability of results after the project.  
   Pay attention to how the sustainability and continuity of the interventions are guaranteed financially and on an institutional level.

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| 1. **Financial reporting** |

1. Please fill out the costs per result in the **Financial budget tool.** The costs must correspond with the results and budget according to the (amended) Grant Decision.
2. If the total costs (per budget line per result) differ from the approved budget in the (amended) Grant Decision by more than 25% and this change is higher than €2,000, please explain the difference below.   
   Describe how this influences the project.  
   Use the designated space in the financial budget tool to submit a budget change request for our approval.

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| 1. **Media, communication and remarks** |

1. We ask you to communicate regularly with external stakeholders about project activities. Please submit any links to news articles, videos, social media or other forms of communication you have published.

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1. If you have any other remarks regarding the project, please state them here.

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| 1. **Declaration and signature** |

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

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| **Organisation** |  |
| **Name** |  |
| **Position** |  |
| **Date** |  |
| **Signature** |  |

1. The mandatory FBK indicators are:

   # and % of children aged 5 until 17 engaged in child labour within the 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)