Document No.:

Receiving Date:

*(For APFNet Secretariat use)*

****

*Asia-Pacific Network for Sustainable Forest Management*

*and Rehabilitation*

PROJECT PROGRESS REPORT

[Project Title]

[REPORTING PERIOD]

[Executing Agency]

[Date of submission]

**Basic Information**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Project title (ID) |  | | | | | | |
| Supervisory agency  (if any) |  | | | | | | |
| Executing agency |  | | | | | | |
| Implementing agency(s)  (if any) |  | | | | | | |
| Project Director:  Tel:　　　　　　　Fax: 　　　　　　　　Email: | | | | | | | |
| Reporting Period: [mm/yy to mm/yy ], Project Year □MYR/□APR | | | | | | | |
| Budget | | Available Budget for the Year | | | Total grant received | Cumulative expenditures | Balance |
| Carry-forward budget | Annual budget | |
| APFNet Grant (USD) | |  |  | |  |  |  |
| Counterpart Contribution (USD) | |  |  | |  |  |  |
| **Project Progress Summary**  Briefly summarize the reporting period in terms of project implementation, resource utilization, and progress against the approved AWP; plus to what degree the yearly targets and the project objectives have been achieved. Point out issues that emerged and solutions already implemented or planned for the remaining project period. | | | | | | | |
| **Prepared and submitted by**  Project Director signature  Date | | | | **Reviewed and endorsed by**  Project Steering Committee Chair signature  Date | | | |

**PLEASE ADD**

**Abbreviations and Acronyms**

**Table of contents**

**PPR Instructions:**

1. Project Progress Reports (PPRs) can be applied to cover periodical progress in the middle of a project year as Mid-Year Progress Report (MPR) or at the end of each project year as an Annual Progress Report (APR).
2. Submission of an MPR requires the signature of the Project Director within 10 days after the end of the reporting period. MPRs may not be needed for small or research projects, their necessity will be communicated by the APFNet PM ahead of time.
3. The APR is prepared for every project year, to present the status of project implementation and management against intended results (what), strategies (how), timeframe (when), implementing partners (who) and budgets for the planned project year set in the annual project work plan, reflecting achievements and lessons learned of the preceding year as the basis to plan for the next project year.
4. The APR is prepared by the Project Director (and, if existent, Project Coordinator) on behalf of the Executing Agency (EA) and is submitted to APFNet after the Project Steering Committee’s (if applicable) review and endorsement. Narration should be precise, and appendix should follow the format outlined in the instruction notes. Signatures of both the Project Director and the Project Steering Committee Chair are required to prove APR is agreed upon by the project team, supervisory body and main stakeholders, and comments on previous project progress among project partners are incorporated. For projects without a PSC, only signatures of the Project Director and the Supervisory Agency are needed.
5. The APR shall be submitted within 20 days after the ending of the reporting period, and earlier submission is encouraged. APFNet will review the documents, as they are a pre-requirement for project grants transfers for following project year.
6. Please follow the instructions in blue when completing and submitting the document. Delete all the instructions in blue when submitting the report.
7. Project overview
   * Introduce the project, including project overarching objective, sub-objectives and expected outputs.
   * Brief on the progress achieved in the previous project year if the report is to cover PY2 or 3.
   * Present intended results set for the project year in the approved Annual Work Plan (AWP).
8. Implementation progress, achievements and impacts
   * Describe the status of activities implementation planned for the reporting period, and any change against the approved annual work plan; include any new activities either approved by APFNet via PCR or added for any other reason within the context of the project
   * Highlight what has been achieved toward meeting the project objectives and expected outputs, and what impacts have been made at the project location and on a broader scale.
     + Output 1
     + Activity 1.1 ...
     + Activity 1.2 ...
     + Output 2
9. Project communication and dissemination
   * What communication and dissemination (C&D) activities have been implemented during the year to share the project results and achievements among project partners and to a broader audience.
   * Describe the C&D knowledge products produced, and to what extent the C&D objectives have been achieved against the annual C&D workplan.
10. Monitoring and Evaluation
    * Monitoring and evaluation: what was done to monitor whether implementation is on track and evaluate project progress, results and impacts as intended.
11. Challenges, issues and project responses
    * What challenges and issues were encountered during the reporting period and what was done to respond, and what were the results and impacts.
12. Project management
    * PSC/TAG meeting held, key discussion points and decisions made.
    * Project personnel: staff and consultant recruitment and management, goods and services purchased and maintained, capacity strengthening for project management and implementation, and project administration
    * Communication and reporting: how effectively and efficiently the main project stakeholders communicate and update project progress and issues during the reporting period.
13. Budget and financial management
    * Approved budget and actual expenditures during the reporting period, clarifying any activity with an expenditure variance exceeding 10%.
    * What was done to manage the financial resources.
14. Conclusions
    * Summarize the progress achieved during the reporting period

|  |
| --- |
| **Self-assessment of overall progress/achievement rating (0 to 5 or X) (only for APR)**  The report must assess how well the project is progressing towards the achievement of the agreed project objectives. The assessment must be based on the following scale:  1 = likely to be completely achieved  2 = likely to be largely achieved  3 = likely to be partially achieved  4 = only likely to be achieved to a very limited extent  5 = unlikely to be realized  X = too early to judge the extent of achievement/Not Applicable (NA) |

* + Lessons learned and recommendations
  + Describe expectations for the remaining project year (if this is a MYP) or next project year (in case of APR) based on the progress to date

1. Annex
   1. Project progress and expenditure status (only required for APR)
   2. Financial Statement (only required for APR)
   3. List of fixed assets purchased with the APFNet grant (only required for APR)
   4. Annual audit report (by an independent agency) (only required for APR)
   5. PSC members, meeting minutes, crucial decisions (for both reports)
   6. Project staff and consultants hired, responsibilities and work performance (only required for APR)
   7. Outputs, reports and materials of milestone project activities and events (for both reports)
   8. Publications, brochures, leaflets, posters, photos produced during the reporting period (for both reports)
   9. 1-2 feature stories (for both reports)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Outputs/activities** | **Description** | **Budget Category** | **Budget Item** | **Project Implementation Progress** | | | | **Budget Expenditure Status (USD)** | | | | | | |
| **Projected Completion Date** | **Actual Completion Date** | **Delivery Rate (%)** | **Verification Indicators** | **APFNet** | | | **Counterpart** | | | **Remarks** |
| **Budget** | **Actual expenditure** | **Balance** | **Budget** | **Actual expenditure** | **Balance** |
| **Output1** |  | | | | | | |  |  |  |  |  |  |  |
| Activity1.1 |  | | | | | | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity1.2 |  | | | | | | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Output** |  | | | | | | |  |  |  |  |  |  |  |
| Activity |  | | | | | | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity |  | | | | | | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Project Administration & Staff** |  | | | | | | |  |  |  |  |  |  |  |
| Project Administration |  | | | | | | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | | | | | | |  |  |  |  |  |  |  |
| **APFNet retained grants** | **Project external evaluation and support costs retained by APFNet** | | | | | | |  |  |  |  |  |  |  |
|  |  | | | | | | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total** | | | | | | | |  |  |  |  |  |  |  |

* Use the APFNet Project Budgeting Tool to derive this table from the Annual Project Budget by Activity; add information of project implementation and actual expenditures in the Excel.
* Big variance (above 10%) against approved work plan should be explained in the remarks.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Budget Category** | | **Budget Implementation Status (USD)** | | | | | | | | |
| **APFNet** | | | | **Counterpart** | | | | **Remarks** |
| **Activity** | **Description** | **Budget** | **Actual expenditure** | **Balance** | **Delivery Rate (%)** | **Budget** | **Actual expenditure** | **Balance** | **Delivery Rate (%)** |
| **1 Project personnel** | |  |  |  |  |  |  |  | **-** |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **2 Travel** | |  |  |  |  |  |  |  | **-** |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **3 Procurement** | |  |  |  |  |  |  |  | **-** |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **4 Meeting & Training** | |  |  |  |  |  |  |  | **-** |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **5 Labour** | |  |  |  |  |  |  |  | **-** |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **6 Project Administration** | |  |  |  |  |  |  |  | **-** |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | - |  |
| **7 Project monitoring and evaluation (retained by APFNet)** | |  |  |  |  |  |  |  | **-** |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Total** | |  |  |  |  |  |  |  | **-** |  |

Use APFNet Project Budgeting Tool to derive this table from the 'Project progress and expenditure status' table. All information should be included in the 'Project progress and expenditure status' table before exporting this table.