**Interim Implementation Report**

***(Delete this page before submission)***

**List of documents to be uploaded to OSCar, Project Menu > Disbursement Request   
(templates available on the AFD website)**

1. The letter addressed to AFD signed by an authorized person (scanned copy to be uploaded to OSCar) informing AFD of the interim report, and requesting the lifting of conditions precedent to the next disbursement (expected amount must be specified).
2. The implementation report (technical report in Word and financial report in Excel) for tranche 1 must be submitted to AFD at the latest three months after the Tranche 1 end date.

CSO logo

|  |  |
| --- | --- |
|  | INTERIM IMPLEMENTATION REPORT  CSO name: ……………………………….  Project title: ………………………  Agreement no.: …………………….  Project timetable (current to date, updated if necessary since the agreement was signed) :  Tranche 1: please quote the dates DD/MM/YYYY for Tranche 1 of the project  Tranche 2: please quote the dates DD/MM/YYYY for Tranche 2 of the project  Period covered by this report: Mmm. DD, YYYY- Mmm. DD, YYYY    Date report written: Mmm. DD, YYYY  **Name of person to contact if necessary (name, position, phone, email):**  **……………………………………………………………………………** |
|  |  |

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# ACRONYMS AND ABBREVIATIONS

*List all acronyms and abbreviations used in the report in alphabetical order.*

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# INTERIM IMPLEMENTATION REPORT: TEMPLATE

*Follow the layout and font used (Times New Roman 11) when writing each section of this document.*

*Use third person singular; single line spacing; space between paragraphs.*

**All remarks and comments in blue must be removed before submitting this report to AFD.**

*The information provided below must be consistent with the financial information in the financial report.*

**CONTENTS**

*Each section of this implementation report template with page numbers on right.*

**I. TECHNICAL REPORT**

1. **General overview of the project (maximum 1 page)**

*The information in this section must be taken from the project summary sheet included in the NIONG and approved when the financing agreement was signed.*

* Location
* Timetable (project start and end date[[1]](#footnote-1))
* Background and issues
* Main partners and their roles in the project
* Main direct and indirect beneficiaries.

1. **Significant changes in context and/or activities (maximum 1 page)**

*What were the significant changes in context (political, economic and social) during Tranche 1? Did these changes have an impact on the project? If yes, how and in which countries for a multi-countries project? Were there any other significant changes in activities during Tranche 1? For multi-counties please specify in which countries.*

1. **Project Progress Report**

**Maximum 2 to 4 pages per objective (or by outcome if the project has only one specific objective)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Specific Objective 1** : take up the SOs from the logical framework | | | |
| **Outcome 1** : take up the results of the logical framework | | | |
| **Reminder of indicators for Outcome 1** | **Progress of Outcome indicators after Tranche 1**  *Report status of outcome indicators at the end of T1* | **Progress of the planned Outcome indicators for Tranche 2**  *Update T2 outcome indicators (what remains to be done)* | |
|  |  |  | |
| **Activities**  ***Resume logical framework activities*** | **Progress of activities carried out at the end of Tranche 1**  ***Fill in the progress of the activities at the end of T1*** | **Activities planned for Tranche 2**  ***Update activities for T2 (what remains to be done)*** | |
| ***Ex A.1: Allocation to 2,500 farming households of agricultural inputs and seeds***  ***Ex A.2: 90 training sessions on agro-ecology and climate-smart agriculture*** | ***Ex A.1: 2,500 households received the planned supplies***  ***Ex A.2 : 0 training sessions were carried out*** | ***Ex A2: 90 training courses will be carried out*** | |
| ***A.1.2: XXX*** | ***I.1 : XXX***  ***I.2 : XXX*** | ***I.1 : XXX***  ***I.2 : XXX*** | |
| ***A.1.3: XXX*** | ***I.1 : XXX***  ***I.2 : XXX*** | ***I.1 : XXX***  ***I.2 : XXX*** | |
| **Comments :**  ***Reasons for any delays or changes (endogenous, exogenous, activities postponed to T2, activities planned for T2), if necessary and very briefly*** |  | | |
| **Outcome 2** : | | | |
| **Reminder of indicators for Outcome 2** | **Progress of Outcome indicators after Tranche 1**  *Report status of outcome indicators at the end of T1* | **Progress of the planned Outcome indicators for Tranche 2**  *Update T2 outcome indicators (what remains to be done)* | |
|  |  |  | |
| ***A.2.1 :*** |  |  | |
| ***A.2.2 :*** |  |  | |
| ***A.2.3 :*** |  |  | |
| **Comments :** |  | | |
| **Outcome 3** : | | | |
| **Reminder of indicators for Outcome 3** | **Progress of Outcome indicators after Tranche 1**  *Report status of outcome indicators at the end of T1* | | **Progress of the planned Outcome indicators for Tranche 2**  *Update T2 outcome indicators (what remains to be done)* |
| **Reminder of indicators for Outcome 3** | **Progress of Outcome indicators after Tranche 1**  *Report status of outcome indicators at the end of T1* | | **Progress of the planned Outcome indicators for Tranche 2**  *Update T2 outcome indicators (what remains to be done)* |
| ***A.3.1 :*** |  | |  |
| ***A.3.2 :*** |  | |  |
| ***A.3.3 :*** |  | |  |
| **Comments :** |  | | |

Use the above template for all outcomes and specific objectives (or by outcome if the project has only one specific objective)

1. **Status of partnership relationships and significant changes in partnerships**

Assess the quality of the involvement of the main partner(s) and partnership relationship(s) during Tranche 1. Did your relationship(s) with partner(s) change during Tranche 1? In which areas have you and your partner(s) gained expertise?

*If applicable, give details of any new partners identified during the project and their role in the project*.

*For field projects, what kind of relationship do you and your partner(s) have with the public authorities of the country(ies) concerned? How have these relationships evolved and possibly affected the project?*

1. **Other significant changes**

If relevant, present the significant changes in project management and governance, communication, evaluation methods, Education for Citizenship and International Solidarity (ECIS) actions, etc.

1. **Status of achievement of specific commitments**

Explain the level of achievement of any particular commitments **if these were detailed in the financing agreement.**

1. **Conclusions (maximum 1 to 2 pages)**

In this paragraph, discuss the lessons learned in Tranche 1, provide a more qualitative analysis and consider the next steps in the project.

Explain whether the intervention logic and methods chosen for the project were appropriate to the problem being addressed. At the end of this first Tranche, do you think that this intervention logic is still relevant and appropriate?

If necessary, explain any changes (realignment, postponements, new approaches) planned for the next Tranche of the project (timetable, geographical areas, main partners, target groups, planned activities, etc.). Will these changes have an impact on the resources mobilized and the project budget?

**II. FINANCIAL REPORT**

*The Excel-based financial framework template is available on the AFD website along with instructions for competing it.*

1. **Introduction**

*If applicable, provide a reminder of approved no-objections (ANOs) received from AFD for variances less than or greater than 20% of the overall total of each budget line item.*

*Explain any variances of less than or greater than 10% in actual expenditure under any line item when compared with the initial estimated budget for the Tranche (or revised budget, if applicable).*

*If applicable, provide a reminder of any new financing obtained for the project during Tranche 1 (donor, amount and, if applicable, the period covered by its co-financing).*

1. **Financial framework**

*Attach a signed version of the budget.*

*The financial framework must always include all the data sent to and approved by AFD in the previous version (data from the initial financing agreement, any amendments and the no-objections approved by AFD).*

*Fill in the following tabs:*

* *Expenditure*
* *Resources*
* *HR Breakdown*
* *Valuations.*

1. Refer to the dates in the financing agreement. [↑](#footnote-ref-1)