**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, the program of activities for the next phase 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 phase 1 must be submitted to AFD at the latest three months after the phase 1 end date.
3. The program of activities for the next phase.

CSO logo

|  |  |
| --- | --- |
|  | INTERIM IMPLEMENTATION REPORT  CSO name: ……………………………….  Project title: ………………………  Agreement no.: …………………….  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):**  **……………………………………………………………………………** |
|  |  |

# 

# ACRONYMS AND ABBREVIATIONS

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

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# INTERIM IMPLEMENTATION REPORT: TEMPLATE

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

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

**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 transparency statement 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, social) during phase 1? Did these changes have an impact on the project? If yes, how? Were there any other significant changes in activities during phase 1?*

1. **Project Progress Report**

**Maximum 2 to 4 pages per objective**

|  |  |  |  |
| --- | --- | --- | --- |
| Specific Objective 1 | | | |
| Outcome 1 | | | |
| Expected outcome indicators for phase 1 (target value) | | Achieved outcome indicators for phase 1 (achieved value) | |
| Planned activities  for phase 1 | Completed activities | Indicators to monitor planned activities | Indicators to monitor completed activities |

Comments on implementation of activities and achievement of outcome 1

|  |  |  |  |
| --- | --- | --- | --- |
| Specific Objective 1 | | | |
| Outcome 2 | | | |
| Expected outcome indicators for phase 1 (target value) | | Achieved outcome indicators for phase 1 (achieved value) | |
| Planned activities for phase 1 | Completed activities | Indicators to monitor planned activities | Indicators to monitor completed activities |

Comments on implementation of activities and achievement of outcome 2

Use the above template for all outcomes and specific objectives

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 phase 1. Did your relationship(s) with partner(s) change during phase 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 phase 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 phase, 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 phase 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?

This will be incorporated into the program of activities for phase 2.

1. **Country sheets (for multi-country projects)**

**[COUNTRY]**

1. **Progress Report**

|  |  |  |  |
| --- | --- | --- | --- |
| Specific Objective 1 | | | |
| Outcome 1 | | | |
| Expected outcome indicators for phase 1 (target value) | | Achieved outcome indicators for phase 1 (achieved value) | |
| Planned activities  for phase 1 | Completed activities | Indicators to monitor planned activities | Indicators to monitor completed activities |

1. **Other salient points on the overall progress of the project in the country:** General assessment of the implementation of the program of activities, changes in context that had a significant impact on the implementation of activities, notable changes in the relationship with implementing partners to be brought to AFD’s attention, etc.
2. **Appendices**

*Attach appendices that help provide a better understanding of the project:*

* *Maps, photos*
* *Summary sheet of studies and evaluations if carried out*
* *Links to publications, etc.*

**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 phase (or revised budget, if applicable).*

*If applicable, provide a reminder of any new financing obtained for the project during phase 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)