**IKI Small Grants**

**Progress Report for Funding Institutions**

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| Project data | |
| *Please insert your project data (see grant agreement).* | |
| *Report N°* |  |
| *Contract number* |  |
| *Project title* |  |
| *Full legal name of the organisation/funding institution* |  |
| *Country/countries of implementation* |  |
| *Project duration* | dd.mm.yyyy – dd.mm.yyyy |
| *Reporting period* | dd.mm.yyyy – dd.mm.yyyy |
| *Date of report submission* | dd.mm.yyyy |

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| **1. Overall development** (up to 2 pages) Please inform on development of the overall project and after selection of subprojects, add updates on each sub-project funded by your organisatoin |
| *Please provide a summary of the* ***overall project implementation*** *so far and state whether the project is on track to reaching its* ***outcome****.* |
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| *Please highlight your* ***key achievements*** *to date – focus on* ***outputs*** *and* ***activities****!* |
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| ***Only if applicable:*** *Please describe any* ***new developments*** *(positive or negative) in the context of the project or any* ***new risks*** *that have emerged. Also consider the risk assessment from your project proposal – have there been any changes? If new developments require a change in the project concept respectively the grant agreement, provide further information and get in touch to discuss further steps to update the project proposal.* |
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| *Status quo of project portfolio development*  *Briefly inform on status quo of call for proposals, list shortlisted projects / projects in execution. On projects in execution, please include short descriptions as attachments, using the template in Annex 1*  *(Please note, that annex 1 only must be attached to the first progress report after the selection of the final grant recipients has been realized or when changes to the project proposals of the grant recipients occur)* |
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| **2. Implementation progress by indicators [[1]](#footnote-2)** | | | | | |
| *Please insert the description of the outcome and indicator(s) from the project proposal.* | | *Please indicate the implementation status.* | *Please describe the implementation progress and provide your estimation whether everything can be implemented as planned* | | |
| **Outcome:** insert description / overarching project goal | | Please select |  | | |
| **Indicator I:** insert description | | | | | |
| **Unit:** insert description | **Baseline value:** insert description | | | **Target value:** insert description | **Value achieved so far:** please comment |
| *For further indicators, please copy and insert the above two rows here.* | | | | | |

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| **2.1 Output I:** *insert output 1* | | | | | | |
| *Please indicate the implementation status.* | *If relevant in this reporting period, please describe the implementation progress and provide your estimation whether everything can be implemented as planned.* | | | | | | |
| Please select |  | | | | | | |
| **Indicator I.1:** insert description | | | | | | |
| **Unit:** insert description | | **Baseline value:** insert description | | | **Target value:** insert description | **Value achieved so far:** please comment |
| *For further indicators, please copy and insert the above two rows here.* | | | | | | |
| *Please insert the description of the activities from the Gantt Chart.* | | | *Please indicate the implementation status.* | *If relevant in this reporting period, please describe the implementation progress and provide your estimation whether everything can be implemented as planned.*  *If changes are needed and proposed, please clearly identify this, for example in a separate line with the topic:*  *Proposed change:* | | |
| **Activity I.1.1** (mm.yy – mm.yy): insert description | | | Please select |  | | |
| *For further activities, please copy and insert the above row here.* | | | | | | |
| *Please insert the description of the milestones from the Gantt Chart.* | | | *Please indicate the implementation status.* | *If relevant in this reporting period, please describe the implementation progress and provide your estimation whether everything can be implemented as planned.* | | |
| **Milestone I.1** (mm.yy): insert description | | | Please select |  | | |
| *For further activities, please copy and insert the above row here.* | | | | | | |

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| **2.2 Output II:** *insert output 2* | | | | | | |
| *Please indicate the implementation status.* | *If relevant in this reporting period, please describe the implementation progress and provide your estimation whether everything can be implemented as planned.* | | | | | | |
| Please select |  | | | | | | |
| **Indicator II.1:** insert description | | | | | | |
| **Unit:** insert description | | **Baseline value:** insert description | | | **Target value:** insert description | **Value achieved so far:** please comment |
| *For further indicators, please copy and insert the above two rows here.* | | | | | | |
| *Please insert the description of the activities from the Gantt Chart.* | | | *Please indicate the implementation status.* | *If relevant in this reporting period, please describe the implementation progress and provide your estimation whether everything can be implemented as planned.*  *If changes are needed and proposed, please clearly identify this, for example in a separate line with the topic:*  *Proposed change:* | | |
| **Activity II.1.1** (mm.yy – mm.yy): insert description | | | Please select |  | | |
| *For further activities, please copy and insert the above row here.* | | | | | | |
| *Please insert the description of the milestones from the Gantt Chart.* | | | *Please indicate the implementation status.* | *If relevant in this reporting period, please describe the implementation progress and provide your estimation whether everything can be implemented as planned.* | | |
| **Milestone II.1** (mm.yy): insert description | | | Please select |  | | |
| *For further activities, please copy and insert the above row here.* | | | | | | |

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| **2.3. Output III: insert output 3, if applicable** | | | | | | |
| *Please indicate the implementation status.* | *If relevant in this reporting period, please describe the implementation progress and provide your estimation whether everything can be implemented as planned.* | | | | | | |
| Please select |  | | | | | | |
| **Indicator III.1:** insert description | | | | | | |
| **Unit:** insert description | | **Baseline value:** insert description | | | **Target value:** insert description | **Value achieved so far:** please comment |
| *For further indicators, please copy and insert the above two rows here.* | | | | | | |
| *Please insert the description of the activities from the project proposal.* | | | *Please indicate the implementation status.* | *If relevant in this reporting period, please describe the implementation progress and provide your estimation whether everything can be implemented as planned.* | | |
| **Activity III.1.1** (mm.yy – mm.yy): insert description | | | Please select |  | | |
| *For further activities, please copy and insert the above row here.* | | | | | | |

*For further outputs, please copy and insert the above table here.*

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| **4. Safeguards** (up to 200 words) | |
| *The IKI Small Grants safeguards system is a tool to avoid and mitigate harm to people and the environment during the implementation of a project.*  *After the final selection of supported projects, please provide a brief evaluation of activities that might be relevant for the safeguards policy. Please describe the relevance of every single safeguard dimension for each project selected.* | |
| *Is there a change in your evaluation of the safeguards dimension, compared to the project proposal?* | Yes No |
| *If yes, please name the safeguards dimension and describe the changes, elaborate on how you plan to monitor, avoid, and mitigate the negative impacts.*   * *Labour and Working Conditions* * *Resource Efficiency and Pollution Prevention* * *Community Health, Safety, and Security* * *Land Acquisition and Involuntary Resettlement* * *Biodiversity Conservation and Sustainable Management of Living Natural Resources* * *Indigenous People* * *Cultural Heritage*   *If you have identified one or more dimensions, please describe the potential harm and elaborate on how you plan to monitor, avoid and mitigate the negative impacts.*  *Any changes to the assessment for each dimension during project implementation must be communicated immediately to the GIZ’s IKI Small Grants team.* | |
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| **5. Deviation from the project concept or the grant agreement (only if applicable)** |
| *Please describe significant deviations from the project plan (both project concept and time planning) that could lead to the project not being implemented as planned (and that might lead to a contract amendment).*  *Significant deviations are, for example, activities that cannot be implemented, outputs that cannot be achieved or major delays. This information will be the basis for a follow-up discussion with the IKI Small Grants team.*  *Be precise when describing the deviation, provide reasons for it and lay out the potential consequences for achieving the project objective (cf. paragraph 4.4 of the grant agreement).* |
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| **6. Miscellaneous (optional)** (up to 1 page) |
| *Please describe* ***challenges*** *that you have encountered and how you solved them,* ***lessons learnt*** *from project implementation (both technical and administrative) or other* ***highlights*** *that you want to share with us and potentially the public via the IKI Small Grants webpage.* |
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| **7. Dissemination (only to be filled in in final report)** |
| *Please list publicly available publications that have been elaborated to disseminate project best practises and experience (e.g., web platforms like Panorama, etc.)* |
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| **Annexes** |
| *Please list your annexes that you will attach your report, if applicable. You can provide illustrating materials (e.g., photos, brochures).* |
| Annex 1: Project profile funding institution (update, if necessary) and description of selected projects  Annex 2: IKI standard indicators (template needs to be filled out and attached to the first progress report) |

1. In case you have not yet defined outputs, indicators, and activities in your project proposal, this should be done with the first narrative progress report.

   Outputs, indicators, and activities should reflect (1) the progress in preparing, implementing the call for proposals / funding line, and (2) the progress in capacity development in your organization. [↑](#footnote-ref-2)