|  |  |
| --- | --- |
| **Implementing Organization/Project Title:**  | **Project Code:**  |
| **Country:**  | **Project budget *(in Euros)*:**  |
| **Project Start Date:**  | **Project End Date:**  |
| **Reporting date:**  | **Reporting Period:** **[ ]  1st** **[ ]  2nd** **[ ] 3rd** **[ ] 4th** (*Insert as necessary)*: |

*Please do not fill in lines and data for the fields marked with red. Those are to be filled right after the start of a project implementation.*

**ACTIVITY IMPLEMENTATION PLAN**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **TIMELINE** | **ACTIVITY** | **COMPONENT** | **IMPLEMENTED BY:** | **PRIOR ACTIONS REQUIRED FROM:** | **Inputs** | **Outputs**  | **PROGRESS IN DELIVERING OUTPUTS [[1]](#footnote-1)** |
| **Start** | **End** | **IMPLEMENTER** | **REF** |
|  *(date, month, year)* | *(date, month, year)* | *Activity A* | *Component X* | *name of grant applicant / implementing NGO(s), national, regional or local authority, partner, contractor, REF, etc.* | *prior actions required from the implementer/ partner / contractor* | *prior actions required from REF* | *As per approved project proposal* | *As per approved project proposal* |  |
|   |   |   |  |   |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**RESULTS FRAMEWORK**

|  |
| --- |
| **INSERT THE PROJECT DEVELOPMENT OBJECTIVE (PDO):** |
| **Indicators measuring the achievement of the PDO Level Results (outcomes)[[2]](#footnote-2)** | **REF I\*** | **Unit of Measure****(percentage, number, non-numeric)** | **Baseline****(value of indicators prior to interventions)** |  **Target Values ( cumulative)** | **Frequency of data collection****(e.g. weekly, monthly, quarterly, one-off at the end of activity implementation, at the of the project, etc.)** | **Data Source/****Methodology****(e.g. official statistics, administrative data, municipality, survey, etc)****Methodology****(explain how the indicators is calculated)** | **Responsibility for Data Collection** |
|  |  |  |  | **Time unit 1****(e.g. month, quarter etc)** | **Time unit 2****(e.g. month, quarter etc)** | **Time unit 3****(e.g. month, quarter etc)** | **Time unit 4****(e.g. month, quarter etc)** | **End target**  |  |  |  |
| **PDO Indicator One**:  | [ ]  |  |  |  |  |  |  |  |  |  |  |
| **Progress during reporting period:** |  |  |  |  |  |  |  |  |  |  |  |
| **PDO Indicator Two**:  | [ ]  |  |  |  |  |  |  |  |  |  |  |
| **Progress during reporting period:** |  |  |  |  |  |  |  |  |  |  |  |
| **PDO Indicator Three**:  | [ ]  |  |  |  |  |  |  |  |  |  |  |
| **Progress during reporting period:** |  |  |  |  |  |  |  |  |  |  |  |
|  **RESULTS FROM THE PROJECT COMPONENTS (key activity outputs)** |
| **Component 1:**  |
| ***Indicator One*:** | [ ]  |  |  |  |  |  |  |  |  |  |  |
| **Progress during reporting period:** |  |  |  |  |  |  |  |  |  |  |  |
| ***Indicator Two*:** | [ ]  |  |  |  |  |  |  |  |  |  |  |
| **Progress during reporting period:** |  |  |  |  |  |  |  |  |  |  |  |
| ***Indicator Three:*** | [ ]  |  |  |  |  |  |  |  |  |  |  |
| **Progress during reporting period:** |  |  |  |  |  |  |  |  |  |  |  |
| ***Indicator Four*** | [ ]  |  |  |  |  |  |  |  |  |  |  |
| **Progress during reporting period:** |  |  |  |  |  |  |  |  |  |  |  |
| ***Indicator Five*** | [ ]  |  |  |  |  |  |  |  |  |  |  |
| **Progress during reporting period:** |  |  |  |  |  |  |  |  |  |  |  |
| **Component 2:** |
| ***Indicator One*:** | [ ]  |  |  |  |  |  |  |  |  |  |  |
| **Progress during reporting period:** |  |  |  |  |  |  |  |  |  |  |  |
| ***Indicator Two*:** | [ ]  |  |  |  |  |  |  |  |  |  |  |
| **Progress during reporting period:** |  |  |  |  |  |  |  |  |  |  |  |
| *Indicator Three* | [ ]  |  |  |  |  |  |  |  |  |  |  |
| **Progress during reporting period:** |  |  |  |  |  |  |  |  |  |  |  |
| ***Indicator Four*** | [ ]  |  |  |  |  |  |  |  |  |  |  |
| **Progress during reporting period:** |  |  |  |  |  |  |  |  |  |  |  |
| ***Indicator Five*** | [ ]  |  |  |  |  |  |  |  |  |  |  |
| **Progress during reporting period:**  |  |  |  |  |  |  |  |  |  |  |  |
| **Component 3:**  |
| ***Indicator One:*** | [ ]  |  |  |  |  |  |  |  |  |  |  |
| **Progress during reporting period:** |  |  |  |  |  |  |  |  |  |  |  |
| ***Indicator Two:*** | [ ]  |  |  |  |  |  |  |  |  |  |  |
| **Progress during reporting period:** |  |  |  |  |  |  |  |  |  |  |  |
| ***Indicator Two:*** | [ ]  |  |  |  |  |  |  |  |  |  |  |
| **Progress during reporting period:** |  |  |  |  |  |  |  |  |  |  |  |

**Financial instalments by REF**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **1st instalment** | **2nd instalment** | **3rd instalment** |
| **Total Budget by REF** | **Date** | **Amount** | **Date** | **Amount** | **Date** | **Amount** |
|  |  |  |  |  |  |  |
|  | **Instalment as planned: YES / NO** | **Instalment as planned: YES / NO** | **Instalment as planned: YES / NO** |

**Is the budget being spent as planned?**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Q1** | **Q2** | **Q3** | **Q4** | **Q5** | **Q6** | **Q7** | **Q8** |
| **[ ]  As planned****[ ]  Under spent** **[ ]  Overspent** | **[ ]  As planned****[ ]  Under spent** **[ ]  Overspent** | **[ ]  As planned****[ ]  Under spent** **[ ]  Overspent** | **[ ]  As planned****[ ]  Under spent** **[ ]  Overspent** | **[ ]  As planned****[ ]  Under spent** **[ ]  Overspent** | **[ ]  As planned****[ ]  Under spent** **[ ]  Overspent** | **[ ]  As planned****[ ]  Under spent** **[ ]  Overspent** | **[ ]  As planned****[ ]  Under spent** **[ ]  Overspent** |

**Spending during reporting period:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Q1** | **Q2** | **Q3** | **Q4** | **Q5** | **Q6** | **Q7** | **Q8** |
| **1. Equipment**  |  |  |  |  |  |  |  |  |
| **2. Administration**  |  |  |  |  |  |  |  |  |
| **3. Program staff salaries** |  |  |  |  |  |  |  |  |
| **4. Conference/Meetings**  |  |  |  |  |  |  |  |  |
| **5. Travel** |  |  |  |  |  |  |  |  |
| **6. Other project activities**  |  |  |  |  |  |  |  |  |
| **7. Outsourced activity** |  |  |  |  |  |  |  |  |
| **Total:** |  |  |  |  |  |  |  |  |
| **Overspending/Underspending (+/-)** |  |  |  |  |  |  |  |  |

1. Are the activities being implemented as planned? (On Schedule/Delayed)

Implication of the delays (e.g. Were there any significant activities that were *NOT* implemented this quarter as planned?)

Comment: (Nature of activity and why: Please elaborate in the narrative report) [↑](#footnote-ref-1)
2. Evidence of progress towards intermediate effects (based on indicators) [↑](#footnote-ref-2)