

Activity programme instructions

(Delete this page when preparing report)

The activity programme is submitted:

- At the start of tranche 1: an initial activity programme is submitted along with the letter requesting that the conditions precedent to payment be lifted
- At the start of tranche 2: a second programme activity programme is submitted along with, but not appended to, the tranche 1 technical and financial report

The activity programme comprises:

- **Timetable (Word)**
- **Action plan (Word):**
- **Draft budget (Excel)**

All documents included in the activity programme serve as a reference and basis of comparison for transmission of technical and financial reports for completed tranches.

The activity programme must be submitted to AFD **in paper format (two copies) and electronically** (by email if less than 5 Mb or via a file transfer platform if the event that the documents to be transmitted are excessively large or numerous). For electronic transmission, **financial documents must be sent as Excel files.**

The activity programme submitted to AFD must be consistent with the format specified here. Otherwise the report will be returned and payment will be delayed.

List of documents to be included in the activity programme

(The outlines for all documents mentioned below are available on the AFD website)

1. A letter addressed to AFD announcing submission of the activity programme for the tranche in question, signed by a duly authorised representative:

- For tranche 1: CSOs need simply send a letter requesting that the conditions precedent to payment be lifted and announcing the tranche 1 activity programme
- For tranche 2: CSOs need simply send a letter announcing the tranche 1 technical and financial report and the tranche 2 activity programme

2. The activity programme, made up of the following documents:

- Cover page including all necessary information (tranche number and duration, CSO name, project title, agreement number, period addressed in the report, date of drafting, name of the contact within the CSO),
- Timetable
- Action plan for the tranche in question, in the form of a summary table of achievements and indicators
- Draft budget for the tranche in question (expenditures, resources, non-monetary contributions), signed by an authorised individual

CSO logo



TRANCHE X¹ (XX months) ACTIVITY PROGRAMME

CSO name:

Project title:

Agreement No.:

Period addressed in the report: DD/MM/YYYY-DD/MM/YYYY

Date of drafting of the report DD/MM/YYYY

Name of contact person (NAME, position, telephone, email):
.....

1 Specify whether the activity programme corresponds to tranche 1 or 2.

ACTIVITY PROGRAMME: TEMPLATE

Use the 3rd person singular; single spacing; spaces between paragraphs.

Use the specified layout and font (Times New Roman 11).

All comments in italics must be deleted upon drafting the document.

The information provided below must be consistent with the financial information contained in the draft budget.

I. INTRODUCTION (1/3 pages maximum)

The activity programme must contain an introduction to present the context and potential future developments.

If applicable, please explain how the project has changed since the appraisal phase and the decision to grant funding, and how such changes affect the tranche in question (e.g. change in the timeline for implementing activities, modification of indicators, new partners, etc.).

If applicable, please briefly explain any modifications to the documents below (timeline, action plan, draft budget) since they were submitted with the funding application.

II. TIMETABLE

The CSO must submit a timetable for the tranche in question. This document must be sufficiently detailed to provide a general idea of the implementation of the main activities.

The timeline may be presented in Excel or Word format (“landscape”).

Please adapt the number of “quarter” columns depending on the duration of the tranche in question (“half-year” columns may also be used for long tranches)

Activities (to be completed)	Q1	Q2	Q3	Q4	Q5	Q6	Organisation responsible for implementation
Objective 1 (heading)							
Expected outcome 1 (heading)							
- activity 1:							
- activity 2:							
- activity 3:							
Expected outcome 2 (heading)							
- activity 1							
- activity 2							
- activity 3							
Expected outcome 3 (heading)							
- activity 1							
- activity 2							
- activity 3							
Objective 2 (heading)							
Follow-up/evaluation							
Analysis of lessons learned							
Follow-up missions							

III. ACTION PLAN

Tranche X (XX months) activity programme

The action plan is based on the logical framework submitted with the funding application. It specifically concerns the tranche in question. CSOs must ensure that the information provided in the NIONG (project description and logical framework) is perfectly consistent with the financing agreement signed with AFD and the action plan provided at the beginning of each tranche.

The action plan must be no longer than 5 to 10 pages and contain no appendices. It may be presented in Excel or Word format (“landscape”).

It consists of a table (template below) specifying:

- Specific objectives and expected outcomes (taken from the initial logical framework)
- Main activities implemented during the tranche in question
- Numerical activity monitoring indicators
- Numerical outcome indicators

I/	Reminder of general objectives:
II/	Reminder of the geographic area and period of implementation:
III/	Reminder of target audiences to be measured:

Specific objectives (1 to 3 maximum) <i>(taken from the initial logical framework included in the NIONG)</i>	Expected outcomes for each specific objective (2-3 outcomes maximum per specific objective) <i>(taken from the initial logical framework included in the NIONG)</i>	Main activities anticipated during tranche X (5 activities maximum per outcome)	Activity monitoring indicators to be used during tranche X	Numerical outcome indicators to be used during tranche X
Objective 1	O1:	O1A1:	-	-
		O1A2:	-	-
		O1A3:	-	-

		O1A4:		
		O1A5		
	O2:	O2A1:	-	-
		O2A2:	-	-
		O1A3:	-	-
Objective 2	O1:	O1A1:	-	-
	

IV. DRAFT BUDGET

(The Excel template for the financial storyline is available on the AFD website, along with instructions. The instructions explain how to incorporate the financial storyline into the Word document)

A. Forecast expenditures

N° projet :	Dépenses prévisionnelles (convention) Tranche XX (en €)	(Si nécessaire sinon colonne à supprimer) Dépenses révisées Tranche XX (en €)	(automatique) Variation dépenses révisées/prévues Tranche XX (en %)	Pourcentage du total de la rubrique / budget total de la Tranche XX (en %)	Mode de Calcul (doit tenir en une ligne de façon à ne pas destructurer le tableau - 230 caractères police 12)
Rubriques					
1-Frais de fonctionnement bureaux locaux (projets terrain uniquement)					
Sous total 1 - Frais de fonctionnement locaux	0	0			
2-Ressources Humaines					
- Dont personnel expatrié					
- Dont personnel local					
- Dont personnel en appui ponctuel					
- Dont personnel siège dédié au projet (si option 10% ligne D)					
Sous total 2 - Ressources Humaines	0	0			
3-Appui, suivi et contrôle					
Sous total 3 - Appui, suivi et contrôle	0	0			
4-Investissement immobilier, technique et mobilier					
- Dont investissement immobilier					
- Dont investissement technique et mobilier					
Sous total 4 - Investissement immobilier, technique et mobilier	0	0			
5-Fournitures / consommables					
Sous total 5 - Fournitures et consommables	0	0			

[Traduction des rubriques]

Ligne 1:

Project No.

Items

Provisional expenditures

(agreement)

Tranche XX

(in €)

(If necessary, otherwise delete column)

Revised expenditures

Tranche XX

(in €)

(automatic)

Difference revised/anticipated expenditures

Tranche XX

(in €)

Percentage item total / total Tranche XX budget

(in €)

Calculation method

(must fit on one line so as not to distort the table – 230 characters, font 12)

Colonne 1:

1-Local office running costs (field projects only)

Subtotal 1- Local operating expenses

2-Human resources

-Expatriate staff

-Local staff

-Occasional support staff

-Head office staff dedicated to project (line D if 10% option selected)

Subtotal 2- Human resources

3-Support, follow-up and monitoring

Subtotal 3- Support, follow-up and monitoring

4-Investments in property, technology and furniture

-Property investments

-Investments in technology and furnishings

Subtotal 4- Investments in property, technology and furnishings

5-Supplies / consumables

Subtotal 5- Supplies and consumables

B. Forecast resources

N° du projet :	Ressources prévisionnelles (convention) Tranche XX (en €)	(Si nécessaire sinon colonne à supprimer) Ressources révisées Tranche XX (en €)	(automatique) Variation ressources révisées/prévues Tranche XX (en %)	Pourcentage du total de la rubrique / budget total de la Tranche XX (en %)	Etat des ressources (acquis/sollicité/à solliciter)
Origine des ressources (en €) (à détailler et sigles à expliciter)					
1 - Contribution de l'AFD et des Ministères français					
Subvention de l'AFD			-		
Ministères (à détailler)			-		
Etablissements publics sous tutelle de l'Etat			-		
...			-		
Sous-total 1 - Contribution AFD et des Ministères français	0	0	-		
2 - Autres ressources mobilisées					
2.1 - Ressources d'origine privée					
Total des valorisations d'origine privée (cf tableau des valorisations)			-		
fonds propres de l'association			-		
autres fonds privés			-		
recettes locales			-		
partenaires locaux			-		
...			-		
Sous-total 2.1 - Ressources d'origine privée	0	0	-		
2.2 - Ressources d'origine publique française et internationale					
Total des valorisations d'origine publique (cf tableau des valorisations)			-		
Collectivités territoriales françaises			-		
Agences de l'eau			-		
UE			-		
Agences des Nations-Unies			-		
Pouvoirs publics dans le pays			-		
Coopérations bilatérales			-		
Etablissements publics hors tutelle de l'Etat			-		
...			-		
Sous-total 2.2 - Ressources d'origine publique française et internationale	0	0	-		
Sous-total 2 - Autres ressources mobilisées	0	0	-		
TOTAL GENERAL DES RESSOURCES	0	0	-		

DATE, NOM, FONCTION et SIGNATURE (personne habilitée)

LOGO OSC à insérer

[Traduction des rubriques]

Ligne 1:

Project No.
Origin of resources (in €)
(provide details and explain acronyms)

Provisional resources
(agreement)
Tranche XX
(in €)

(If necessary, otherwise delete column)
Revised resources

Tranche XX
(in €)

(automatic)

Difference revised/anticipated resources
Tranche XX
(in €)

Percentage item total / total Tranche XX budget
(in €)

Status of resources (granted, requested, to) be requested

Colonne 1:

Contribution of AFD and French ministries

AFD grant

Ministries (provide details)

Public bodies under state supervision

Subtotal 1 - Contribution of AFD and French ministries

2- Other resources generated

2.1 – Private resources

Total private non-monetary contributions (see table of non-monetary contributions)

Association equity

Other private funds

Local proceeds

Local partners

Subtotal 2.1 - Private resources

2.2 – Public resources – French and international

Total public non-monetary contributions (see table of non-monetary contributions)

French local governments

Water utilities

EU

UN agencies

Public authorities in the country

Public bodies not under state supervision

Subtotal 2.2 - Public resources – French and international

Subtotal 2 - Other resources generated

TOTAL RESOURCES

DATE, NAME, TITLE and SIGNATURE (authorised individual)

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C. Detailed provisional non-monetary resources

Descriptif de la valorisation (Pour chaque valorisation = descriptif de la dépense valorisée + origine de la ressource)	Montant de la ressource valorisée (en €)	Montant de la dépense valorisée (en €)	MODE DE CALCUL
Valorisations d'origine privée			
<i>Exemple</i>			
Sous total	0	0	
Valorisations d'origine publique			
<i>Exemple : Prêt d'une salle de réunion (Conseil général Ile de France)</i>			
Sous total	0	0	
Bénévolat			
Sous total	0	0	
TOTAL GENERAL	0	0	

NB : Les modalités de calcul des valorisations sont détaillées en page 88 du Guide de procédure ONG de 2012

DATE, NOM, FONCTION et SIGNATURE (personne habilitée)	LOGO OSC à insérer
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[Traduction des rubriques]

Ligne 1:

Description of non-monetary contribution

(For each non-monetary contribution, describe expenditure avoided + origin of resource)

Monetary value of resource (in €)

Amount of expenditure avoided (in €)

CALCULATION METHOD

Colonne 1:

Private non-monetary contributions

Example

Subtotal

Public non-monetary contributions

Example: loan of meeting room (Ile-de-France General Council)

Subtotal

Volunteers

Subtotal

TOTAL

Note: Methods for calculating non-monetary contributions are provided on page 88 of the 2012 NGO procedural guide

DATE, NAME, TITLE and SIGNATURE (authorised individual)

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