

Interim execution report (“field” and “public interest” projects)

Instructions

(Delete this page when preparing report)

The execution report is submitted:

- At the end of tranche 1: interim execution report, submitted along with the letter requesting that the conditions precedent to the following payment be lifted.
- At the end of tranche 2: final execution report, submitted to AFD no later than three months following the effective end of the project. The final report addresses both the project as a whole and the second tranche.

The execution report comprises:

- **a technical report (Word), and**
- **a financial report (Excel)**

The execution report must not be longer than:

- 20 pages excl. financial tables + a maximum of 20 pages of appendices for single-country “field” projects and “public interest” projects.
- 30 pages excl. financial tables and country forms + a maximum of 30 pages of appendices for multi-country “field” projects and “public interest” projects.

The execution report submitted to the SPC/DPO Division must be consistent with the format specified here and have the requested number of pages. Otherwise the report will be returned and payment will be delayed.

The execution report must be submitted to the SPC/DPO Technical manager in charge of the project, as well as to the financial manager **in paper format (two copies) and electronically** (by email if less than 5 Mb or via a file transfer platform if necessary).

For electronic transmission, financial documents must be sent as Excel files, not PDF.

List of documents to be included in the execution report

(Outlines for documents mentioned in points 2 and 3 below are available on the AFD website)

1. Letter addressed to AFD:

- ☐ announcing the interim report, signed by a duly authorised representative, and
- ☐ requesting that the conditions precedent to the following payment be lifted (the amount of the expected payment must be specified), and
- ☐ announcing the activity programme for the following tranche

2. The execution report, made up of the following documents:

- ☐ Cover page including all necessary information (CSO name, project title, agreement number, period addressed in the report, date of drafting, name of the contact within the CSO)
- ☐ Technical report (including the summary table of achievements and indicators)
- ☐ Financial report (expenditures, resources, non-monetary contributions, breakdown by country) signed by an authorised representative
- ☐ Appendices, if applicable (evaluation, analysis of lessons learned, mission reports, etc.)

3. The activity programme for the following tranche (two paper copies + electronic version), comprising the following documents:

- ☐ Timetable for the tranche
- ☐ Provisional action plan for the tranche
- ☐ Draft budget for the tranche



INTERIM EXECUTION REPORT

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):
.....

ACRONYMS AND ABBREVIATIONS

List all acronyms used in the report in alphabetical order.

INTERIM EXECUTION REPORT: TEMPLATE

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

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

All comments and instructions printed below in italics must be deleted upon drafting the report.

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

SUMMARY

Use the execution report template, inserting page numbers.

I. TECHNICAL REPORT

A. Brief presentation of the project (1 page maximum)

Information in this section must be taken from the project transparency memorandum included in the NIONG and validated upon signing the financing agreement.

- Location
- Timeline (start date and end date¹)
- Initial context and issues at stake
- Key partners and their role in the project
- Main direct and indirect beneficiaries

B. Progress report (2 to 4 pages maximum)

This paragraph should provide an overall view of project implementation during tranche 1.

1. Significant changes to the overall context of the project

What significant changes occurred in the context (political, economic, social) during tranche 1? Did these changes have an impact on the project? If so, in what way?

For multi-phase projects, please explain how the context has changed since the end of the previous phase.

What external or internal events occurred during tranche 1? Was their influence on the project positive or negative?

2. Assessment of achievement of objectives

Has the project achieved the objectives set for tranche 1 (in terms of timeline, achievements, geographic areas covered, partnerships, target groups)?

If so, what were the decisive factors?

If not, what were the main difficulties encountered (delays, cancellations, postponement of activities) and the measures taken to overcome these obstacles?

¹ Based on the dates mentioned in the financing agreement.

C. Project achievements - (3 to 15 pages maximum)

This paragraph is based on the summary table of achievements and indicators provided below. This section is intended to clarify any questions that may arise upon reading the table. As such, it is not necessary to include detailed descriptions of activities already described in the table.

1. Analysis and comments based on the table

For each specific objective laid out in the initial logical framework, please specify:

- *the degree to which results were achieved (and, where applicable, discrepancies between forecast and actual outcomes),*
- *delivery and completion of activities,*
- *provide a numerical estimate of target groups impacted and specify the nature of these groups.*

Provide a critical analysis of tranche 1. If necessary, please specify:

- *which activities were fully successful, explaining success factors,*
- *actions that demonstrate the greatest divergence between forecast and actual outcomes, explaining the causes and solutions identified.*

Please account for deviations from the initial logical framework and explain measures taken during implementation of tranche 1 (modification of activity performance, organisational or budgetary changes, etc.).

2. Resources and partnerships

Provide a qualitative assessment of the involvement of the key partner(s), as well as the partnership itself during tranche 1. Did relations with partner(s) change during tranche 1? What fields of expertise were enhanced for you and your partner(s)?

If applicable, explain what new partner(s) was/were identified during this tranche and the role it/they played.

For "field" projects, how would you describe your relations and those of your partner(s) with government authorities in the country or countries concerned? How have these relations developed and possibly affected the project?

If applicable, provide information on equipment, staff, financial contributions, etc. obtained during the project.

3. Steering and governance

If applicable, explain supervisory actions within the framework of the project, technical assistance missions, steering committee meetings organised during tranche 1 and what insights into the project these initiatives provided.

4. Attention to cross-cutting topics and Sustainable Development Goals (SDGs)

If applicable, explain the specific actions implemented to address cross-cutting topics (gender, environment, climate, youth, social economy, etc.) and what monitoring and impact indicators were used in this regard.

If applicable, explain the link between project activities and achievement of one or more SDGs.

5. Analysis of lessons learned and communication

Provide detailed information on actions carried out regarding analysis of lessons learned and communication during tranche 1.

Describe events and/or materials produced and explain how they were disseminated.

6. Assessment procedures

If applicable, specify the assessment procedures to be applied: planned assessment method, progress report, timeline.

Has a monitoring/assessment mechanism been implemented? If so, briefly describe this mechanism and explain how it is beneficial for the project.

If an internal or external interim assessment was carried out, please present the main conclusions (the document may be appended to the report) and indicate whether the assessment will give rise to modifications going forward.

7. Performance of specific commitments

Please explain the degree of performance of any specific commitments specified in the financing agreement.

8. Other (optional)

This paragraph serves to describe a specific aspect of the project that was not addressed above. It may concern the project itself, as well as your internal organisation or any other information that may be of interest to AFD.

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TABLE OF ACHIEVEMENTS AND INDICATORS DURING TRANCHE 1

This table provides AFD with detailed information regarding actions undertaken during tranche 1 and accounts for any variations between the original plan and the final result.

White columns should be completed using the logical framework included in the NIONG; yellow columns should be completed using the activity programmes for the tranche in question; red columns should be completed using the project execution framework. Word format/landscape/ A3 or A4.

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 (and monitoring indicators) planned during tranche 1 (5 activities maximum per outcome) <i>(taken from the tranche 1 provisional activity programme)</i>	Main activities (and monitoring indicators) carried out during tranche 1 (5 activities maximum per outcome)	Numerical outcome indicators to be employed during tranche 1 <i>(taken from the tranche 1 provisional activity programme)</i>	Numerical outcome indicators achieved during tranche 1
OBJECTIVE 1	Outcome 1:	O1A1: O1A2: O1A3:	O1A1: O1A2: O1A3:		
	Outcome 2:				
	Outcome 3:				
OBJECTIVE 2	Outcome 1:				

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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 (and monitoring indicators) planned during tranche 1 (5 activities maximum per outcome) <i>(taken from the tranche 1 provisional activity programme)</i>	Main activities (and monitoring indicators) carried out during tranche 1 (5 activities maximum per outcome)	Numerical outcome indicators to be employed during tranche 1 <i>(taken from the tranche 1 provisional activity programme)</i>	Numerical outcome indicators achieved during tranche 1
	Outcome 2:				
	Outcome 3:				
OBJECTIVE 3	Outcome 1:				
	Outcome 2:				
	Outcome 3:				

D. Conclusions (3 pages maximum)

This paragraph is intended to describe lessons learned from tranche 1, provide a more qualitative analysis and decide how the project is to go forward.

Explain whether the assumptions and procedures used for the project were suited to the topic addressed. In your view, is this method of action still relevant and suitable at the end of tranche 1?

If applicable, explain any modifications (reorientations, postponements, additions) to apply going forward (timeline, geographic areas, key partners, target groups, planned activities, etc.). Did these modifications have an impact on the resources applied and the project budget?

This information should be taken from the tranche 2 activity programme.

E. Appendices (20 to 30 pages)

Please include any appendices that provide insight into the project:

- Maps, photos,
- Summaries of any studies or assessments carried out,
- Publications, etc.

Note: any publication, brochure, guidebook, booklet, study, etc. may be appended to the report (with the exception of bound documents).

II. FINANCIAL REPORT

The Excel template for the financial report is available on the AFD website, along with instructions for completing the document.

The technical and financial reports must be submitted together. The financial report must be presented in a perfectly clear, accurate and coherent way.

A. Introduction (2/3 pages maximum)

If necessary, please note any no-objection notices (NON) issued by AFD in the event of deviations exceeding +/- 20% of the total amount of each of the 8 or 9 budget items.

Explain any deviation in expenditure headings exceeding +/- 10% compared to the initial draft budget for the tranche (or revised budget, as the case may be).

If necessary, please specify new funding obtained for tranche 1 (funding body, amount, period in question if applicable).

B. Financial storyline

In the paper version of the report, the financial storyline is copied from the Excel document and printed in A3 format. It is appended to the report. The "calculation method" column must appear in the financial storyline (when printing the file, the "calculation method" column will automatically be printed on the back.

In the electronic version, the financial storyline is attached to the message.

The financial storyline must always contain all items submitted to and approved by AFD in the previous version (information on the initial financing agreement, any addenda and NONs confirmed by AFD).

Fill in the following tabs:

- *“expenditures”*
- *“resources”*
- *“non-monetary contributions”*
- *“breakdown by country”*

Definitions:

- *Initial budget = budget as appended to the financing agreement*
- *Actual budget = effective expenditures following execution of a given tranche*
- *Revised budget = by way of amendment/NON or previous interim reports validated by AFD*
- *Total revised budget = tranche 1 actual budget + tranche 2 revised budget*

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