

Multi-country interim execution report ("Field" 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

CSO logo



MULTI-COUNTRY 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.

MULTI-COUNTRY 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

B. Progress report (2 to 3 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

For multi-phase projects, please explain how the context of project execution 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

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

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. Achievements - (3 to 10 pages maximum)

This paragraph is based on the country forms, which provide a detailed account of activities/outcomes in each country involved in the project.

This section must provide an overall view of the project's activities and the cross-cutting topics addressed.

1. Analysis and comments

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

3. Project leadership and governance

Explain supervisory actions within the framework of the project, technical assistance missions, steering committee meetings organised during phase 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

If applicable, 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.

COUNTRY FORMS

Country forms were submitted during the project appraisal phase (one country form per country of intervention). They must be updated for this report. Country forms provide insight into the way the project is implemented in the different countries.

COUNTRY 1

Name of CSO leading the project:

Names of local partners:

-
-

If applicable, explain what new partners were identified during this tranche and the role they played.

(In the case of a new partner, and particularly one benefiting from financial retrocessions, verify that AFD was given prior notification)

Amount of the draft budget attributed to the country:

If the budget attributed to the country was revised during tranche 1, please specify the former and current amounts and explain the reasons for this difference.

Map indicating the location of project activities (if available)

1. Local context for project implementation

Please describe the political, economic and social context of the country where the project is implemented. If relevant, the CSO may explain how the context affects project implementation.

If applicable, explain any significant changes to the context in the country of intervention (political, economic, social) during tranche 1. Did these changes have an impact on the project? If so, in what way?

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?

2. Identification of project beneficiaries in the country

Please explain who will benefit from activities carried out by partners and what added value the project will offer for these beneficiaries. The CSO may cite quantitative objectives.

If applicable, specify whether new target groups were identified during tranche 1. How do you assess achievement of your initial objectives with regard to these beneficiaries?

3. Description of project activities carried out in the country in question

Please explain how the main activities will be implemented in the country in question so as to best meet the specific objectives.

Specific objectives	Activities carried out during tranche 1	Results obtained during tranche 1
Specific objective 1:	1.1 [Activity 1] Activities undertaken by partners in the country to meet this objective: - - - etc. 1.2 [Activity 2] - - - etc.	Objective 1 results: List the main results expected in the country: - - - etc.
Specific objective 2:	2.1 [Activity 1] Activities undertaken by partners in the country to meet this objective: - - - etc. 2.2 [Activity 2] - - - etc.	Objective 2 results: List the main results expected in the country: - - - etc.
Specific objective 3:	3.1 [Activity 1] Activities undertaken by partners in the country to meet this objective: - - - etc. 3.2 [Activity 2] - - - etc.	Objective 3 results: List the main results expected in the country: - - - etc.

4. Other

If necessary, the CSO may specify other aspects specific to the country in question.

COUNTRY 2

Name of CSO leading the project:

Names of local partners:

-
-

If applicable, explain what new partners were identified during this tranche and the role they played.

(In the case of a new partner, and particularly one benefiting from financial retrocessions, verify that AFD was given prior notification)

Amount of the draft budget attributed to the country:

If the budget attributed to the country was revised during tranche 1, please specify the former and current amounts and explain the reasons for this difference.

Map indicating the location of project activities (if available)

1. Local context for project implementation

Please describe the political, economic and social context of the country where the project is implemented. If relevant, the CSO may explain how the context affects project implementation.

If applicable, explain any significant changes to the context in the country of intervention (political, economic, social) during tranche 1. Did these changes have an impact on the project? If so, in what way?

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4. Other

If necessary, the CSO may specify other aspects specific to the country in question.

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 (funding body, amount, period in question if applicable) during tranche 1.

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 budgets*

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