# **Annex 13. Template for Mid-Year Report**

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**PROJECT MID-YEAR REPORT**

[……start date of reporting period……]   
to [……end date of reporting period……]

|  |  |  |
| --- | --- | --- |
| **<Project Profile>** | | |
| **Project Code** |  | |
| **Project Title** |  | |
| **Project Duration** | Start date:  End date: | |
| **Implementing Agency** |  | |
| **Participating Country(ies)** |  | |
| **Project Site** |  | |
| **Target Area[[1]](#footnote-1)** | Primary Target Area:  Secondary Target Area | |
| **Budget and Source of Finance** | Total: US$   * AFoCO: US$ * National budget: US$ \_\_\_\_\_\_\_\_\_\_ * Others: US$ \_\_\_\_\_\_\_\_\_ (to be specified) | |
| **Annual Budget and Source of Finance** | Total: US$   * AFoCO: US$ * National budget: US$ \_\_\_\_\_\_\_\_\_\_ * Others: US$ \_\_\_\_\_\_\_\_\_ (to be specified) | |
| **<Implementing Agency Profile>** | | |
| **Name** | [……Implementing Agency……] | |
| **Address** |  | |
| **Project Manager** | Mr./Ms. | |
| **Contact** | Tel.:  Fax:  Email: | |
| **Project Staff** | Mr./Ms. | [……assigned tasks……] |
| Mr./Ms. | [……assigned tasks……] |
| Mr./Ms. | [……assigned tasks……] |
| Mr./Ms. | [……assigned tasks……] |

|  |
| --- |
| **Notes to the Authors & Readers**  The project mid-year report should present information that are managerial in nature, such as the description of activities started or completed during the period covered, the percentage of work undertaken, and the costs incurred.  The report is expected to provide simple and concise information on project progress in accordance with formats provided below. If deemed necessary, the Appendices may include further elaborations on parts of the report.  Use of gender fair language in the preparation of report is highly recommended. The list of recommended gender fair language is attached hereto for reference. |

**Contents**

[Please insert the page number]

1. **Project Overview**
2. **Implementation Progress & Review of Performance**
3. **Issues, Concerns and Actions Taken**
4. **Appendices**
5. Project Overview

*(To include immediate objectives and expected output, comprising extracts from the Project Document.)*

1. Implementation Progress & Review of Performance

*(To indicate the state of progress in matrix. If the project has Project Implementation Plan, please use the matrix)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Activity No. | Activity | Timeline | Performance Indicators | | Percentage Executed | Progress Description |
| Baseline | Achieved |
| Output 1 | | | | | | |
| A |  |  |  |  |  |  |
| A.1 |  |  |  |  |  |  |
| A.2 |  |  |  |  |  |  |
| A.3 |  |  |  |  |  |  |
| Output 2 | | | | | |  |
| B |  |  |  |  |  |  |
| B.1 |  |  |  |  |  |  |
| … |  |  |  |  |  |  |

1. Issues & Lessons Learned

*(To describe the issues encountered and lessons learned during the reporting period in bullet points – a short paragraph for each issue identified and any action taken to address that issue and lessons learned thereof.)*

|  |  |
| --- | --- |
| Description of Issues | Actions Taken and Lessons Learned |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. Photo records

*(Following the activity number, please provide main photos with description. The original electronic files of the photos used in this section should be submitted separately.)*

1. Appendices

*(To include any material with both audio & visual records of project activities and any relevant documents such as maps, figures and/or maps as to support the report)*

1. Refer to the list of target areas which is in accordance with the objectives and prevailing strategic plan of AFoCO (provided by the Secretariat). [↑](#footnote-ref-1)