# **Annex 14. Template for Annual Report**

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**PROJECT ANNUAL 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** |  | |
| **Proponent Country** |  | |
| **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 annual report intends to support the Implementing Agency (IA) exercise good management by providing regular, timely and relevant information on the project’s progress and achievement. The report also aims to provide a tool for the senior management of the IA and the AFoCO, including the Assembly and the Secretariat, to review, assess and provide guidance in the progress of project implementation.  The project annual report should include the description of activities started or completed during the period covered, and the costs incurred. The report will also elaborate the technical and scientific data used, their analysis, and results/recommendations. The report is recommended to provide elaborations on the achievements following the given format, however the addition or revision of items is allowed in pursuit of more effective and transparent delivery of project results. |

**Contents**

[Please insert the page number]

1. **Project Overview**
2. **Implementation Progress** 
   1. Overall Progress & Review of Performance
   2. Key Decisions of PSC undertaken
3. **Issues and Lessons Learned**
4. **Outcome and Impact of Project Activity**
5. **Conclusion and Recommendations**
6. **Photo records**
7. **Appendices**
8. Project Overview

*(To include objectives and expected outputs from the Project Document, and expected outputs of the year)*

1. Implementation Progress
   1. Overall 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. Key Decisions of PSC undertaken

*(To summarize key decisions made to address issues and guide the project during PSC meetings organized during the reporting period)*

|  |  |  |
| --- | --- | --- |
| Main Issues | Decisions | Follow-up Actions |
|  |  |  |
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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. Outcome and Impact of Project Activities

*(To describe the outcome and/or impact from the implementation of project activities)*

1. Conclusion and Recommendation

*(To provide the conclusion reached on the state of project implementation, based on the analyses made above. To also recommend any corrective actions or adjustment necessary for the achievement of the project’s objectives.)*

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.*

*The photos should include project site photos of before, during and after implementation of project activities. The original electronic files of the photos used in this section should also be submitted.)*

1. Appendices

**Appendix 1 Updates on Key Activities**

*(To include any material with both audio & visual records of project activities and any relevant documents to support the report)*

* 1. Updates on the project map

*(The legend must be written in English)*

1.2 Updates on the capacity development activities (training / meetings / workshops)

| Outputs/ Activities | 2016 | | | 2017 | | | 2018 | | | 2019 | | | Main target |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Total number | Achieved | | Total number | Achieved | | Total number | Achieved | | Total number | Achieved | |
| Male | Female | Male | Female | Male | Female | Male | Female |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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1.3 Updates on the advocacy materials

*(Please insert the template in Annex 16. ‘Updates on the soft asset status’)*

1.4 Updates on the procurement status

*(Please insert the template in Annex 16. ‘Updates on the hart asset status’)*

**Appendix x. Others, if any**

*(To include any other relevant documents as to support the report.)*

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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)