# **Annex-4. Template for Monitoring Report**

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**Monitoring Report**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Profile** | | | | |
| Project Code | |  | | |
| Project Title | |  | | |
| Project Duration | | Start date:  End date: | | |
| Implementing Agency | |  | | |
| Participating Countries | |  | | |
| Project Site | |  | | |
| Main Objective | |  | | |
| Budget and Source of Finance | | Total: US$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_   * AFoCO: US$ \_\_\_\_\_\_\_\_\_\_\_\_\_ * National: US$ \_\_\_\_\_\_\_\_\_\_\_\_\_ * Others: US$ \_\_\_\_\_\_\_\_\_\_\_\_ (to be specified) | | |
| **Summary of Monitoring Report** | | | | |
| Monitoring Period | |  | | |
| Monitoring Site | |  | | |
| Monitoring Check Points | | * *(To include key issues and constraints.)* | | |
|  | | | | |
|  |  | |  |  |
|  | Signature | | Date | Name/Title |
| **Reporter** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Signature | | Date | Name/Title |
| **Reporter** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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**Abbreviation & Acronyms**

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5. **Recommendations**
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|  |
| --- |
| **Notes to the Authors & Readers**  The monitoring report is intended to provide regular and timely updates of project implementation progress as well as to identify any corrective actions needed for effective and efficient implementation of the project.  A designated person or team is expected to conduct a monitoring in timely manner according to the Terms of Reference provided by the Project Steering Committee (PSC) and submit the report(s) to the PSC as scheduled.  The following table of contents presents a sample list of items to be included in the monitoring report, however, the addition or revision of those items is recommended in pursuit of more effective and transparent delivery of the monitoring results.  Further guidelines for monitoring will be provided by the Secretariat. |

1. Introduction

*(To cover the decision of the PSC regarding the monitoring and its Terms of Reference)*

2. Monitoring scope and methodology

*(To describe the activities undertaken for the purpose of monitoring)*

*(To cover the specific methodology to check input/progress/output of each project activity, following the table below)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity No. | Activity | Performance Indicator | Monitoring Method | |
| Quantitative | Qualitative |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

3. Findings and issues

*(To list significant observations with explicit description of the cause-effect relations and supporting evidences. Use of location map, photos, or graphical illustrations are highly recommended for better clarity.)*

3.1. Key findings and issues

*(To cover the specific issues to be addressed)*

3.2. Implementation status of project activities (as of monitoring mission)

*(To update the implementation status made before the monitoring mission, through observation of each activity, based on the on-site verification, interview, etc.)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity no. | Activity description | Planned | Completed | Observation |
|
| A | ***Inception meeting*** | | | |
| A.1 | *Inception meeting among the implementing countries* | *Q2, 2016* | *Q2, 2016* | *9 June 2016* |
| B | ***Establishment and maintenance of demonstration plots*** | | | |
| B.1 | *Site identification, surveying and mapping* | *Q3, 2016* | *Q2, 2017* | *It took time to complete site selection and project was launched at Zambales site on 3 Apr 2017.* |
| B.2 | *Vegetation assessment* | *Q1, 2017* | *On-going* | *Gathering of baseline data completed in Q2, 2018* |

4. Supplementary information

*(To provide any additional information not included in the sections above, but relevant to the purposes of overseeing the project progress. Optional. E.g. updated national policy, financial regulations on tax, other interviews of project-related personnel and/or reports of similar project theme, etc.)*

5. Recommendations

*(To describe and summarize general recommendations, in narrative, based on the analysis of monitoring result.)*

*(To specify findings and recommendations from the monitoring in the table below.)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity No. | Activity | Recommended Follow-up actions | Responsible Person/Body | by when |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

6. Appendix

*(To include audio-visual records of monitoring and any other relevant documents as to support the report)*