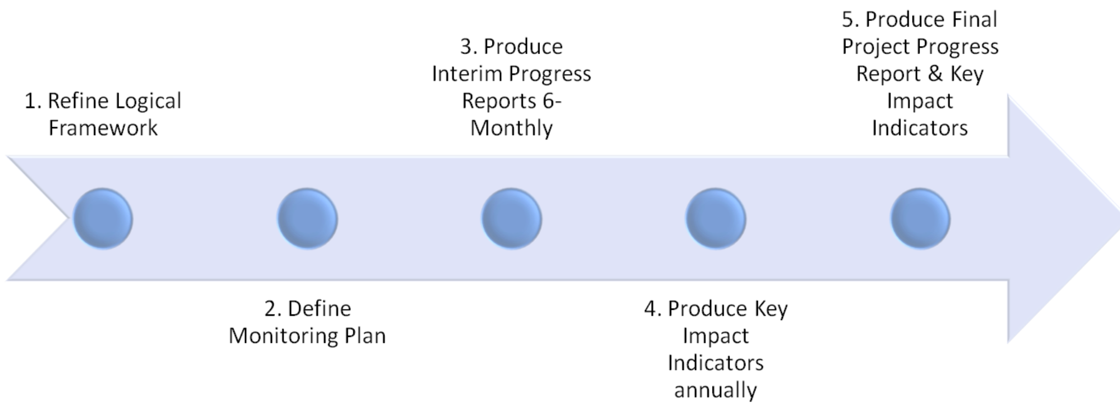
Reporting Guide for Projects Funded by the Energy Facility

This guide provides a brief outline of the reporting requirements for the projects funded under the Energy Facility programme. The EU has devised a simple process in order to facilitate the preparation and submission of reports, providing an overview of the project's progress towards the achievement of results. The steps of the process can be summarised as follows:



1. Refining the logical framework - your project **logframe** will be reviewed by the monitoring team so as to make it consistent with the Description of the Action included in your grant contract and feedback will also be provided based on the coherence of the logframe, the formulation of indicators, and the identification of risks and assumptions. This will allow the project to make amendments at the outset which will facilitate measurement throughout the implementation.
2. Define monitoring plan – each project will be asked to define a **monitoring plan** (**Annex 1 in this document**) based on the indicators defined in the project logframe. The primary aim of this is to have a clear overview of data collection requirements, resources and responsibilities.
3. Once the project is underway, **six-monthly interim progress reports** are required, as per the contractual agreement signed with the EU. The report should provide an update on progress in terms of activities, results, and, as the project progresses, the outcome and impact. The reporting template ***with explanatory notes*** which is required for all projects is attached in **Annex 2** in this document. The template provides guidance on the content the monitors are looking for.
4. The ACP-EU Energy Facility has devised indicators for which data is collected **annually** from all projects. The data is input into the **Key Impact Indicators Sheet** (**Annex 3**).
5. During the lifetime of your project you will have to carry out a mid-term and final evaluation of your activities. DEM can provide you with assistance in order to draft appropriate Terms of Reference for this purpose.
6. At the end of the project, the **Final Project Progress Report and Key Impact Indicators Sheet** are to be submitted. Unlike the interim reports, the final report should cover **the whole period** of the implementation, and is therefore more comprehensive.

Communication channels

The EU Delegation in your designated geographical area is responsible for overseeing the implementation of your project. Therefore, they are the principle point of contact for all project matters. The discussions regarding the logframe and monitoring plan will occur as your contract is signed. The Energy Facility Monitoring Team will be in contact with you and the EU Delegation with recommendations for both documents. On an ongoing basis, when submitting your **interim progress report**, and mid-term/final evaluation reports please **copy the Energy Facility Monitoring Team: energy_facility_monitoring@danishenergymanagement.dk.**

THINGS TO REMEMBER – INTERIM PROGRESS REPORTING

Here we would like to provide you with some suggestions on what to focus on when producing your interim progress reports.

Narrative Report

- Use the updated **report template** (attached to your contract but also included with explanatory notes in Annex 2) which provides good guidance to project report structure.

- **Not too little, not too much** – Do not make the report so brief that it is difficult to get an idea of progress or so lengthy that it is difficult to find the most important information.

- Provide the deliverables which have been produced (e.g. training materials, brochures, studies, technology designs, etc).

- Use the **logical framework** as a basis for the reporting. This includes:

    - Referring to all levels of the results chain: *activities, expected results, potential outcome (project purpose) and achievement of objective*
    - Comment on level of achievement of project **indicators**
    - Indicate if and which **corrective measures** will be taken to reach expected targets

- When the project does not go according to plan, which is more than likely in almost all cases, **illustrate how the action plan has been altered** and describe how the project has adapted.

- Provide information related to **contractual changes**, such as addendums, budget reallocations, riders, etc.

- Include a **detailed and *realistic*** action plan for the project period demonstrating an overview of activities which are inter-dependent.
  NB. Procurement procedures are time-consuming and rely on multiple factors outside the control of the project.

- Consider including a **concluding section**, with recommendations if needed.

Financial Report

- To avoid arithmetical errors in the financial report, **use the formulae** as described in the format for the report
- Add **notes to explain variations** from the approved budget

ANNEX 1: MONITORING PLAN TEMPLATE

ENERGY FACILITY - PROJECT MONITORING PLAN

Project Name	
Contract No/ CRIS No	
Start Date	
End Date	

INDICATORS

				How often?	*How?*	*Who from?*					
ID	**Level of Intervention Logic**[A]	**Key Performance Indicators**[B]	**Definition**[C]	**Frequency**[D]	**Data Collection Activity**[E]	**Source of Data**[F]	**Baseline Value**[G]	**Target Value**[H]	**Responsibility (Internal/ External)**[I]	**Budget (EUR)**[J]	**Comments**[K]
1	Overall Objective										
2	Overall Objective										
3	Project Purpose										
4	Project Purpose										
5	Result										
6	Result										
7	Activity										
8	Activity										
									Total Budget	**0**	

ID	Project Phase/ Period[L]	Type of Monitoring[M]	Internal/ External Requirement[N]	Due Date[O]
INTERNAL/ EXTERNAL MONITORING & EVALUATION EXERCISES				
1	1st Semester	Six-monthly Interim progress report (EU)	External	
2	End Year 1	Evaluation	Internal	
3	End Year 1	Six-monthly Interim progress report (EU)	External	
4	3rd Semester	Mid-term review	Internal	

NOTES

A Describes which level of your logical framework the indicator refers to: Overall Objective, Project Purpose, Result or Activity.

B Title of the indicator, e.g. % increase in access to off-grid electricity.

C Defines in greater detail the indicator, including all parameters for coherent and consistent measurement, e.g. % increase of the population within the project target area with access to solar PV, hydro (off-grid) or wind generated electricity.

D States how often the exercise to collect this data will be undertaken (annually, quarterly, monthly, project end, etc.). This should be realistic so as to be able to detect notable change whilst not causing administrative/ financial burden.

E Defines the data collection exercise through relating to this indicator, e.g. Household survey, community visits, routine national statistics.

F Identifies the institution or organisation responsible for collecting and providing the data to the project. Where the provider is external to the project, it is advisable to make an agreement in advance.

G In order to ensure that progress can be measured, a baseline value should always be collected. This is the value of the indicator at the start of the project.

H Defines project target for each indicator. This should be realistic and can be based on technical studies, projections or similar projects.

I Allocation of responsibility for collecting data for each indicator facilitates collection so as to ensure that there is a common understanding of expectations. If the provider is external, it is useful to note here who the contact person/ department is.

J Budget allocations for the data collection exercise or the project's contribution to the data collection exercise is important to note. This is specifically pertinent where data is provided by an external body whose funding may not be reliable. This should form part of the agreement.

K Comments

L Defined as you prefer, depending on your activity plan, either in terms of calendar periods (e.g. months, semesters, years) or phases (e.g. inception, phase 1, construction phase, etc)

ANNEX 2: INTERIM PROGRESS REPORTING TEMPLATE

In the explanatory notes below, we have taken the format of the report template which you were provided in your contract. Under key points, we have provided some explanatory notes and suggestions of how to fill in the section. We provide tips of what to include and then, in some cases, a template for a table that can be filled in which will provide focus to the report.

From section 2, the format of the explanatory notes is:

1.1. Heading

Description of requirement of the section (page limit)

Tip:

This provides guidance on what to include and suggestions about how to address the question

(Where applicable) **Proposed Layout**
This gives you the headings or table structure which can be used when producing your reports.

When you use this template, please feel free to delete the tips and proposed layout as you see fit.

ANNEX VI
INTERIM NARRATIVE REPORT

- This report must be completed and signed by the Contact person.
- The information provided below must correspond to the financial information that appears in the financial report.
- Please complete the report using a typewriter or computer.
- Please expand the paragraphs as necessary.
- ***Please refer to the Special Conditions of your grant contract and send one copy of the report to each address mentioned.***
- The Contracting Authority will reject any incomplete or badly completed reports.
- The answer to all questions must cover the reporting period as specified in point 1.6.

1. Description

1.1. Name of beneficiary of grant contract:

1.2. Name and title of the Contact person:

1.3. Name of partners in the Action:

1.4. Title of the Action:

1.5. Contract number:

1.6. Start date and end date of the reporting period:

1.7. Target country(ies) or region(s):

1.8. Final beneficiaries &/or target groups[1] (if different) (including numbers of women and men):

1.9. Country(ies) in which the activities take place (if different from 1.7):

[1] "Target groups" are the groups/entities who will be directly positively affected by the project at the Project Purpose level, and "final beneficiaries" are those who will benefit from the project in the long term at the level of the society or sector at large.

2. Assessment of implementation of Action activities

2.1. Executive summary of the Action

Please give a global overview of the Action's implementation for the reporting period (no more than ½ page)

Tip:

Consider including the following in the half page summary:

- Key outputs delivered
- Progress towards achievement of results (refer to your OVIs)
- Key challenges and successes

2.2. Activities and results

Please list all the activities of the contract implemented during the reporting period as per Annex 1.

Tip:

Split the description into two sections as shown below: a narrative description and a summary table

Focus of the narrative: Provides a commentary on the "softer" issues, such as background to challenges/ modifications faced and inter-stakeholder relationships.

Focus of the summary table: Provides clear link between the logframe contained in the proposal and project progress

Narrative Layout

Activity Number:

Activity Title:

Description:

Summary Table Layout

Activity Ref:	e.g. Activity 1
Title:	e.g. Conference at location W with X participants for Y days on Z dates
Achievements during reporting period	Bullet points describing activities/ outputs. Refer to OVIs, e.g. 2 conferences held in 1 district
Cumulative achievements on this specific activity	Describe project deliverables e.g. 7 conferences held in 3 districts

Modifications/ Comments & Recommendations	Elaborate on the challenges which have arisen (delays, cancellations, postponement of activities, redesign) and how they have been addressed, or recommendations for how they can be addressed. *Challenges are as important to share for the benefit of current and future projects as are successes.*
Results	How this activity is contributing towards the achievement of the corresponding result
Next Steps	Describe actions to be taken during next reporting period

2.3. Please list activities that were planned and that you were not able to implement, explaining the reasons for these.

Tip:

This section should provide Contracting Authority not only with an idea of whether the challenges faced are being proactively managed, but also to identify innovative approaches to issues which are probably faced by more than one project.

Proposed Layout

This can be provided in a tabular format as shown below:

Activity Ref & Title:	**How far implementation progressed**	**Reason for lower than expected progress**	**Mitigating action**

2.4. What is your assessment of the results of the Action so far?

Please list potential risks that may have jeopardized the realisation of some activities and explain how they have been tackled. Refer to logframe indicators.

Tip:

Use the project logframe as the basis for reporting on this section.

Remember to address results, project purpose (or specific objective) and overall objective, i.e. the results, outcome, and impact (if any)

If relevant, submit a revised logframe, highlighting the changes, which will be subject to approval.

Proposed Layout

	Target (Logframe OVIs)	**Cumulative Achievement**	**Unexpected positive or negative results**	**Risks and action taken to mitigate**
Expected Result				
e.g. 1) Low cost biogas schemes are implemented in 1000 HH in 38 villages.	1000 biogas schemes installed in 38 villages	800 installed in 30 villages	Demand outstrips capacity to supply	Drought can result in lack of supply of animal manure due to loss of livestock
2) Hydropower is available to 20,000 people in 12 communities	Final site survey, selection and technical design in 10 villages Financial plans and REF loan disbursement on 10 HP schemes 10 hydropower schemes for a total of 85 kW	Survey, selection & technical design completed		
Project Purpose To improve the access to energy services of 20,000 rural people, particularly the un-served population living in scattered settlements, villages, or rural towns				
Overall Objective				

Contracts

Please list all contracts (works, supplies, services) above 10.000€ awarded for the implementation of the action during the reporting period, giving for each contract the amount, the award procedure followed and the name of the contractor.

Proposed Layout

This can be provided in a tabular format as shown below:

Date of Award	Supplier	Services/ Works to be Supplied	Contracted Amount	Award Procedure

2.5. Please provide an updated action plan [2]

Year													
	Semester 1						Semester 2						
Activity	Month 1	2	3	4	5	6	7	8	9	10	11	12	Implementing body
Example	*example*												*Example*
Preparation Activity 1(title)													Local partner 1
Execution Activity 1(title)													Local partner 1
Preparation Activity 2 (title)													Local partner 2
Etc.													

[2] This plan will cover the financial period between the interim report and the next report.

3. Partners and other Co-operation

3.1. How do you assess the relationship between the formal partners of this Action (i.e. those partners which have signed a partnership statement)? Please provide specific information for each partner organisation.

Tip:

Consider the following headings:

<u>Partner Name:</u>

<u>Expected Role during Implementation:</u>

<u>Fulfilment of that Role:</u>

3.2. How would you assess the relationship between your organisation and State authorities in the Action countries? How has this relationship affected the Action?

Tip:

Consider the following headings:

<u>State Authority:</u>

<u>Expected Role during Implementation:</u>

<u>Progress & Challenges:</u>

3.3. Where applicable, describe your relationship with any other organisations involved in implementing the Action:

Tip:

Consider the following headings:

<u>Organisation:</u>

<u>Nature of Relationship:</u> Associate(s), sub-contractor(s), final beneficiaries and target groups, and third parties involved (including other donors, other government agencies or local government units, NGOs, etc)

<u>Role during Implementation:</u>

<u>Progress & Challenges:</u>

3.4. Where applicable, outline any links and synergies you have developed with other actions.

Tip:

Synergies may include combining an intervention funded by another donor, e.g. awareness raising regarding clean water and more energy efficient ways to boil water, interventions implemented by other organisation, addressing behavioural change as a whole.

3.5. If your organisation has received previous EU grants in view of strengthening the same target group, in how far has this Action been able to build upon/complement the previous one(s)? (List all previous relevant EU grants).

<u>Proposed Layout</u>

This can be provided in a tabular format as shown below:

Contract Number	Grant Title	Complimentarity with Current Project

4. Visibility

How is the visibility of the EU contribution being ensured in the Action?

Tip:

- Include pictures
- Remember visibility is not only about use of logos but also referring to the support provided by the EU in speeches, meetings, and gatherings.

The European Commission may wish to publicise the results of Actions. Do you have any objection to this report being published on the EuropeAid website? If so, please state your objections here.

Name of the contact person for the Action: ……………………………………………

Signature: ………………………………………

Location: ………………………………………

Date report due: …………………...…………

Date report sent: ……………………………….

ANNEX 3: KEY IMPACT INDICATORS SHEET