

Template version March 2021<sup>1</sup>

## Project progress report<sup>2</sup>

<b>Reporting period</b>	dd/mm/yyyy – dd/mm/yyyy	<b>Reporting organisation</b>	
<b>Reporting manager</b>		<b>Date</b>	dd/mm/yyyy

### 1 Key Project Data

<b>Project title</b>							
<b>Duration of project</b>	<i>Current phase</i>			<i>Project launch</i>	dd/mm/yyyy	<i>Expected closing date</i>	dd/mm/yyyy
<b>Budget</b>	<i>Overall Project Budget</i>		SECO contribution to overall project budget		Overall project budget for reporting period		SECO contribution for reporting period

### 2 Executive Summary

<b>Main achievements and lessons learned</b>	...
	<ul style="list-style-type: none"> <li>• ...</li> <li>• ...</li> <li>• ...</li> </ul>
<b>Main steering implications for next reporting period</b>	<ul style="list-style-type: none"> <li>• ...</li> <li>• ...</li> <li>• ...</li> </ul>
	<ul style="list-style-type: none"> <li>• ...</li> <li>• ...</li> <li>• ...</li> </ul>

### 3 Introduction

<sup>1</sup> Revised based on version from March 2018.

<sup>2</sup> This template is intended as a default option. It comprises SECO-WE's minimum requirements regarding structure and content of project progress reports and may be used as a basis of negotiation for project progress reports between SECO-WE and partner organisations. The template is for use by SECO's implementing partners and can be adjusted according to specific needs. Alternatively, the implementing partner's own template can be used. SECO-WE suggests that progress reports do not exceed a maximum of 15 pages. The reports should be written in English, French or Spanish.

<b>Description of project purpose and intervention strategy</b>	... The intervention strategy is ..., based on the assumption that... The theory of change is as follows: If... then..., because...
<b>Review of workplan implementation and follow-up measures taken since the last progress report</b>	<ul style="list-style-type: none"> <li>• ...</li> <li>• ...</li> <li>• ...</li> </ul>
<b>Project-relevant changes in context and their impact</b>	<ul style="list-style-type: none"> <li>• ...</li> <li>• ...</li> <li>• ...</li> <li>• ...</li> <li>• ...</li> <li>• ...</li> </ul>

## 4 Results

### 4.1 Effectiveness

<b>Overall assessment of project effectiveness</b>	... ...	
<b>Comment on adaptation of logframe (if relevant)</b>	1. Types of change: ... 2. Reasons for change: ... 3. Results of change: ...	
<b>Comparison between planned and achieved results (outputs and outcomes)<sup>3</sup></b>	Planned results 1. ... 2. ... 3. ...	Achieved results 1. ... 2. ... 3. ...
	...	...
<b>Results on SECO-WE Standard Indicators for accountability</b>	SI : Results statement: ... Interpretation of result: ... SI : Results statement: ... Interpretation of result: ... SI : Results statement: ... Interpretation of result: ...	
<b>Interpretation of results (outputs and outcomes)</b>	... ... ...	

<sup>3</sup> Provide a selection here and the full overview in Annex I.

	...
	...
	...
<b>Unintended positive and negative effects of the intervention at output and outcome level</b>	... ... ... ... ... ...
<b>Results of the implementation of SECO transversal themes gender and climate &amp; resource efficiency (if listed as significant or principal under SECO-WE SAP Markers gender or climate)</b>	... ... ... ... ... ...
<b>Contribution to the SDGs<sup>4</sup></b>	1. Contribution to SDG : ... .. 2. Contribution to SDG : ... .. 3. Contribution to SDG : ... ..
<b>SECO's overall visibility (Swissness)</b>	... ... ...

#### 4.2 Efficiency (including reflection on finance, institutional / organisational development and human resources)

<b>Overall assessment of project efficiency</b>	...	
<b>Comment on expenditures based on budget spent vs. planned</b>	Budget planned	Budget spent
<b>Comment on budget deviations respectively over-/underspending</b>	...	
<b>Appreciation of cost effectiveness<sup>5</sup></b>	...	

<sup>4</sup> Please refer to the factsheets on SECO-WE Standard Indicators. They provide a selection of relevant SDG Targets. Please only report on the main SDG Targets addressed by the project. If the project did not report on SECO-WE Standard Indicators, please report on the most relevant SDGs or SDG Targets.

<sup>5</sup> A measure of how economically financial resources are transformed into development results.

<b>Specific changes and challenges that affected project management</b>	...
	...
	...

### 4.3 Sustainability

<b>Measures taken to enhance sustainability of project results</b>	...
	...
	...
<b>Exit strategy</b>	...
	...

### 5 Risk Review

<b>Please elaborate a short description of the following potential or already materializing risks, a risk analysis and suggestions for mitigation measures:</b>	
<ul style="list-style-type: none"> <li>• Development Risk</li> <li>• Security Risk</li> <li>• Fiduciary Risk</li> <li>• Financial Risk</li> <li>• Environmental Risk</li> <li>• Social Risk</li> </ul>	...
	...

### 6 Lessons learned

<b>Lessons and emerging good practices</b>	...
	...
	...
	...
	...
	...
<b>If available, important findings from reviews and self-evaluations</b>	...
	...

### 7 Conclusions for Steering and next Steps (with Schedule)

<b>Conclusions for Steering</b>
<ul style="list-style-type: none"> <li>• ...</li> <li>• ...</li> </ul>

• ...	
Measures/next steps	Dates/Deadlines
...	dd/mm/yyyy
...	dd/mm/yyyy
...	dd/mm/yyyy

Place, date

Signature

\_\_\_\_\_

\_\_\_\_\_

- Annex I:** Logframe including adaptations and comparison between planned and achieved results, e.g. summary of outcome monitoring
- Annex II** Workplan with list of activities and outputs
- Annex III:** Activity-based budget and management costs
- Annex IV (optional):** Illustration materials such as copies of press clippings, pictures, testimonies, etc.
- Annex V:** List of abbreviations