

 **Donor Report: Cover Letter Template**



Ref: UNDP/[xxx]/[xxx]/[xxx]

[submission date 20xx]

Dear [Name of donor signatory in the contribution (Delivery of Outputs) agreement],

**Subject: Project “[Project Name]”**

**Choose report type**

Reference is made to the agreement between [Name of Borrower/ Beneficiary] and UNDP for the project “[Project Name]” effective [project start date 20xx].

I am pleased to submit herewith the [Choose report type] for the abovementioned project.

The report summarizes the progress of the project as of [last date of reporting period 20xx] and provides an overview of the achievements, challenges, lessons learned, interim financial status and way forward.

<Signature>

[Name of UNDP signatory in the agreement]

[Title of UNDP signatory in the agreement]

UNDP [country]

Attached:

[Project Name] Choose report type

[Name of Borrower/ Beneficiary signatory in the agreement]

[Title of the Borrower/ Beneficiary in the agreement]

[Borrower/ Beneficiary institution name]

[City, country]

**Progress Report**

**FOR DELIVERY OF OUTPUTS**

***[add the title of the assignment*]**

**[Country]**

**Project Name:**

**Loan/Credit/Grant No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**UNDP Reference No.** *[as per the Borrower’s Project Procurement Plan]*

**[Reporting Date]**

[Optional] Insert a picture that effectively communicates tangible results/impact of the programme/project.

|  |  |
| --- | --- |
| Reporting Period |  |
| Donor |  |
| Country  |  |
| Project Title |  |
| Project ID(Atlas Award ID)Outputs(Atlas Project ID and Description) |   |
| Implementing Partner(s) |  |
| Project Start Date |  |
| Project Closing Date |  |
| Total Contributions Revenue (Funding Ceiling) Received  | USD |
| UNDP Contact Person  | [Name of UNDP signatory in the agreement][Title of UNDP signatory in the agreement]UNDP [country]Email: Tel.:  |

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1. **Executive summary**

The executive summary is a concise brief on the progress towards the project outputs during the reporting period. The section also includes key implementation challenges, lessons learned and way forward. It is also suggested to include key financial information, such as expenditure for the reporting period, cumulative expenditure and a delivery rate against budget.

1. **Background**

The background should be a short introduction of the project. The situation analysis and the objective of the engagement and the Outputs section of the Delivery of Outputs Agreement can be referred to for this section. Also include an up-to-date overview of changes in the context and situations.

1. **Progress Review**

|  |
| --- |
| Narrative and financial summary in sufficient detail to allow clear identification of:1. the status of activities and achievement of deliverables to demonstrate the progress towards each of the outputs indicated in Annex I *Outputs and Workplan* of the Agreement, and the linkage between the payments made under the Agreement, achievements of deliverables and the remaining balance under the total contributions revenue (funding ceiling) received.
2. variations from the original agreement due to change in scope, cost or timing of specific activities or deliverables. These should be clearly reflected, explained and where applicable, a proposal for a revised Work Plan and/or reallocation between budget estimates for the specific activities or deliverables affected, included for the consideration of the parties and subsequent non objection of the Bank, in accordance with the Agreement.
3. compliance with environmental and social safeguards.
 |
| For procurement of goods and services, include the progress of delivery of items indicated in Annex I *Outputs and Workplan* of the Agreement. * For ***procurement of goods*** include an annex with key information on the name and type of goods, brand, model, country of origin, actual unit cost, quantity, and total cost.
* For ***construction works***, include:
	+ the degree/ percentage of physical & financial progress of each item of work.
	+ Status of contributions (revenue) received for each item of work (where applicable).

Where possible, include photographs to demonstrate the project implementation, beneficiaries, etc. Give an overall and clear sense of the ‘before-and-after’ of the project intervention. The latest approved Workplan and Timeline should be attached as an Annex. The workplan should include the original plan, as well variations due to changes in scope, budget, timelines, quantity of items, etc. |

1. **Project Risks and Issues**

This section identifies and analyses project risks and issues that:

1) had an impact on project deliverables[[1]](#footnote-2) (quality, schedule[[2]](#footnote-3), cost, etc.) during the reporting period, or

2) were newly identified during the reporting period and are being addressed by the project (in the case of risks, “addressed” means to mitigate their effects or decrease the likelihood of impact, and in the case of issues, how to resolve them).

3) relate to general aspects of sustainability, environmental and social safeguards.

For details of project risk management, please refer the [POPP Enterprise Risk Management](https://popp.undp.org/SitePages/POPPSubject.aspx?SBJID=431&Menu=BusinessUnit&Beta=0) and [UNDP Handbook on Planning, Monitoring and Evaluating for Development Results](http://web.undp.org/evaluation/handbook/documents/english/pme-handbook.pdf) (page 48).

1. **Updated project risks and actions taken**

Project Risk 1:

*Actions taken:*

Project Risk 2:

*Actions taken:*

1. **Updated project challenges during implementation and actions taken**

Project challenge 1:

*Actions taken:*

Project challenge 2:

*Actions taken:*

1. **Lessons Learned**

This section should capture the lessons learned to ensure on-going learning, knowledge sharing and communication within the organisation and with the partners/donors. It should include analysis on the following contents:

1. Key project successes and factors which supported these successes;
2. Difficulties encountered and measures taken to overcome these difficulties;
3. Analysis on what could have been done differently / better to attain the project results;
4. Recommendations to improve future programming.
5. **Conclusions and Way Forward**

This section should summarize the achievements, challenges and lessons learned as well as explain the way forward, including relevance of the project and necessary revisions that will be made to the project and plans of the upcoming reporting period. Any funding gaps, resource requirements as well as further partner engagement plans can be specified in this section. This should include any modifications that need to be made to indicators, baselines, targets as well as data collection and monitoring to track progress.

If this is a Final Report and if applicable, also mention on sustainability of the project and/or plans on future projects that may supplement / scale up the achievements of this project.

1. **Financial Status[[3]](#footnote-4)**

This section should provide information on project contributions revenue received by UNDP and expenses made: .

1. ***A financial report on the use of contributions revenue (funding ceiling) received*** , including the actual cumulative amount spent by projects, outputs and activities. The UNDP Country Office will generate a report that compares the actual expenses with the approved budget indicated as per Annex II "Total Contribution Revenue (Funding Ceiling) and Payment Schedule" of the Agreement and the work plan included in the UNDP’s related Project Document and subsequent approved Budget Revisions, where applicable.

**Interim Financial Report as of XXXX[[4]](#footnote-5)**

**Project Reference**

**(in USD)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Outputs/Activities** | **Approved Budget** | **Actual Expenses** | **Balance** |
| 1.Output 11.1 Activity…1.2 Activity…1.3 Activity… |  |  |  |
| 2. Output 22.1…………2.2…………2.3………… |  |  |  |
| Total Direct Cost |  |  |  |
| **Indirect Cost (%)** |  |  |  |
| **Total Cost (A)** |  |  |  |
| **Contribution Revenue (Funding Ceiling) (B)** |  |  |  |
| **Contribution Revenue (Funding Ceiling Balance) (C=B-A)** |  |  |

1. ***Status of execution of Contributions revenue received***, which includes details of contributions revenue received by UNDP, less actual project expenses. Where applicable, include reconciling items.
2. **Other Information:**

This section should include any other relevant information that UNDP wishes to highlight regarding progress made in the implementation of the project.

1. **Annex**
2. Insert the latest approved Workplan and Timeline. This should include the list of activities, related deliverables, along with the associated timelines and cost.
3. Proposed revised Workplan and Timeline (where applicable)
4. Procurement of goods - key information on the name and type of goods, brand, model, country of origin, actual unit cost, quantity and total cost.
5. Relevant copies of media coverage, publications, etc.
6. Specific reporting requirements from the IDB and in line with UNDP’s regulations and rules can also be inserted here.
1. A deliverable is defined as the result of an activity or in other terms the product which contributes to the achievement of project outputs. [↑](#footnote-ref-2)
2. Including schedule issues related to delays e.g. issuance of permits that may be required in the country. [↑](#footnote-ref-3)
3. *Disclaimer: Data contained in this financial report section is an extract of UNDP financial records* *from General Ledger, as reflected in the Combined Delivery Reports (CDRs). All financial provided above is provisional.* [↑](#footnote-ref-4)
4. The report will be generated using information from UNDP system-generated Combined Delivery Reports (CDRs) and Cumulative Project Financial Report (or Interim Financial Report, CPFR) [↑](#footnote-ref-5)