

*Format for Annual Progress Report*

*TEAM /South Initiatives/JOINT projects*

*Reporting guideline: we advise to start updating the information in your Excel-monitoring file (Logical Framework, Operational Planning and Risk management matrix) before writing the narrative in this APR format.*

# General Information

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| Project information | | | | |
| Type: | Project title: | | | |
| TEAM / SI / JOINT |  | | | |
| Country and region (within the country) of the project : | | | | |
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| Summary of progress made: *Summarize the most important achievements of project during the reporting year* (Max. 10 lines) | | | | |
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| Project start: | | End of project: | | Reporting year: |
|  | |  | |  |
| Project team: | | | | |
| Local promoter (Name, institution) | | |  | |
| Local co-promoter(s) (Name, institution) | | |  | |
| Flemish promoter (Name, institution) | | |  | |
| Flemish co-promoter(s) (Name, institution) | | |  | |
| *… add rows for other team members/personnel involved in the project* | | |  | |

# Project progress (max. 5 pages)

*Report on progress made during the reporting year. The objective is to present a clear* ***story*** *of change: how is the change process - envisaged during formulation (Theory of Change) - developing?*

## Progress towards the intermediate results

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| Progress of indicators |
| Cf. annex 1: LFM – OP - RM  *Update your indicators at the level of your intermediate results (indicator values of reporting year) in the Excel file containing the Logical Framework Matrix. Do not copy-paste the information here.* |
| Progress made towards intermediate results |
| *Explain to what extent the project is progressing towards the intermediate results. Is progress as expected? Major issues? Hindering/Enabling factors? To what extent – and how – are the different main activities contributing to the intermediate results? Explain (if relevant)* *how the project integrated the transversal/priority themes of the Belgian development cooperation (gender, environment, Digital4Development (D4D) and private sector development).* |
| Progress of main activities |
| Cf. annex 1: LFM – OP - RM  *Do not write your comments or copy-paste the OP here in the text box. Please comment on the progress of activities in the Operational Plan (OP) in the Excel follow-up file (cf.* annex 1: LFM – OP – RM). *Add a column to the right of the OP and briefly indicate the state of affairs (completed? ongoing? delayed? etc.).* |

## Progress towards the specific objective(s)

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| Progress of indicators |
| Cf. annex 1: LFM – OP - RM  *Update your indicators at the level of the specific objective(s) (indicator values of reporting year) in the Excel file containing the Logical Framework. Do not copy-paste the information here.* |
| Progress made towards specific objective(s) |
| *Explain to what extent the project is progressing towards the specific objective(s). Is progress as expected? Major issues? To what extent – and how – are the different intermediate results contributing to the specific objective(s)? Any unexpected positive (e.g. spin-offs) or negative effects (staff retention)? Also consider early signs of change in the change process: changes in attitudes, culture, work ethics, international integration, etc.* |

# Risk management

Cf. annex 1: LFM – OP - RM

*Update the risk management matrix of your Excel follow-up file. Do not copy-paste the information here:*

* *Register any new risks that have risen, analyse them and formulate a response to those risks.*
* *Follow-up on risks identified earlier and comment on how the project has responded to the risk (successful or not)*
* *Adapt risk levels of risks identified earlier if relevant*

# Synergy and complementarity

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| Describe effective complementarities or synergies with the actions of other Belgian organisations or other VLIR-UOS interventions that have been established / are ongoing (if applicable). |
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| Describe effective complementarities or synergies with initiatives taken in the same domain by other organisations (local, regional, etc.) (if applicable). This may also include additional, relevant, funding attracted by the project or partner institute(s) (e.g. for research, scholarships, etc.). |
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# Lessons Learned

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| Share lessons learned that you have acquired in the past year : new insights about running VLIR-UOS projects, lessons learned about the context, the project strategy, success factors, early impact stories, etc. |
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# Important reorientations of the project

*Please describe (if any) major reorientations of the project implemented in the reporting year, or planned in the next year.* *Please do not mention all minor changes but focus on major reorientations (if any!)*

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| 1. **Reorientations needing approval of VLIR-UOS:**  * Important changes/change requests to Logical Framework *(changes in results, indicators, baseline/target values):* * A budget shift exceeding the following limits: *a shift in the total budget line (for the whole duration of the project) for personnel or investment costs that is higher than € 10.000 as compared to the initial total budget line; and the shift amounts to more than 30% as compared to the initial total budget line (for the whole duration of the project)* |
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| 1. **Other important reorientations of the project**  * *Important changes in the management of the project* * *Major changes in activities / planning that have important consequences for the project design* |
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# Annexes

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| Annex 1: LFM – OP - RM | Updated Logframe, operational plan and risk management (cf. project proposal) + standard indicator monitoring |
| Annex X | Each project is expected to annually submit at least 3 quality pictures with title (date, location, explanation). |