Milestone report # \_\_\_

Please Note:

1. Include all deliverables related to this milestone as an annex to this report.
2. Include an updated implementation plan in case of project amendment.

|  |  |
| --- | --- |
| Contract number | SCBF 201x-xx |
| Organisation |  |
| Country |  |
| Title |  |
| Reporting Period | [dd.mm.yyyy – dd.mm.yyyy] |
| Current status of support | * Is the overall project on target in terms of milestones, numbers and status of implementation?
* Please fill out the table below to indicate the status of each milestone agreed upon in the project contract.
* Please provide a brief overview of each milestone and its status

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestones** | **Description** | **Due Date** | **Status** |
| Milestone 1 |  |  |  |
| Milestone 2 |  |  |  |
| Milestone 3 |  |  |  |
| Milestone 4 |  |  |  |
| Milestone 5 |  |  |  |
| Milestone 6 |  |  |  |

 |
| Budget | * Is the project on track according to the planned budget?If not, please give reasons.
* Please fill out the table below to indicate the expert days allocated, used and remaining for each expert.

|  |  |  |  |
| --- | --- | --- | --- |
| **Experts** | **Days Allocated** | **Days Used** | **Days Remaining** |
| Expert I |  |  |  |
| Expert II |  |  |  |
| Expert III |  |  |  |
| Expert IV |  |  |  |
| Expert V |  |  |  |
| Expert VI |  |  |  |

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| Challenges / constraints | * Please list 2-3 current challenges
* What are the coping strategies to overcome these challenges?
 |
| Highlights | * Achievements so far
* Success factors
* Positive changes
 |
| Summary of progress and outlook  |  |
| List of KPIs | * Please indicate progress made towards the KPIs agreed upon by the project monitor and the grantee in the below table OR attach your preferred monitoring and evaluation framework.
* Please always include breakdown by GENDER and RURAL/URBAN in outreach reporting.

|  |  |  |  |
| --- | --- | --- | --- |
| KPI | Objective | Current | Comment |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

 |
| Comments / remarks |  |

Abbreviations:

Please jot down all abbreviations you mentioned in the text

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Grantee:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_