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 |  |  |  | |
| 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:

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