

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 202x-xx																												
Organisation																													
Country																													
Title																													
Reporting Period	[dd.mm.yyyy – dd.mm.yyyy]																												
Current status of support	<ul style="list-style-type: none"> Please fill out the table below to provide a brief overview of each milestone agreed upon in the project contract and its status (completed, in progress, not completed) <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="padding: 5px;">Milestones</th> <th style="padding: 5px;">Description</th> <th style="padding: 5px;">Due Date</th> <th style="padding: 5px;">Status</th> </tr> </thead> <tbody> <tr><td style="padding: 5px;">Milestone 1</td><td style="padding: 5px;"></td><td style="padding: 5px;"></td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Milestone 2</td><td style="padding: 5px;"></td><td style="padding: 5px;"></td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Milestone 3</td><td style="padding: 5px;"></td><td style="padding: 5px;"></td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Milestone 4</td><td style="padding: 5px;"></td><td style="padding: 5px;"></td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Milestone 5</td><td style="padding: 5px;"></td><td style="padding: 5px;"></td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Milestone 6</td><td style="padding: 5px;"></td><td style="padding: 5px;"></td><td style="padding: 5px;"></td></tr> </tbody> </table> <ul style="list-style-type: none"> Is the overall project on target in terms of milestones, outreach numbers and status of implementation? If not please provide an explanation of why they are not on target and what will be done to catch up and achieve the target: <p style="margin-left: 20px;">Reasons for delay:</p> <p style="margin-left: 20px;">Corrective measures:</p>	Milestones	Description	Due Date	Status	Milestone 1				Milestone 2				Milestone 3				Milestone 4				Milestone 5				Milestone 6			
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Milestone 5																													
Milestone 6																													
Budget	<ul style="list-style-type: none"> 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. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="padding: 5px;">Experts</th> <th style="padding: 5px;">Days Allocated</th> <th style="padding: 5px;">Days Used</th> <th style="padding: 5px;">Days Remaining</th> </tr> </thead> <tbody> <tr><td style="padding: 5px;">Expert I</td><td style="padding: 5px;"></td><td style="padding: 5px;"></td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Expert II</td><td style="padding: 5px;"></td><td style="padding: 5px;"></td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Expert III</td><td style="padding: 5px;"></td><td style="padding: 5px;"></td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Expert IV</td><td style="padding: 5px;"></td><td style="padding: 5px;"></td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Expert V</td><td style="padding: 5px;"></td><td style="padding: 5px;"></td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Expert VI</td><td style="padding: 5px;"></td><td style="padding: 5px;"></td><td style="padding: 5px;"></td></tr> </tbody> </table>	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	<ul style="list-style-type: none"> Please list 2-3 current challenges What are the coping strategies to overcome these challenges? 																								
Highlights	<ul style="list-style-type: none"> Success factors Positive changes 																								
Summary of progress and outlook																									
List of KPIs	<ul style="list-style-type: none"> Please indicate progress made towards the KPIs agreed upon by the project monitor and the grantee in the below table OR attach the monitoring and evaluation framework. Please always include breakdown by GENDER and RURAL/URBAN and if feasible YOUTH (under 35 years) as well as MSMEs/INDIVIDUALS (if applicable) in outreach reporting. <table border="1"> <thead> <tr> <th>KPI</th> <th>Target objective</th> <th>Current</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	KPI	Target objective	Current	Comment																				
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Abbreviations:

Please jot down all abbreviations you mentioned in the text

Date: _____

Signature Grantee:
