

**Monitoring Report – Long Version
DM 2003 Project Implementation
PROGRESS REPORT**

[MM/DD/YYYY]

In order to ensure transparency, accountability, as well as to share lessons learned, we will post this Progress Report on the Development Marketplace website at www.developmentmarketplace.org. However, if you would like to share any sensitive information with us, you can do so in section VI. The information provided in this part of the report will be handled as confidential, thereby it will not appear on the DM website.

I. Background Information

DM Project Number and Title	
Report Author's Name (if different from Team Leader)	
Total Award	US\$ 000,000
Amount Disbursed to Date	US\$ 000,000 (% of the Total Award)

II. Progress Against Milestones

i) List the milestone objectives in the first column as expressed in the Project Agreement. The second column should indicate the current status of each milestone objective. In the third column, please provide quantitative data and qualitative information describing the status of the project against that particular milestone.

Milestone Objectives (Copy from the Agreement)	Status (Completed/ In Progress)	Descriptive Information on the Status
e.g. Promotion of organic farming as an income generating activity: Train 40 rural women on organic mushroom farming .	Completed	43 women from 5 villages were trained through 3 organic farming classes. About half of them expressed a keen interest in this potential source of income.

ii) If you did not achieve some of your stated milestone objectives, please explain the reasons.

iii) Has your project's overall accomplishments to date exceeded the original plan?

Yes No

If Yes, describe your achievements:

III. Overall Project Progress

i) What have been the main challenges of your project to date? What, if any, adjustments have you made to your original business plan in order to overcome the challenges and meet your objectives?

Challenges:	Adjustments:
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ii) Have any of your objectives changed or have you added new objectives since you signed your Project Agreement? If Yes, explain the changes.

Yes No

iii) Do you have any concerns about meeting your next milestone objectives?

Yes No

If Yes, what are the concerns and how do you plan on addressing those challenges?

iii) Although this is an interim report, are there any development outcomes or results of your activities to date that you would like to call attention to?

iv) **Reminder:** In accordance with Paragraph 3.1.1 of the Project Agreement, each project team is required to submit a statement of account showing the use of the funds within three months after the last disbursement. As a part of periodical expenditure review exercise, please provide an annex with un-audited summary of expenses during this reporting period.

IV. Ancillary Achievements

i) Have you or has your organization received any awards/recognitions or media attention as a result of your DM-funded project during this period?

Yes No

If Yes, please specify the sources and identify the names.

Award /Recognition	Media e.g. <input checked="" type="checkbox"/> International: BBC News on Dec. 3-4, 2003
<input type="checkbox"/> Local: <input type="checkbox"/> National: <input type="checkbox"/> International:	<input type="checkbox"/> Local: <input type="checkbox"/> National: <input type="checkbox"/> International:

Explain the Award/Recognition or the Media content:

Attach web links/news clips, if available:

ii) Has your organization made any new partnerships as a result of this project during this reporting period?

- Yes No

If Yes, specify type of the organization from the list below and describe nature of the partnership:

<input type="checkbox"/> Local Government: <input type="checkbox"/> National Government: <input type="checkbox"/> NGO: <input type="checkbox"/> Bilateral Development Agency:	<input type="checkbox"/> Multilateral Development Agency: <input type="checkbox"/> Private Corporations: <input type="checkbox"/> Other: e.g. <input checked="" type="checkbox"/> Multilateral Development Agency: Development Marketplace of the World Bank (financial partnership and technical assistance)
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iii) Sustainability and scalability after completion of the DM fund are top of the DM Team’s priorities. Has your organization leveraged new funding or secured future funding during this reporting period?

- Yes No

If Yes, provide the following information.

Funding Sources: Names of the Organizations
 Amounts Funded/Committed: US\$ 000,000

V. Requests to the DM

i) Do you have any comments on the overall process and support provided by the DM Team or Project Liaison?

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ii) If your contact information has changed, please provide us with the new information.

Contact Name:	
Title:	
Organization:	
Primary Email Address:	
Secondary Email Address:	
Organization's Website	
Phone:	
Fax:	
Address:	
Postal Code:	

VI. Confidential Report

Please provide, if any, sensitive comments or requests in the box below. Information provided in this section will be handled as confidential and will not be publicly posted on the DM website.

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VII. Next Steps

- Send this Progress Report to your Project Liaison via email
 - cc to the DM team dmwinner@worldbank.org
- The Project Liaison will review the Report and will either
 - a) approve the Report and authorize disbursement via email with cc to dmwinner@worldbank.org ; or
 - b) does not approve (or does not authorize disbursement) but responds with comments, questions, requests for team to address with cc to dmwinner@worldbank.org (in this case, the team would address PLs concern to move to approval)
- Once approved, team send signed Request for Payment to DM Team
 - via fax +1-202-522-2042
 - or scanned document via email to dmwinner@worldbank.org
- Upon receipt of the following, the DM Team can process disbursement:
 - a) Progress Report & Expense Addendum in Annex I
 - b) Signed Request for Payment
 - c) Project Liaison's approval of report and authorization of payment

Annex I. Project Expenses for this Reporting Period

Items	Sub-Totals (USD)
1 Personnel	
2 Materials and Equipment	
3 Training	

- 4 Travel
 - 5 Evaluation/Information Dissemination
 - 6 General Administration/Overhead
 - 7 Other
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Total Expenses

For Internal Use Only

Progress Report Number	<input type="text"/>		
Approved by Project Liaison	<input type="text"/>	Date	<input type="text"/>
Received by DM Team	<input type="text"/>	Date	<input type="text"/>