**Annex-19**

**KRISHI GOBESHONA FOUNDTION (KGF)**

**[Annual Progress Reporting Format with guidelines for CGP Projects]**

**[Cover page includes]**

**ANNUAL PROGRESS REPORT**

 Project ID No-(CN/FRPP):-------------

Project Title:-------------------

Reporting Period: From------------To:--------------

**CGP Project Call #:…………….. Phase:…………. (if any)**

Submitted to:

Executive Director

Krishi Gobeshona Foundation (KGF)

AIC Building (3 rd Floor), BARC Campus,

Farmgate, Dhaka-1215

Submitted by:

[Name of PI/Coordinator with address]

[Full name of proponent organization]

**Date:**

[Next 2 pages include as:

Page-i: Table of Contents,

Page-ii: Full names of Abbreviations and Acronyms]

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**[Page 1: includes at Top Centre]**

**Annual Progress Report on [Title of the Project]**

Reporting Period: From-------------To----------------

**A. Progress Summary**:[A clear and concise statement in simple language, including a brief description of the research problem, approaches and methodologies followed, activities performed and outputs/results achieved during the reporting period]

**B. Basic Project Information**:[ Should contain the following ]

1. Project ID No-(CN/FRPP):-------
2. Project Title----
3. Name of Coordinator (if applicable):------
4. Name of Principal Investigator--------
5. Name of Co-investigator (if any) -----------------
6. Name of the applying organization with address-------------
7. Name of associate/collaborating organization(s), if any ----------
8. Project duration (months) -------------; From -----------to-------------
9. Project commencement date (As per MoU) -------------------
10. Project locations/sites
11. Project size (no. of participatory farmers/land areas (ha)/no. of animals/no. of

ponds etc. included in project activities per site)

1. Project cost (total) TK-------- (Year-1: TK--------, Year-2: TK.--------Year-3: TK.---------)
2. Fund received in TK.------------------& Expenditure made in TK.----------------during the reporting period.

**C. Specific project objective(s): (As per FRPP/PIR)**

**D. Detailed Progress Report:** [Should consists of the following]

**a. Statement of the researchable problem:** [Provide a detailed statement of the problem, focusing its severity and extent along with base line situation/data during the reporting period.]

**b. Research approaches and methodologies**: [The approaches and methodologies used for research work to overcome the above stated problem during the reporting period should be briefly described below under i & ii]

1. Approaches: [Make clear statement on the ways/steps followed as well as institutional arrangements made for the implementation of the project, such as, collaborative/participatory/on-station/on-farm/lab. etc. along with institutional support and supervision.]
2. Methodologies: [Give stepwise clear statement on the research activities (experiments/studies) undertaken along with materials and methods clearly indicating parameters and frequency of data collection. The statistical tools applied for data analysis should be stated.]

**c. Results and Benefits**: [The accomplishments made during the reporting period in achieving the project objectives should be described along with pertinent data. Only summary data in the form of table/figure should be given in the text. However, detailed data should also be given as annexure. You must show outputs clearly against objective-wise activities as given below.

 The benefits of the accomplishments i.e. outputs/results should also be described.]

**(i)** Give details of research undertaken by each component organization with location-wise data. Also provide statement on results/discussion based on the data (details data to be given in the annex).

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**(ii). List objective-wise activities clearly, resulting in specific output(s), such as**

|  |  |  |  |
| --- | --- | --- | --- |
| Specific Project Objective(s) | Planned activities performed against each objective | State progress made clearly during the reporting period against each activity | Outputs/results achieved during this period |
| 1 | 1.11.21.3 |  |  |
| 2 | 2.12.22.3 |  |  |
| 3 | 3.13.23.3 |  |  |

**(iii). Outputs/Results:** [Describe briefly but clearly the outputs/resultsobtained as a consequence of a particular activity (experiment/study).]

**(iv). Benefit/Outcome**: [Describe briefly but clearly the benefit/outcome accrued i.e. the gain in terms of productivity, social, economic and environmental aspects due to practical use of the output/result.]

**d. Technology/Publications**:[State briefly the technology generated/ validated & refined and policy instrument developed, if any including publication of article, leaflet, booklet etc. out of this project during the reporting period.]

**e. Linkages Developed**: [Give a brief outline of the linkages developed with GO/NGO, if any during the reporting period.]

**f. Equipment/Appliances Purchased:** [Give a list of equipment/appliances purchased with item-wise cost, if any during the reporting period.]

**E. Highlight of Research Findings: [**Give details of significant findings during the reporting period.]

**F. Conclusion:** [A brief statement of one or two paragraphs should be given describing the conclusions drawn from the data collected/results achieved.]

**G. Financial Statement:** Fund received and Expenditure made during the reporting period (specify the period).

G.1: Summary Statement of Expenditure (SoE):

G.2: Component wise budget & SoE (if any): Must provide separate SoE for each component/partner using the format given below:

 (in thousand Tk)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Particulars/Line Items | **1st Half Year** | **2nd Half Year** | **Total** | **Year-1 Approved Budget** |
| **A. Fund Received** |  |  |  |  |
| **B. I. Expenditure: Recurring (Operational cost)** |  |  |  |  |
| 1.\* | 1.1 Remuneration for Contractual Staff (Expert Professionals; Research Fellow/Res. Associate, Res. Asstt./Field Asstt; if justified-consolidated)1.2 Remuneration of Accounting /Typing  Support Service, if any (part time basis- consolidated) |  |  |  |  |
| 2. |  Research & Development (R&D) related cost i.e. all inputs, lab./ farm chemicals & other necessary supplies etc. |  |  |  |  |
| 3. | Maintenance and repairing of lab. /field equipment, etc. |  |  |  |  |
| 4. | Training |  |  |  |  |
| 5. | Workshop/Seminar/Meeting etc. |  |  |  |  |
| 6. | 6.1 Travel expenses (TA/DA) as per own  organizational rules (Public Sector)  or as per KGF Rules (NGO/PO).6.2 Vehicle hiring/oil & fuel for organization’s  vehicle for travel, if justified.  |  |  |  |  |
| 7.\*\* | Office supplies and contingency (not exceeding 5% of the total cost for stationeries, publications, printing of reports, internet, service, mailing etc.)  |  |  |  |  |
| 8. | Any other items (please specify with justification) |  |  |  |  |
| 9. | Institutional Overhead Charge (if any, max 10% of total operating cost) |  |  |  |  |
|  | ***Sub-total B.I(1-9)*** |  |  |  |  |
| **B. II. Non-recurring (Capital cost)** |  |  |  |  |
| 10.\*\*\* | Equipment & Appliances (upon approval of KGF list from the given in the proposal item-13) 10.1. Lab. and Field Equipment 10.2. Office Equipment  10.3 Bicycle/Motor bike  |  |  |  |  |
|  | ***Sub-total B.II (10)*** |  |  |  |  |
| **C. Grand Total Expenditure : B.I+B.II (1-10)** |  |  |  |  |

**Financial Progress: Expenditure made/Fund receivedx100 = %**

**Note: [Financial progress report must be accompanied by Bank reconciliation statement for the period ]**

***\* Please mention the number of person with number of months and rate per month. Cost under this item (1) should not exceed 30% of the total cost.***

***\*\* Cost under line item #7 should not exceed 5% of the total project cost***

***\*\*\* Cost under line item # 10 should not exceed 10% of the total project cost.***

**H. Major problem(s), if any, encountered during this period of project implementation:**

**I. Actions/measures taken to overcome the problem(s):**

**J. Future Activity Plan:** [Provide a brief outline of the research activities (experiment/study) to be undertaken for achieving the project objectives during the next 12 months/remaining project period.]

|  |  |  |
| --- | --- | --- |
| Specific Project Objective(s) | Activities to be performed during the next 12 months/remaining project period as per work plan to achieve each specific objective | Expected output or result during that period |
| 1 | 1.11.21.3 |  |
| 2 | 2.12.22.3 |  |
| 3 | 3.13.23.3 |  |

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**K. Endorsement:**

Head of Applying Organization/Authorized Person(Lead Agency)

Name:

Signature:

Seal:

Date:

**[Note: I. For coordinated projects, activity plan and progress report (physical, technical and financial) should be made component wise and coordinator will summarize where necessary.**

**II Statements within [ ] are the guidelines/instructions which must be followed**

 **during report preparation.**

**III. Two copies (spiral binding) of the progress report need to be submitted to KGF within 07 days after the end of each project year]**