**INTERIM IMPLEMENTATION REPORT N°X**

|  |
| --- |
| PROJECT IDENTIFICATION |

|  |  |
| --- | --- |
| **Name of Project Leader** |  |
| **Project title** |  |
| **Project location** |  |
| **Date of signing the agreement** |  |
| **Project duration, start and end dates** |  |
| **Total amount of funding granted by the Government of Monaco** *(in Euros)* |  |
| **Period covered by the report** |  |
| **Number and amount of the funding tranche concerned by the report** |  |
| **Report submission date**  |  |
| **Contact for the report** |  |

1. **Overall progress / macro-planning**

*Provide an overview of the different stages of project implementation with the main key dates (date of hiring staff, date of contracting, kick-off dates for the main activities provided for by the project over the period concerned, etc.) and key events. Include the human and material resources used to implement activities.* *Also specify the number of steering committee meetings and the number of on-site visits made.*

1. **Summary of results achieved and activities carried out and gap analysis**

*Provide an overall qualitative assessment regarding the compliance of the project’s achievements compared to what was planned. For each planned but uncompleted activity, explain the reasons.*

*Also ensure that you fill in columns D and E on the project monitoring plan in appendix 1, detailing achievements in terms of results and activities throughout the project duration, including corresponding indicators.*

*Identify any gaps and explain.*

1. **Difficulties and/or constraints encountered and proposed readjustments**

*Indicate any difficulties and/or constraints encountered, and any workaround solutions implemented, clearly specifying their impact on the project.*

*If applicable, indicate any proposed readjustments for the next deployment period. In the event the readjustments impact the logical framework or timeline and/or project budget, include them and attach the updated version of the supporting documentation.*

*Note that DCI Monaco requires validation of any substantial project amendments prior to their implementation (budget reallocations whenever the latter involves variations of more than 10% between major budget categories).*

1. **Consideration of cross-cutting issues**

*Explain the actual implementation of various approaches including Gender Equality, Environment/climate co-benefit, Disability and Refugees. Indicate whether they have had an impact on the project results and if so, state which.*

1. **Beneficiaries**

*Results regarding the number of beneficiaries and their involvement in the project implementation.*

1. **Establishment of project partnerships and mobilisation of stakeholders**

*Provide an assessment in regard to the actual implementation of envisaged partnerships for the period concerned.*

1. **Studies, financial audits and evaluations carried out over the period**

*Indicate the studies, financial audits and evaluations carried out over the period. For each study, evaluation and/or audit, provide a summary of the main results, recommendations and readjustments adopted. The whole report should be appended hereto.*

1. **Measures to ensure the project’s sustainability**

*Have the measures envisaged been initiated at this phase of the project?*

1. **Visibility and communication**

*Indicate all external communication activities regarding the project carried out over the period concerned; attach corresponding documentation and/or provide the corresponding links.*

1. **Conclusion and perspectives**

*Provide an overall assessment in regard to the achievement of project goals for the period concerned, as well as perspectives for the period that follows.*

|  |
| --- |
| *The following must be completed and attached to the report:** *completed project monitoring plan;*
* *DCI’s macro indicators duly filled in;*
* *the* ***expenditure tracking table*** *for the period concerned;*
* *if necessary, an* ***updated financing plan for the project****;*
* *if necessary, an* ***updated project budget*** *together with a justified request for budget reallocations*

*Excel templates for all of these tables can be downloaded from the Office of International Cooperation’s public website. :* [*cooperation-monaco.gouv.mc*](http://www.cooperation.monaco.gouv.mc)*, section “submission and monitoring of a cooperation project” (*[*website*](https://cooperation-monaco.gouv.mc/fr/Partenaires/Partenaires-internationaux/Soumettre-un-projet) *link).**If need be, provide all qualitative comments concerning the financial execution of the project for the period concerned and the potential impact on the period to follow.*  |