**WWF GEF Agency**

**Project Progress Report**

**Title (GEF ID)**

|  |  |  |
| --- | --- | --- |
| **1. General****Information** | **Agency Approval Date** |  |
| **Fiscal Year** |  |
| **Implementation Status (1st PIR, 2nd PIR, Final PIR)** |  |
| **2. Ratings** | **Overall DO rating** |  |
| **Overall IP rating** |   |
| **Overall Risk rating** |  |
| **3. Key dates** | **Actual Implementation Start Date** |  |
| **Expected Mid-Term Review Date** |  |
| **Expected Closing Date** |  |
| **Expected Financial Closure/TE Report Date** |  |
| **4. Budget** | **Total Project Budget** |  |
| **Total GEF Budget Spent (USD) for given project year** |  |
| **Materialized Co-finance** |  |

**Project Report information:**

|  |  |
| --- | --- |
| **Report Author(s)** |  |
| **Report Completion Date** |  |

**Project Contact information:**

|  |  |  |
| --- | --- | --- |
| **Project Position** | **Name** | **E-mail** |
| Project Manager |  |  |
| M&E Officer |  |  |
| F&A Officer |  |  |
|  |  |  |

Please **submit the PPR** to the Project Manager, along with:

* Completed Results Framework
* Annual Work Plan and Budget Tracking (for project year)

It is recommended that project teams hold a participatory **Reflection and Adaptive Management workshop or meeting** prior to filling out the annual PPR. Ideally, this workshop should be attended by the Executing Agency, the PMU, and key partners for their input on project progress and challenges.

**I. GEF Project Implementation Report (for this project year)**

### Complete for the past project year (e.g. project Y2).

### Ratings

Rate the project based on the Rating Scale provided in Annex II. For project implementation and project development ratings that are rated moderately satisfactory and below, please provide an action plan in Part III of the PPR. For Risks, please fill out the risk table in Part III below, and provide an action plan for any “Substantial” and “High” risks.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Year 1** | **Year 2** | **Year 3** | **Justification** |
| **Project Implementation**  |  |  |  |  |
| **Project Development** |  |  |  |  |
| **Risks** |  |  |  |  |

### Information on Progress, Challenges and Outcomes on Project Implementation Activities

|  |
| --- |
| Describe key achievements against the project objective based on the results framework. For each project component, describe progress against the annual work plan and key impacts achieved (based on the results framework, and any other impacts).  |

### Progress, Challenges, and Outcomes of Stakeholder Engagement (based on Stakeholder Engagement Plan included at CEO Endorsement)

|  |
| --- |
|  |

### Information on Progress on Gender-Responsive Measures as Documented at CEO Endorsement in the Gender Action Plan or Equivalent

|  |
| --- |
| Please provide the completion dates for: the gender assessment or analysis and gender mainstreaming strategy/action plan (GEF-7).\_\_ /\_\_ / \_\_\_\_Describe progress on gender-responsive measures for project year. |

### Knowledge Activities / Products (When Applicable), As Outlined in Knowledge Management approved at CEO Endorsement

|  |
| --- |
|  List knowledge products (including links) developed for the project year.  |

**II. Additional Information for Project Year**

### Summary of Key Changes in Project Strategy and/or Budget

|  |
| --- |
| Note whether any outcomes/outputs/activities changed or dropped over the past project year, or whether any changes are planned over the next project year.  |

### Summary of Major Challenges and Successes

|  |
| --- |
| Describe the major challenges, successes, lessons learned for the project year. Explain any delays in the project work plan. |

### Other

|  |
| --- |
| Optional |

**III. Action Plans for suboptimal Ratings**

For suboptimal ratings identified in Part I A above, please provide an action plan.

### Action Plan for Suboptimal Project Implementation Rating

|  |
| --- |
| Please provide the specific actions that will be taken to improve on each of the objective and outcomes, including who/when these actions will be taken. Ensure these actions are integrated into the following years work plan.  |

### Action Plan for Suboptimal Project Development Rating

|  |
| --- |
| Please provide the specific actions that will be taken to advance delayed activities in the work plan.  |

### Identify Project Risks and Action Plan for Suboptimal Risk Rating

|  |  |  |  |
| --- | --- | --- | --- |
| **Individual Risk Description** | **Internal/ External[[1]](#footnote-1)** | **Risk Rating** | **Mitigation Plan if “Substantial” or “High” risk** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Annex 1: Rating Scale**

### Development Objective Rating

The project Development Objective (DO) rating is quantified by analyzing progress against the Results Framework according to the rating scale below.

***DO Rating scale***

|  |  |
| --- | --- |
| **Rating** | **% Achievement of Results Framework targets (average)** |
| Highly Satisfactory (HS) | 100%  |
| Satisfactory (S) | 80 – 99 |
| Moderately Satisfactory (MS) | 60 – 79 |
| Moderately Unsatisfactory (MU) | 40 – 59 |
| Unsatisfactory (U) | 20 – 39 |
| Highly Unsatisfactory (HU) | Below 20% |

***Guiding Example: How to calculate DO Rating from Results Framework***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Objective/Component/****Outcome** | **Indicator** | **Unit** | **Target Y1** | **Achieved Y1** | **Percent achieved Y1** |
| Project Objective | Indicator 1 | # policies | 5 | 4 | 80 |
|  | Indicator 2 | # ha | 1,000,000 | 900,354 | 90 |
| Component 1 |
|  Outcome 1.1 | Indicator 3 | # beneficiaries | 500 | 410 | 82 |
|  Outcome 1.2 | Indicator 4 | # sites | 10 | 12 | 100 |
| Component 2 |
|  Outcome 2.1 | Indicator 5 | % score | 80% | 75% | 93.75 |
| Average of total | 89.15 |

### Implementation Progress Rating

The project Implementation Progress (IP) rating is based on progress against the annual workplan, based on the rating scale provided below.

***IP Rating scale***

|  |  |
| --- | --- |
| Rating | % Achievement of annual workplan targets (average) |
| Highly Satisfactory (HS) | 100 |
| Satisfactory (S) | 80 – 99 |
| Moderately Satisfactory (MS) | 60 – 79 |
| Moderately Unsatisfactory (MU) | 40 – 59 |
| Unsatisfactory (U) | 20 – 39 |
| Highly Unsatisfactory (HU) | Below 20% |

***Guiding Example: How to calculate IP Rating from AWP&B***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Activities Y1** | **Unit** | **Target** | **Achieved** | **Percent Achieved** |
| Component 1 |
|  Activity 1.1.1 | Sites | 5 | 4 | 80 |
|  Activity 1.1.2 | Households | 120 | 122 | 100 |
| Average Component 1 | 90 |
| Component 3 |
|  Activity 3.1.1 | Trips | 2 | 0 | 0 |
|  Activity 3.1.2 | Trainings | 4 | 3 | 75 |
| Average Component 3 | 37.5 |
| Average of total workplan | 63.75 |

### Risks

Examine whether the project faces substantial risks in terms of the sustainability of project results

***Risk Rating Scale***

|  |  |
| --- | --- |
| Rating |  |
| High Risk (H) | There is a probability of greater than 75% that assumptions may fail to hold or materialize, and/or the project may face high risks. |
| Substantial Risk (S) | There is a probability of between 51% and 75% that assumptions may fail to hold, and/or the project may face substantial risks. |
| Modest Risk (M) | There is a probability of between 26% and 50% that assumptions may fail to hold or materialize, and/ or the project may face only modest risks. |
| Low Risk (L) | There is a probability of up to 25% that assumptions may fail to hold or materialize, and/ or the project may face only modest risks.  |

1. Internal risks (e.g. capacity of staff, institutional arrangement, etc) are under direct control of project teams, whereas external risks (e.g. political issues, natural disasters, etc.) are outside the direct control of the project teams. [↑](#footnote-ref-1)