**Annex B**

**REPORTING FORMAT**

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| THE NARRATIVE AND THE FINANCIAL report to be prepared by the Recipient Institution. |

**Recipient Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Year\_\_\_\_\_\_\_

**Period covering this report:**

1. This report must be completed by the Recipient Institution and accepted by UNDP
2. The Recipient Institution must attach any relevant evidence to support the
3. The information provided below must correspond to the information that appears in the financial report
4. Attach the accepted grant proposal to this report

**Performance:**

1. **Workplan Performance** (cumulative, including the current period)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **COMPLETED ACTIVITIES** | **Timeline2** | | | | **Planned Budget for the Activity**  **(in grant currency)3** | **Funds Delivered for the Activity**  **(in grant currency)** |
| T1 | T2 | T3 | T4 |
| 1.1 Activity |  |  |  |  | $ |  |
| 1.2 Activity |  |  |  |  | $ |  |
| 1.3 Activity |  |  |  |  | $ |  |
| **Total** | | | | | $ |  |

1. **Performance Targets**

| **INDICATOR(S)** | **Data Source** | **Baseline** | **Reporting Period Milestone/Target** | **Reporting Period Actual Performance Against the Target** |
| --- | --- | --- | --- | --- |
| 1.1 |  |  |  |  |
| 1.2 |  |  |  |  |

1. **Challenges and Lessons Learned:**
2. **Assessment on the achievement of project objectives, with comments and recommendations**
3. **Please state any changes that need to be made to the original work plan submitted at the start of the project. If necessary, attach a revised work plan**

**Financial Reporting:** \*Note: Financial reporting can be in local currency but cannot exceed the grant value in USD.

|  |  |  |
| --- | --- | --- |
| General Category of Expenditures | Budgeted Amount | Actual Expense |
| Personnel |  |  |
| Transportation |  |  |
| Premises |  |  |
| Training, Workshops, etc. |  |  |
| Contracts (e.g., Audit) |  |  |
| Equipment/Furniture (Specify) |  |  |
| Other [Specify] |  |  |
| Miscellaneous |  |  |
| Total |  |  |