## Annex-7

**KRISHI GOBESBHONA FOUNDATION (KGF)**

**[**Half Yearly Progress Reporting Format with guidelines for CGP Project**]**

**[Cover page includes]**

**HALF YEARLY 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:**

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

**Half Yearly 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 to address the problem, 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 component/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 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. Research Approaches and Methodologies**: [The approaches and methodologies used for research work to overcome the stated problem during the reporting period should be briefly described]

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.]

**E. Accomplishments during the Reporting Period:**

**(a)** Give details of research undertaken by each component organization (if any) with location-wise data. Also provide statement on results/discussion (if applicable) based on the data.

**(b) Technical Progress:** List objective-wise activities clearly, resulting in specific output(s)-

|  |  |  |  |
| --- | --- | --- | --- |
| **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 | 1.1  1.2  1.3 |  |  |
| 2 | 2.1  2.2  2.3 |  |  |
| 3 | 3.1  3.2  3.3 |  |  |

*Note: Please use more space, if required to provide complete information.*

*\*Outputs- should comprise of the desired results as a consequence of a particular intervention/activity (experiment/study)*

**c. Physical Progress during the reporting period:**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Approved provisions of services ( in mm of scientific & support staff) for this reporting period | Services (in mm of scientific & support staff) procured and utilized during this period | Actual date of procurement i.e. appointment | % achievement |
|  |  |  |  |
| 2. No. & kinds of approved materials and or equipments for this reporting period | No. & kinds of materials/equipment procured and utilized for this period | Actual date of procurement | % achievement |
|  |  |  |  |
| 3. No. of approved projects sites & studies (survey, lab./ field ) for this reporting period | No. of sites finally selected and studies (survey, lab./field) taken up for this reporting period | Actual date of site selection & studies initiation | % achievement |
|  |  |  |  |
| 4. No. of training and similar activities planned for this period. | No. of training and similar activities accomplished during this period. | Actual date(s) of accomplishment. | % achievement |
|  |  |  |  |

**d. Financial Progress during the reporting period:**

|  |  |  |  |
| --- | --- | --- | --- |
| Fund released/received during this reporting period in TK. | Fund spent during this reporting period in TK. | Unspent balance at the end of this reporting period in TK. | % achievement |
|  |  |  |  |

**F. Highlight of Research Findings:**

[Give details of significant findings, if any, during the reporting period]

**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) Expenditure** | |  |  |  |  |
| 10.\*\*\* | Equipment & Appliances (upon approval of KGF, from the list given in the proposal item-13)  10.1. Lab. and Field Equipment  10.2. Office Equipment  10.3 Bicycle/ Motor bike |  |  |  |  |
| ***B.II:*** | ***Sub-total B.II (10)*** |  |  |  |  |
| **C. Grand Total Expenditure B.I+B.II (1-10)** | |  |  |  |  |

**Financial Progress: Expenditure made/fund received x100 = %**

**Note: [Financial statement must be accompanied with Bank reconciliation statement for the period]**

***\*Cost under line # 1 should not exceed 30% of the total project 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. Activity Plan for the next 6 (six) months in relation to each specific objective**

|  |  |  |
| --- | --- | --- |
| Specific Project Objective(s) | Activities to be performed during the next 6 months as per work plan to achieve each specific objective | Expected output or result during this period |
| 1 | 1.1  1.2  1.3 |  |
| 2 | 2.1  2.2  2.3 |  |
| 3 | 3.1  3.2  3.3 |  |

**K. Endorsement:**

Head of Applying Organization/Authorized Person

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 may be ignored

during report preparation.

**III. Two copies (spiral binding) of the progress report need to be submitted within 10**

**days after the end of the project half year]**