



Mangroves for the Future  
INVESTING IN COASTAL ECOSYSTEMS

# Mangroves for the Future Reporting Templates for Medium Grant Facility

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## Reporting Templates for Medium Grant Facility

- Template 4. Inception Report for Medium Grant Facility
- Template 5. Progress Report for Medium Grant Facility
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Template 4.

## Inception Report for Medium Grant Facility

Upon signing the contract for MFF Medium Projects, the Grantees are required to provide the MFF Secretariat an **INCEPTION REPORT**, usually within 30 days of commencement of the project (**INCEPTION PERIOD**). The Inception period provides an opportunity to revisit the project proposal (probably written some months before approval) with a view to develop a clear definition of the project and details of intended Results and Outputs. During this time, it is also possible to collect preliminary data to be used in redefining the project's work programme.

At the end of the Inception period, an **INCEPTION WORKSHOP** is held with the participation of all stakeholders, project's implementation/collaborating partners and other interested parties.

The Inception Workshop has several key features, as follows:

- Formal announcement and the launch of the project to all parties;
- Provide an overview of the situation analysis, why the project was necessary, project's Objectives, Results and Indicators and Outcomes (review the logframe as well);
- Formalise project implementation modalities including project steering and monitoring mechanisms, support of other governmental and non-governmental agencies, field work, project staffing and assigning roles and responsibilities to all involved in the project;
- Address project's risks and develop a mitigation plan;
- Develop the project's work-plan and a detailed work-plan for the first six months, and agree on deliverables;
- Agree and document monitoring, learning and evaluation protocols including Indicators;
- Develop a detailed budget and cash-flow scenario for the short-term;

Following the Inception Workshop, an Inception Report should be prepared, and a suggested Table of Contents is as follows:

1. An introduction to the Project, its Objectives, Results, Outputs and the current status of information pertaining to the project (about 2 pages)(the agreed logframe should be an Annex as well as the proposal, if it has been revised);
2. Description of the project site(s) (about 1 page) (provide maps, if relevant, as an Annex);
3. Stakeholders and Partners (1 – 1.5 pages);
4. Implementation Arrangements with a commentary on the following (about 5 pages):
  - Project Management arrangements, staffing and their roles and responsibilities;
  - Project steering and monitoring mechanisms;
  - Formalisation of arrangements with the implementing/collaborating partners and linkages to the Government authorities and non-governmental agencies;
5. Summary of studies done so far (baseline data collection etc.) and the expectations of the stakeholders (about 2 pages);

6. Description of methodologies including data collection, field studies, and tools (examples could include informal and formal surveys, direct and participatory observations, community interviews, focus groups, expert opinion, case studies, and literature search) (about 2 – 3 pages);
7. Description of project's risks and key issues and the mitigation plan to address those (1 page);
8. Project's updated work-plan including a detailed work-plan for the first six months (the detailed work-plan should identify key activities per outputs, and tasks per activities, including those responsible) (3-4 pages)
9. Budget and financial disbursement arrangements(2-3 pages);;
10. Monitoring, Learning and Evaluation (1 page);
11. Reporting (responsibilities of various entities in reporting and frequency) (0.5 – 1 page);
12. A summary of the decisions arrived at the Inception Workshop (1 page) (if there is a separate report of the Inception Workshop, please attach that as an Annex);
13. A section on any other matter pertinent to the implementation of the project (1 page)

Template 5.  
**Progress Report for Medium Grant Facility**

Notes:

- (a) The report should take into account all the impacts, outputs, and outcomes and for the entire project reporting period to date.
- (b) Additional information may be provided as Annexes.

**1. Project Profile**

Project Title:		
Project Location		
Project Number:		
Project duration:	Start date	
	Original End date	
	Final End date	
Project Budget:	MFF Contribution	Counterpart funds
	USD XX,XXX	USD XX,XXX
Name of Organization:		
Contact Details: (Including tel/ email)		
Report Submitted by: (name and position)		
Implementing Partners		
Date of Report Submission:		
Reporting period:	<input type="checkbox"/> Q1 (first 3 months of project implementation) <input type="checkbox"/> Q2 (second 3 month period) <input type="checkbox"/> Q3 (third 3 month period) <input type="checkbox"/> Final (fourth 3 month period)	

**2. Executive Summary of the report (max 3-4 pages)**

**3. Background of the Project and Project Rationale (about 2 pages)**

- Give a brief physical and social context of the project area. What were the conditions of the ecosystem or people dependent on it? Who are the beneficiaries? Where was the project carried out [provide a map showing the location(s) of the project].
- What was the problem to be addressed? Provide the rationale for the project.
- What were the expected contributions to MFF's Outcome Objectives?
- Provide the Project's most up-to-date logframe (as an Annex).

**4. Impacts of the project:**

Describe the impacts brought about by the project. **\*\*Do not describe the activities, but the positive and also negative impacts the project and activities have created.\*\***

**5. Activities completed:**

- Outline the activities completed. Were there any changes in the planned activities and the actual activities? If yes, please explain. Was it necessary to undertake any activities that were not planned?
- Explain if there were any major delays and the reasons for such delays.
- Provide a narrative on the Beneficiaries.
- Provide a narrative on Implementing Partners and their roles and responsibilities.

**6. Achievement of Objectives and Results (=Outputs)**

Using the Project’s logframe and indicators, provide an assessment of the achievement of Objectives and Results as well as Outcomes and Impacts. Please elaborate on:

- Were the project’s stated objectives and outputs achieved, not achieved or partially achieved? In the event of partial or non achievement, please explain the reasons.
- The extent to which the achievement of outputs and objectives have contributed to meeting the overall Goal of the project (long-term effects).
- Reflect on the logical links between Objective(s), Results and Activities (carrying out the planned activities may not always lead to achieving the stated outputs, and achieving the outputs does not guarantee that the objectives are met).
- How did the project apply and/or meet Monitoring, Learning and Evaluation results?
- How were the project’s risks and assumptions managed?

Also include a statement of achievement of deliverables as against the logframe/contract.

**7. Cross-cutting issues:**

How does the project address any of the 4 cross-cutting issues that is relevant to the project?

- climate change impacts
- gender equality
- conflict sensitivity
- property rights and resource tenure

**8. Interesting stories (1-2):**

Each story should tell a story! Set the scene (where, location, who), describe what happened, and then say what was learned from the story and the conclusions so far.

The story should be “alive”, interesting and catchy. It should involve real people (community X did such-and-such; Mrs. Y learnt this and is now harvesting that; as a result the family income has increased by Z%) or it should demonstrate other sorts of lessons.

**9. Communications and knowledge products**

Please provide a table of Publications, posters, brochures, photos, videos, etc. in the format below:

Description of the Knowledge Product [citation, no. of copies, publisher/producer etc.]	How was this product used?
(a)	
(b)	

**10. Major constraints and challenges**

Please mention if there were any constraints and challenges in implementing the project. Also mention if there were any positive or negative changes in circumstances that affected the activities or results/outcomes (example: political in/stability, natural, presence of other organizations doing similar works that you had not foreseen etc.)

**11. Lessons learnt:**

Please outline the lessons learnt from this project. The lessons learnt should reflect both technical lessons and the management lessons. If you were to do this project again, what would you improve? What worked and what did not work.

**12. Policy recommendations, if any.**

Provide recommendations, if any, for policy development.

### **13. Sustainability**

- Provide an Exit Strategy for the Project, which should contain a statement on continuation of the project after the grant ends;
- Replication of successes from the Project including potential replications;
- Identify leaders and champions from the stakeholders who are likely to continue the work of the project;
- Are the Beneficiaries and Implementing Partners likely to continue with project activities?

### **14. Financial report**

Provide a summary report with a detailed Statement of expenses based on the approved budget in the contract, and what has been expended against individual budget lines/categories as an Annex. The financial statement should also contain the expenses made against the counterpart funding.

### **15. ANNEXES**

- Logframe
- Statement of Expenditure per agreed budget lines (cf. #14)
- Other information/material that you want to share and does not fit in the main body

Template 6.  
**Financial Report for Medium Grant Facility**

The icon below is an embedded Excel worksheet. Double click on the icon, and it will open into an Excel worksheet. *Please be patient, it will take a few seconds to load.* You can begin to type directly onto the cells. When you are done, just save the Excel file normally and close. Your input will be saved automatically.



Excel - MGF Finance  
Report

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