

**Project Progress Report - RBAS - Kuwait[[1]](#footnote-1)**

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| **Type of Reporting** | Quarterly |
| **Award ID:** | 00098910 |
| **Project ID:** | 00102107 |
| **Project Full Title:** | National Human Development Report Kuwait 2016 (NHDR) |
| **Implementing Partner:** | General Secretariat of the Supreme Council for Planning and Development |
| **Executing Partner:** | UNDP & General Secretariat of the Supreme Council for Planning and Development |
| **Project Team Members:** | Hussein Waheedi, Project Coordinator |
| **Portfolio / Analyst:** | Bashar Marafie |
| **Award Start Date:** | 2 January 2017 |
| **Award End Date:** | 30 June 2018 |
| **Total Award Amount:** | USD 500,000 |
| **Reporting Period:** | 1 October 2017 – 31 December2017 (Q4) |
| **Gender Attribute** | 1 |

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| **SECTION 1: OUTPUT (PROJECT) PROGRESS** | |
| **Country Programme Document (CPD) Outcome and indicative outputs:** | **CPD Outcome# 2: Human development accelerated through high-calibre human capital and increased social empowerment**  **CPD Output # 2.1. Institutional capacity strengthened to produce national human development policy frameworks and conduct comprehensive needs assessment for vulnerable groups.**  **Project Outcome**: Publicly supported shifts in (theme related) policies, laws and/or positions of policy makers occur in line with human development |
| **Project Output 1.0:** | **Innovative gender-sensitive knowledge, policy analysis and alternative policy options that promote human development are identified and publicly disseminated**   * 1. Select the NHDR theme   2. Set up the Project Structures and Build the HDR team   3. Prepare the NHDR: Planning, Research and Analysis, Reviews and Production   4. Print, publish and distribute the report   5. Monitoring |
| **Output Target(s) (for end of 2017 as per AWP 2017):** | * 1. One report by 2017   2. Gender review of the report |
| **Output Baseline(s): (as in the signed document)** | *1.1 Two reports published 1997 & 1999*  *1.2 N/A* |
| **Output Indicator(s) (revised as in AWP 2017)** | *1.1 A national human development report prepared and disseminated*  *1.2 Availability of gender sensitive indicators, data and analysis* |
| **Main results achieved (1Jan 2017 – 31 December 2017):** | -Theme of the report was selected to be about education in Kuwait in view of Kuwait Development Plan (vision 2030) and sustainable development goals (SDGs) in particular in SDG4  - ToR for Project Coordinator was prepared and the positon was advertised. Candidates were evaluated and interviewed by April. One was selected and assumed work duties by June 1, 2017  - ToR for lead author was prepared and the positon was advertised. Applicants were shortlisted and evaluated by June. No process was not conclusive. To be re-advertised.  - Lead author position was re-advertised in July 2017 3 candidates were shortlisted and 2 candidates were technically qualified as co-authors (Bader Alomar, Fatimah Alhashem)  - Consulted with UNDP Regional Bureau for Arab States and decision was report can be prepared by 2 co-authors or more; consolidation, introduction preparation can be done by an Editor/Reviewer, and to involve representatives from UNESCO, ILO, UNICEF as well as statistician for the coherence of the data with the report narrative and a reviewer from a gender perspective  - 3 co-authors were successfully recruited and all three signed contracts in early December 2017.  -Composition of Advisory Board was completed with 13 members onboard |
| **Project Output 2.0:** | **Spaces/Platforms for dialogue and advocacy on the human development paradigm and policies are established by various stakeholders**  *2.1 Develop and implement and communication and media strategy*  *2.2 Launch the NHDR*  *2.3 Develop and implement an advocacy strategy*  *2.4 Assess influence and Follow up (Includes Monitoring)* |
| **Output Target(s) (for end of 2017 as per AWP 2017):** | 2.1 at least 75% invited, at least 75% attend  2.2 n/a  2.3 at least two advocacy activities carried out with policy makers |
| **Output Baseline(s) (current year):** | n/a |
| **Output Indicator(s) (current year):** | *2.1 Extent of civil society organization (CSO) and other major groups engagement in the formulation and dissemination of the NHDR*  *2.2 Communication and media strategy developed and implemented*  *2.3 No. of advocacy activities carries out by the project and/or by external stakeholders* |
| **Main results achieved (1st June – 30th September 2017):** | **None** |
| **Project Output 3.0:** | **General Management Support**  *1.1 Project Coordinator*  *1.2 PCs and Stationary* |
| **Output Target(s) (for end of 2017 as per AWP 2017):** | **n/a** |
| **Output Baseline(s) (current year):** | n/a |
| **Output Indicator(s) (current year):** | n/a |
| **Main results achieved (1st June – 30th September 2017):** | Nil |

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| **SECTION 2: ACTIVITY PERFORMANCE** | | | | | | |
| **Activity ID: Activity 1.1:**  Description: **Select the NHDR theme** | | | | | | |
| **Start Date: 2 Jan 2017** | | **End Date: 31 Mar 2017** | | | | |
| **Purpose** | Select report theme in consistent with Kuwait Development Plan and Sustainable Development Goals | | | | | |
| **Description** | Theme selected was about education in Kuwait | | | | | |
| **% of progress to date:** | 100% | | | | | |
| **Quality Log:** | | | | | | |
| **Quality Criteria**  *How/with what indicators the quality of the activity result will be measured?*  *(From the project document)* | **Quality Method**  *What method are you using to determine if quality criteria has been met.* | | **Quality Assessment Due Date** | **User Perspective**  *Was the user satisfied with what you have achieved* | **Timeliness**  *Was your achievement reached in the planned timeframe* | **Resource Usage**  *What were your activity*  *expenditure versus budget* |
|  | ***For each of the above indicate how you rate these from 1 to 9***  ***(1 lowest, 9 highest)*** | | |
| **N/A** | N/A | | N/A | N/A | N/A | N/A |
| **Sub Activities** | | | | | | |
| **Key Actions**  **(List activity results and associated actions)** | | | **Start Date** | **End Date** | **Status** | **Comments** |
| Intensive meetings with GSSCPD staff and consultants to explore issues at stake in Kuwait.  Review of Kuwait Development Plan and vision 2035  Review of targets and indicators of SDGs to pinpoint area of development. | | |  |  |  |  |

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| **SECTION 2: ACTIVITY PERFORMANCE** | | | | | | |
| **Activity ID: Activity 1.2:**  Description: **Set up the Project Structures and Build the HDR team** | | | | | | |
| **Start Date: 2 Jan 2017** | | **End Date: 31 Dec 2017** | | | | |
| **Purpose** | Set up the Project Structures and Build the HDR team | | | | | |
| **Description** | Composition of advisory board, selection of lead author, coauthors, statistician, communication advisor | | | | | |
| **% of progress to date:** | 80% | | | | | |
| **Quality Log:** | | | | | | |
| **Quality Criteria**  *How/with what indicators the quality of the activity result will be measured?*  *(From the project document)* | **Quality Method**  *What method are you using to determine if quality criteria has been met.* | | **Quality Assessment Due Date** | **User Perspective**  *Was the user satisfied with what you have achieved* | **Timeliness**  *Was your achievement reached in the planned timeframe* | **Resource Usage**  *What were your activity*  *expenditure versus budget* |
|  | ***For each of the above indicate how you rate these from 1 to 9***  ***(1 lowest, 9 highest)*** | | |
| N/A | N/A | | N/A | N/A | N/A | N/A |
| **Sub Activities** | | | | | | |
| **Key Actions**  **(List activity results and associated actions)** | | | **Start Date** | **End Date** | **Status** | **Comments** |
| Prepared ToR of lead author and advertised by March  Efforts are made to disseminate the message about the lead author position. Meeting with various entities and individuals were made to highlight their attention about the NHDR and the role of the lead author  Re-advertised in July 2017. Three candidates were shortlisted and 2 candidates were technically qualified as co-authors  Three co-authors signed contracts  Completed the Composition of the Advisory Board | | | March 2017  June 2017  July  December 2017  December 2017 | March 2017  closed  August  Ongoing  Ongoing | closed | *Not conclusive* |

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| **SECTION 2: ACTIVITY PERFORMANCE** | | | | | | |
| **Activity ID: Activity 1.3:**  Description: **Prepare the NHDR: Planning, Research and Analysis, Reviews and Production** | | | | | | |
| **Start Date: 1 Apr 2017** | | **End Date: 31 Dec 2017** | | | | |
| **Purpose** | Prepare the NHDR: Planning, Research and Analysis, Reviews and Production | | | | | |
| **Description** | Must follow activity 1.2. Lead Author to prepare production schedule | | | | | |
| **% of progress to date:** | 0% | | | | | |
| **Quality Log:** | | | | | | |
| **Quality Criteria**  *How/with what indicators the quality of the activity result will be measured?*  *(From the project document)* | **Quality Method**  *What method are you using to determine if quality criteria has been met.* | | **Quality Assessment Due Date** | **User Perspective**  *Was the user satisfied with what you have achieved* | **Timeliness**  *Was your achievement reached in the planned timeframe* | **Resource Usage**  *What were your activity*  *expenditure versus budget* |
|  | ***For each of the above indicate how you rate these from 1 to 9***  ***(1 lowest, 9 highest)*** | | |
| **The quality of the project will be assessed against UNDP’s quality standards to** | **identify project strengths and weaknesses and to inform management decision making to improve the project.** | | June 2017 | N/A | N/A | N/A |
| **Sub Activities** | | | | | | |
| **Key Actions**  **(List activity results and associated actions)** | | | **Start Date** | **End Date** | **Status** | **Comments** |
| First draft of Concept Note and Table of Contents was under progress | | | December 2017 | February 2018 | In-progress |  |

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| **SECTION 2: ACTIVITY PERFORMANCE** | | | | | | |
| **Activity ID: Activity 1.4:**  Description: **Print, publish and distribute the report** | | | | | | |
| **Start Date: 1 Jul 2017** | | **End Date: 1 Aug 2017** | | | | |
| **Purpose** | Print, publish and distribute the report | | | | | |
| **Description** | After completion of report, it will be printed, published and distributed | | | | | |
| **% of progress to date:** | 0% | | | | | |
| **Quality Log:** | | | | | | |
| **Quality Criteria**  *How/with what indicators the quality of the activity result will be measured?*  *(From the project document)* | **Quality Method**  *What method are you using to determine if quality criteria has been met.* | | **Quality Assessment Due Date** | **User Perspective**  *Was the user satisfied with what you have achieved* | **Timeliness**  *Was your achievement reached in the planned timeframe* | **Resource Usage**  *What were your activity*  *expenditure versus budget* |
|  | ***For each of the above indicate how you rate these from 1 to 9***  ***(1 lowest, 9 highest)*** | | |
| It will be assessed against UNDP’s quality standards |  | | N/A | N/A | N/A | N/A |
| **Sub Activities** | | | | | | |
| **Key Actions**  **(List activity results and associated actions)** | | | **Start Date** | **End Date** | **Status** | **Comments** |
| N/A | | |  |  |  |  |

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| **SECTION 2: ACTIVITY PERFORMANCE** | | | | | | |
| **Activity ID: Activity 1.5:**  Description: **Monitoring** | | | | | | |
| **Start Date: 1 April 2017** | | **End Date: 1 Jul 2017** | | | | |
| **Purpose** | To monitor project implementation and report preparation | | | | | |
| **Description** | Monitor Training & Development Activities, activity implementation, feedback from participants | | | | | |
| **% of progress to date:** | 0% | | | | | |
| **Quality Log:** | | | | | | |
| **Quality Criteria**  *How/with what indicators the quality of the activity result will be measured?*  *(From the project document)* | **Quality Method**  *What method are you using to determine if quality criteria has been met.* | | **Quality Assessment Due Date** | **User Perspective**  *Was the user satisfied with what you have achieved* | **Timeliness**  *Was your achievement reached in the planned timeframe* | **Resource Usage**  *What were your activity*  *expenditure versus budget* |
|  | ***For each of the above indicate how you rate these from 1 to 9***  ***(1 lowest, 9 highest)*** | | |
| **N/A** | N/A | | Ongoing | N/A | N/A | N/A |
| **Sub Activities** | | | | | | |
| **Key Actions**  **(List activity results and associated actions)** | | | **Start Date** | **End Date** | **Status** | **Comments** |
| Monitor Training & Development Activities, activity implementation, feedback from participants | | | 1 April 2017 | 1 Jan 2018 | Not started |  |

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| **SECTION 2: ACTIVITY PERFORMANCE** | | | | | | |
| **Activity ID: Activity 2.1:**  Description: **Develop and implement and communication and media strategy** | | | | | | |
| **Start Date: 1 May 2017** | | **End Date: 31 Dec 2017** | | | | |
| **Purpose** | Create public awareness about the report | | | | | |
| **Description** | Develop and implement and communication and media strategy | | | | | |
| **% of progress to date:** | 0% | | | | | |
| **Quality Log:** | | | | | | |
| **Quality Criteria**  *How/with what indicators the quality of the activity result will be measured?*  *(From the project document)* | **Quality Method**  *What method are you using to determine if quality criteria has been met.* | | **Quality Assessment Due Date** | **User Perspective**  *Was the user satisfied with what you have achieved* | **Timeliness**  *Was your achievement reached in the planned timeframe* | **Resource Usage**  *What were your activity*  *expenditure versus budget* |
|  | ***For each of the above indicate how you rate these from 1 to 9***  ***(1 lowest, 9 highest)*** | | |
| **N/A** | N/A | | N/A | N/A | N/A | N/A |
| **Sub Activities** | | | | | | |
| **Key Actions**  **(List activity results and associated actions)** | | | **Start Date** | **End Date** | **Status** | **Comments** |
| Will start in early 2018 | | |  |  |  |  |

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| **SECTION 2: ACTIVITY PERFORMANCE** | | | | | | |
| **Activity ID: Activity 2.2:**  Description: **Launch the NHDR** | | | | | | |
| **Start Date: 1 Aug 2017** | | **End Date: 1 Sep 2017** | | | | |
| **Purpose** | Formal launch of the NHHR | | | | | |
| **Description** | Formal launch of the NHDR | | | | | |
| **% of progress to date:** | 0% | | | | | |
| **Quality Log:** | | | | | | |
| **Quality Criteria**  *How/with what indicators the quality of the activity result will be measured?*  *(From the project document)* | **Quality Method**  *What method are you using to determine if quality criteria has been met.* | | **Quality Assessment Due Date** | **User Perspective**  *Was the user satisfied with what you have achieved* | **Timeliness**  *Was your achievement reached in the planned timeframe* | **Resource Usage**  *What were your activity*  *expenditure versus budget* |
|  | ***For each of the above indicate how you rate these from 1 to 9***  ***(1 lowest, 9 highest)*** | | |
| **N/A** | N?A | | N/A | N/A | N/A | N/A |
| **Sub Activities** | | | | | | |
| **Key Actions**  **(List activity results and associated actions)** | | | **Start Date** | **End Date** | **Status** | **Comments** |
| Formal launch of the NHDR is be organized by the team upon completion of the report | | |  |  |  |  |

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| **SECTION 2: ACTIVITY PERFORMANCE** | | | | | | |
| **Activity ID: Activity 2.3:**  Description: **Develop and implement an advocacy strategy** | | | | | | |
| **Start Date: 1 Aug 2017** | | **End Date: 31 Dec 2017** | | | | |
| **Purpose** | Advocacy for the report | | | | | |
| **Description** | Advocacy strategy to be used to highlight the main report message and policy recommendation | | | | | |
| **% of progress to date:** | 0% | | | | | |
| **Quality Log:** | | | | | | |
| **Quality Criteria**  *How/with what indicators the quality of the activity result will be measured?*  *(From the project document)* | **Quality Method**  *What method are you using to determine if quality criteria has been met.* | | **Quality Assessment Due Date** | **User Perspective**  *Was the user satisfied with what you have achieved* | **Timeliness**  *Was your achievement reached in the planned timeframe* | **Resource Usage**  *What were your activity*  *expenditure versus budget* |
|  | ***For each of the above indicate how you rate these from 1 to 9***  ***(1 lowest, 9 highest)*** | | |
| **N/A** | N/A | | N/A | N/A | N/A | N/A |
| **Sub Activities** | | | | | | |
| **Key Actions**  **(List activity results and associated actions)** | | | **Start Date** | **End Date** | **Status** | **Comments** |
| TBD | | |  |  |  |  |

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| **SECTION 2: ACTIVITY PERFORMANCE** | | | | | | |
| **Activity ID: Activity 2.4:**  Description: **Assess influence and Follow up (Includes Monitoring)** | | | | | | |
| **Start Date: 1 Oct 2017** | | **End Date: 31 Dec 2017** | | | | |
| **Purpose** | To assess NHDR message impact on public awareness and policy makers | | | | | |
| **Description** | To assess NHDR message impact on public awareness and policy makers | | | | | |
| **% of progress to date:** | 0% | | | | | |
| **Quality Log:** | | | | | | |
| **Quality Criteria**  *How/with what indicators the quality of the activity result will be measured?*  *(From the project document)* | **Quality Method**  *What method are you using to determine if quality criteria has been met.* | | **Quality Assessment Due Date** | **User Perspective**  *Was the user satisfied with what you have achieved* | **Timeliness**  *Was your achievement reached in the planned timeframe* | **Resource Usage**  *What were your activity*  *expenditure versus budget* |
|  | ***For each of the above indicate how you rate these from 1 to 9***  ***(1 lowest, 9 highest)*** | | |
| N/A | N/A | | N/A | N/A | N/A | N/A |
| **Sub Activities** | | | | | | |
| **Key Actions**  **(List activity results and associated actions)** | | | **Start Date** | **End Date** | **Status** | **Comments** |
| TBD | | |  |  |  |  |

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| **SECTION 2: ACTIVITY PERFORMANCE** | | | | | | | |
| **Activity ID: Activity 3.1:**  Description: **Project Coordinator** | | | | | | | |
| **Start Date: 1 Feb 2017** | | **End Date: 31 Dec 2017** | | | | | |
| **Purpose** | Project coordinator to monitor implementation | | | | | | |
| **Description** | Required to achieve most effective and efficient implementation of the project | | | | | | |
| **% of progress to date:** | 100% | | | | | | |
| **Quality Log:** | | | | | | | |
| **Quality Criteria**  *How/with what indicators the quality of the activity result will be measured?*  *(From the project document)* | **Quality Method**  *What method are you using to determine if quality criteria has been met.* | | **Quality Assessment Due Date** | **User Perspective**  *Was the user satisfied with what you have achieved* | **Timeliness**  *Was your achievement reached in the planned timeframe* | **Resource Usage**  *What were your activity*  *expenditure versus budget* | |
|  | ***For each of the above indicate how you rate these from 1 to 9***  ***(1 lowest, 9 highest)*** | | | |
| N/A | N/A | | N/A | N/A | N/A | N/A | |
| **Sub Activities** | | | | | | | |
| **Key Actions**  **(List activity results and associated actions)** | | | **Start Date** | **End Date** | **Status** | | **Comments** |
| Prepared & advertised ToR for project coordinator.  Shortlisting, evaluations and interviews were conducted  Project coordinator reported to work | | | 1 Feb 2017  1 April 2017  1 June 2017 | closed  30 April 2017  ongoing | Received applications  closed | |  |

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| **SECTION 2: ACTIVITY PERFORMANCE** | | | | | | |
| **Activity ID: Activity 3.2:**  Description: **PCs and Stationary** | | | | | | |
| **Start Date:** | | **End Date:** | | | | |
| **Purpose** |  | | | | | |
| **Description** |  | | | | | |
| **% of progress to date:** | 0% | | | | | |
| **Quality Log:** | | | | | | |
| **Quality Criteria**  *How/with what indicators the quality of the activity result will be measured?*  *(From the project document)* | **Quality Method**  *What method are you using to determine if quality criteria has been met.* | | **Quality Assessment Due Date** | **User Perspective**  *Was the user satisfied with what you have achieved* | **Timeliness**  *Was your achievement reached in the planned timeframe* | **Resource Usage**  *What were your activity*  *expenditure versus budget* |
|  | ***For each of the above indicate how you rate these from 1 to 9***  ***(1 lowest, 9 highest)*** | | |
| **N/A** | N/A | | N/A | N/A | N/A | N/A |
| **Sub Activities** | | | | | | |
| **Key Actions**  **(List activity results and associated actions)** | | | **Start Date** | **End Date** | **Status** | **Comments** |
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| **SECTION 3: PROJECT RISKS AND ISSUES**  **3.1 UPDATED PROJECT RISKS:** *(as in the project document)* | | | | | | | | |
| **#** | **Description** | **Date Identified** | **Type** Environmental  Financial  Operational  Organizational  Political  Regulatory  Strategic  Other | **Impact & Probability**  1 (low) to 5 (high) | **Countermeasures/ Mngt Response** | **Owner** | **Last update** | **Status** |
| 1 | Turnover of Government or UNDP leadership delays processes of decision-making | Project Initiation Date | **Political** | P=2; I=3 | Involve decision-makers at various levels in the process from both organizations  Assign delegation of authority in case of changes to continue processes. | **GSSCPD/UNDP** | Ongoing | Ongoing |
| 2 | Lack of ability to gather sufficient high quality statistics to calculate the required indices and provide sufficient indicators | Project Initiation Date | **Strategic** | P=3, I=4 | Assess the available data based on the theme existing capacity and determine the level of expert support needed  Utilize international expertise to support calculation of proxy indicators. | **GSSCPD/UNDP/CSB** | Ongoing | Ongoing |
| 3 | Lack of engagement of stakeholders especially committee members impacts national ownership and timeliness of the process | Project Initiation Date | **Strategic** | P=1; I=5 | Optimum planning of the level of consultation,  Training members on the NHDR process and basing plans on the level of involvement they commit to  Clarity of roles and expectations within the Committee | **GSSCPD/UNDP** | Ongoing | Ongoing |
| 4 | Quality or timeliness of the production by the team of experts is not at the required level | Project initiation date | **Operational** | P=2; I=4 | Internal mid-term review to gauge quality level by the Project Board and agreement on corrective measures regarding the selection of experts | **GSSCPD/UNDP** | Ongoing | Ongoing |
| 5 | Delay in recruitment/procurement processes delays production of the report | Project initiation date | **Operational** | P=3; I=3 | Creation of a Procurement Plan based on project Annual Work Plan.  Clarification for all procedural requirements with all partners to ensure expectations are reasonably set and met | **GSSCPD/UNDP** | Ongoing | Ongoing |

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| **SECTION 4: LESSONS LEARNED LOG** | | | | | | |
| **#** | **Type**  **(Management, Results,** | **Date Identified** | **Successes** | **Shortcomings** | **Recommended Solutions** | **Submitted, updated by** |
| 1 | Project Management  Project Results  Human Factor  Other |  | *Describe what has worked well.*  *What factors supported this success?* | *Describe the challenges or areas for improvement and what was unanticipated* | *How were challenges overcome and how should things have been done differently/better?* |  |
| 2 | Human Factor |  |  |  |  |  |
| 3 | Project Management  Project Results  Human Factor  Other |  |  |  |  |  |
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| **Section 5: MONITORING SCHEDULE/ 2017** | | | | |
| **Monitoring Action**  *(Description )* | **Due by** | **Completion date** | **Comments** | **Responsibility** |
| Signing the agreement |  |  |  |  |
| Board meeting |  |  |  |  |
| Issuing POs |  |  |  |  |
| Reviewing progress |  |  |  |  |
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| **Section 5: MONITORING BUDGET** | | | | |
| **Output(s)** | **Budget**  **(All)** | **Utilization (Q1 2017)** | **%** | **Comments** |
| **Output 1** | 354,255 | None | N/A |  |
| **Output 2** | 39,655 | None | N/A |  |
| **Output 3** | 106,090 | 57,375 | 54 |  |
| **Total** | **500,000** |  |  |  |

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| **SECTION 6: ASSETS LIST** | | | | | | | | | |
| **Asset ID** | **Description** | **Type** | **Serial No.** | **Tag No.** | **Model** | **Location** | **Acquisition Date** | **Currency** | **Cost** |
|  |  |  |  |  |  |  |  |  |  |
| 1 | HP Pavilion Laptop |  | 5CD71193V2 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
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1. This template will be used for purposes of Quarterly, Annual and Final Project Reporting [↑](#footnote-ref-1)