

Reporting Requirements: Narrative Progress Report

Training Workshop on CCCA Grant Implementation Guidelines

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CCCA3



National Council for Sustainable Development
General Secretariat
Department of Climate Change



Ministry of Environment

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Progress Reporting Requirements

1. Quarterly Progress Report

A Project Progress Report (in soft and hard copy) will be submitted on a **quarterly basis**, in line with the template in Annex REP-1.

The reports shall be submitted within **10 days after the end of concerned the quarter.**

The GSSD will provide comments or seek clarification, if required, within 10 working days.



Progress Reporting Requirements

Quarterly Progress Report

The quarterly Progress Report shall include the following attachments:

- Overall work plan and activity progress table (Annex RBM-1)
- Results Framework Tracking (Annex RBM-2)
- Key Deliverables produced during the reporting period (such as case study, success story, or communication tools ...)

The 4th and 8th quarter and final report shall attach the annex RBM-6 on Field activities and beneficiaries tracking



Progress Reporting Requirements

2. Final Report

A final project report shall be submitted within 60 days after the end of the project or completion of the activities. The report will be prepared in line with the template in Annex REP-9



Progress Reporting Requirements Template

1. Quarterly Progress Report: REP-1

To be attaching with

- Overall Workplan and Activity Progress Table (RBM-1)
- Results Framework Tracking (RBM-2)

2. Final Report: REP-9

To be attaching with

- Field Activities Beneficiaries Tracking (RBM-6)
- Training activities and Awareness Raising Activities Beneficiaries Tracking (RBM-7)
- Tracking of Outreach and Communications (RBM-8)



Thanks for your attention

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