

# Reporting Requirements: Narrative Progress Reports

*Training Workshop on CCCA Grant Implementation Guidelines (GIG)*

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National Council for Sustainable Development  
General Secretariat  
Department of Climate Change



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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

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**)
- **Other 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**

## Noticed:

- Ensure the reports **are finalized and cleaned** before submitting
- Encourage to submit in **soft copies first** and hard copies (**with signs**) could be following when comments/suggests **are well addressed**



# 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**
- All annexes have been shared and required to **regularly update by grantees**
- Grantees must ensure that **adequate capacities and responsible person** are in place



# 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)



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