**ANNEX 2**

**REPORTING FORMAT**

**THE NARRATIVE AND THE FINANCIAL REPORT TO BE PREPARED BY THE RECIPIENT INSTITUTION.**

**Recipient Institution:** Year

**Period covering this report:**

* This report must be completed by the Recipient Institution and accepted by UNDP
* The Recipient Institution must attach any relevant evidence to support the activities reported
* The information provided below must correspond to the information that appears in the financial report
* Attach the accepted grant proposal to this report

**Performance:**

* 1. **Workplan Performance** (cumulative, including the current period)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **COMPLETED ACTIVITIES** | **Timeline2** | | | | **Planned Budget for the Activity (in grant**  **currency)3** | **Funds Delivered for the Activity**  **(in grant currency)** |
| T1 | T2 | T3 | T4 |
| 1.1 Activity |  |  |  |  |  |  |
| 1.2 Activity |  |  |  |  |  |  |
| 1.3 Activity |  |  |  |  |  |  |
| **Total** | | | | |  |  |

* 1. **Performance Targets**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **INDICATOR(S)** | **Data Source** | **Baseline** | **Reporting Period Milestone/Target** | **Reporting Period Actual Performance Against the**  **Target** |
| 1.1 |  |  |  |  |
| 1.2 |  |  |  |  |

* 1. **Challenges and Lessons Learned:**
  2. **Financial Reporting:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project budget** | | | **Recipient institution** | | |  | | |
| **Partner institution** | | |  | | |
| **Project title** | | |  | | |
|  |  | **Expenses** | **Unit type** | **No. of units** | **Unit price (US$)** | **Total (US$)** | **Recipient institution contribution (US$)** | **UNDP part (US$)** |
|  |
|  | 1 | 2 | 3 | 4 | 5 | 6 = (4 x 5) | 7 | 8 = (6-7) |
| **Activity no.** | **1.** | **Project team and other personnel expenses** |  |  |  |  |  |  |
|  | 1.1 |  |  |  |  | 0 |  | 0 |
|  | 1.2 |  |  |  |  | 0 |  | 0 |
|  | 1.3 |  |  |  |  | 0 |  | 0 |
|  | 1.4 |  |  |  |  | 0 |  | 0 |
|  |  | ***Subtotal:*** |  |  |  | **0** | **0** | **0** |
| **Activity no.** | **2** | **Contractual services** |  |  |  |  |  |  |
|  | 2.1 |  |  |  |  | 0 |  | 0 |
|  | 2.2 |  |  |  |  | 0 |  | 0 |
|  | 2.3 |  |  |  |  | 0 |  | 0 |
|  | 2.4 |  |  |  |  | 0 |  | 0 |
|  |  | ***Subtotal:*** |  |  |  | **0** | **0** | **0** |
| **Activity no.** | **3** | **Travel expenses** |  |  |  |  |  |  |
|  | 3.1 |  |  |  |  | 0 |  | 0 |
|  | 3.2 |  |  |  |  | 0 |  | 0 |
|  | 3.3 |  |  |  |  | 0 |  | 0 |
|  | 3.4 |  |  |  |  | 0 |  | 0 |
|  |  | ***Subtotal:*** |  |  |  | **0** | **0** | **0** |
| **Activity no.** | **4** | **Office expenses (material and maintenance, lease agreements)** |  |  |  |  |  |  |
|  | 4.1 |  |  |  |  | 0 |  | 0 |
|  | 4.2 |  |  |  |  | 0 |  | 0 |
|  | 4.3 |  |  |  |  | 0 |  | 0 |
|  | 4.4 |  |  |  |  | 0 |  | 0 |
|  |  | ***Subtotal:*** |  |  |  | **0** | **0** | **0** |
| **Activity no.** | **5** | **Other expenses (bank charges, project evaluation)** |  |  |  |  |  |  |
|  | 5.1 |  |  |  |  | 0 |  | 0 |
|  | 5.2 |  |  |  |  | 0 |  | 0 |
|  | 5.3 |  |  |  |  | 0 |  | 0 |
|  | 5.4 |  |  |  |  | 0 |  | 0 |
|  |  | ***Subtotal:*** |  |  |  | **0** | **0** | **0** |
|  |  | ***Total expenses:*** |  |  |  | **0** | **0** | **0** |