### PROJECT MONITORING REPORT (template)

Date: Ref. No.

### JAPAN INTERNATIONAL COOPERATION AGENCY ЛСА XXX OFFICE

[Address specified in the Article 5 of the Grant Agreement]

Attention:

Chief Representative

Ladies and Gentlemen:

# NOTICE CONCERNING PROGRESS OF PROJECT

Reference: Grant Agreement, dated (signed date of the G/A), for (name of the Project)

In accordance to the Article 6 (3) of the Grant Agreement, we would like to report on the progress of the Project up to the following stages:

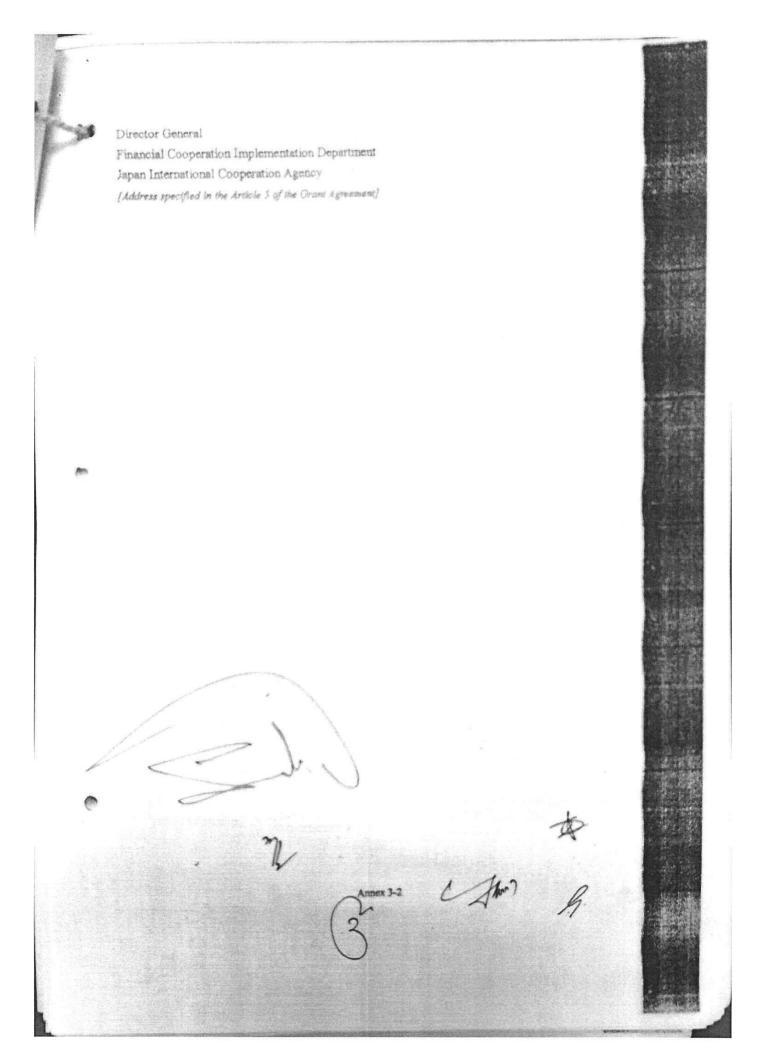
Common]
Preparation of bidding documents - result of detailed design
Completion of final works under construction/procurement contract
[Construction]
Monthly progress [Month/Year]
[Procurement of Equipment]
Shipping/delivery, hand-over (take over) of equipment
☐ Installation works
Operational training
Other

Please see the details as per attached Project Monitoring Report (PMR).

Very truly yours,

[Signature]

[Name of the signer] [Title of the signer] [Name of the executing agency]



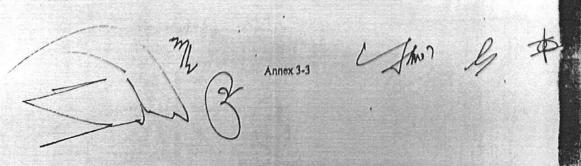
## Project Monitoring Report on Project Name Grant Agreement No. XXXXXXX 20XX, Month

#### Organizational Information

Signer of the G/A	Person in Charge	(Designation)	
(Recipient)	Contacts	Address: Phone/FAX: Email:	
Executing Agency	Person in Charge Contacts	(Designation)  Address: Phone/FAX: Email:	
Line Ministry	Person in Charge Contacts	(Designation)  Address: Phone/FAX: Email:	

### General Information:

Project Title		*
eм	Signed date: Duration:	,
G/A	Signed date: Duration:	
Source of Finance	Government of Japan: Not exceeding JPY	<u>mil.</u>



G/A NO. XXXXXXX PMR prepared on DD/MM/YY 1: Project Description 1-1 Project Objective 1-2 Project Rationale - Higher-level objectives to which the project contributes (national/regional/sectoral policies and strategies) Situation of the target groups to which the project addresses Indicators for measurement of "Effectiveness" Quantitative indicators to measure the attainment of project objectives Original (Yr Qualitative indicators to measure the attainment of project objectives Details of the Project Location Actual Original Components (proposed in the outline design) 1. Scope of the work Actual\* Original\* Components (proposed in the outline design) Reasons for modification of scope (if any) Annex 3-4 Lation la

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-6 E	xecuting Agency	
11990	Organization's role financial position, capacity, cost recovery etc,	
	Organization Chart including the unit in charge of the implementation and number	
	of employees.	
Original	(at the time of outline design)	<b>ENGLISH</b>
name:		
role:		<b>三型制度</b>
	situation:	4 6 6 6
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Actual	PMR)	A114 284/2
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stakeho	nt Agreement). losed information related to results of environmental and social monitoring to local liders (whenever applicable).	
3: Op	eration and Maintenance (O&M)	
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3-1	Physical Arrangement - Plan for O&M (number and skills of the staff in the responsible division or section,	370
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3-2	Budgetary Arrangement	
	- Required O&M cost and actual budget allocation for O&M	
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Actual (PMR)

### 4: Potential Risks and Mitigation Measures

- Potential risks which may affect the project implementation, attainment of objectives,
- Mitigation measures corresponding to the potential risks

Assessment of Potential Risks (at the time of outline design) Assessment Potential Risks Probability: High/Moderate/Low 1. (Description of Risk) Impact: High/Moderate/Low Analysis of Probability and Impact: Mitigation Measures: Action required during the implementation stage: Contingency Plan (if applicable): Probability: High/Moderate/Low 2. (Description of Risk) Impact: High/Moderate/Low Analysis of Probability and Impact: Mitigation Measures: Action required during the implementation stage: Contingency Plan (if applicable): -Probability: High/Moderate/Low 3. (Description of Risk) Impact: High/Moderate/Low Analysis of Probability and Impact Mitigation Measures: Action required during the implementation stage:

Annex 3-7

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G/A NO. XXXXXXX PMR prepared on DD/MM/YY Contingency Plan (if applicable): Actual Situation and Countermeasures (PMR) 5: Evaluation and Monitoring Plan (after the work completion) 5-1 Overall evaluation Please describe your overall evaluation on the project. Lessons Learnt and Recommendations 5-2 Please raise any lessons learned from the project experience, which might be valuable for the future assistance or similar type of projects, as well as any recommendations, which might be beneficial for better realization of the project effect, impact and assurance of sustainability. Monitoring Plan of the Indicators for Post-Evaluation 5-3 Please describe monitoring methods, section(s)/department(s) in charge of monitoring, frequency, the term to monitor the indicators stipulated in 1-3. Annex 3-8