

PROJECT MONITORING REPORT (template)

Date:  
Ref. No.

JAPAN INTERNATIONAL COOPERATION AGENCY  
JICA ~~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]

cc:

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Director General  
Financial Cooperation Implementation Department  
Japan International Cooperation Agency  
*[Address specified in the Article 5 of the Grant Agreement]*



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Annex 3-2  
3



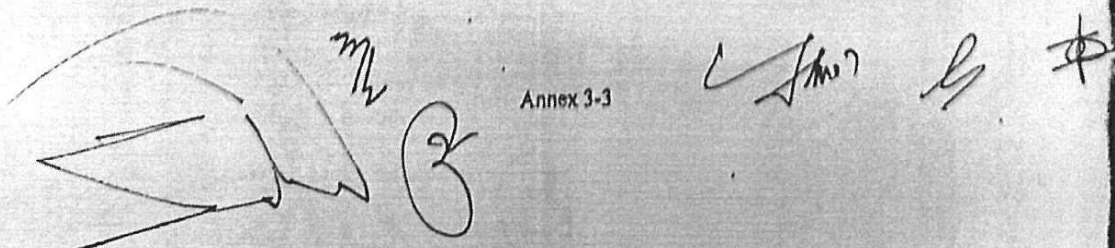
Project Monitoring Report  
 on  
Project Name  
 Grant Agreement No. XXXXXXXX  
 20XX, Month

Organizational Information

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

General Information:

<b>Project Title</b>	
<b>E/N</b>	Signed date: _____ Duration: _____
<b>G/A</b>	Signed date: _____ Duration: _____
<b>Source of Finance</b>	Government of Japan: Not exceeding JPY _____ mil. Government of (_____): _____


  
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 Annex 3-3  
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**1: Project Description**

**1-1 Project Objective**

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**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

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**1-3 Indicators for measurement of "Effectiveness"**

Quantitative indicators to measure the attainment of project objectives		
Indicators	Original (Yr )	Target (Yr )
Qualitative indicators to measure the attainment of project objectives		

**2: Details of the Project**

**2-1 Location**

Components	Original <i>(proposed in the outline design)</i>	Actual
1.		

**2-2 Scope of the work**

Components	Original* <i>(proposed in the outline design)</i>	Actual*
1.		

Reasons for modification of scope (if any).

(PMR)
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Annex 3-4

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2-3 Implementation Schedule

Items	Original		Actual
	(proposed in the outline design)	(at the time of signing the Grant Agreement)	

Reasons for any changes of the schedule, and their effects on the project (if any)

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2-4 Obligations by the Recipient

2-4-1 Progress of Specific Obligations  
 See Attachment 2.

2-4-2 Activities  
 See Attachment 3.

2-4-3 Report on RD  
 See Attachment 11.

2-5 Project Cost

2-5-1 Cost borne by the Grant (Confidential until the Bidding)

Components			Cost (Million Yen)	
	Original (proposed in the outline design)	Actual (in case of any modification)	Original <sup>1)2)</sup> (proposed in the outline design)	Actual
	1.			
	Total			

Note: 1) Date of estimation;  
 2) Exchange rate: 1 US Dollar = Yen

2-5-2 Cost borne by the Recipient

Components			Cost (1,000 Taka)	
	Original (proposed in the outline design)	Actual (in case of any modification)	Original <sup>1)2)</sup> (proposed in the outline design)	Actual
	1.			

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- Note: 1) Date of estimation:  
2) Exchange rate: 1 US Dollar =

Reasons for the remarkable gaps between the original and actual cost, and the countermeasures (if any)

(PMR)

2-6 Executing Agency

- 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) name: role: financial situation: institutional and organizational arrangement (organogram): human resources (number and ability of staff):
Actual (PMR)

2-7 Environmental and Social Impacts

- The results of environmental monitoring based on Attachment 5 (in accordance with Schedule 4 of the Grant Agreement).
- The results of social monitoring based on in Attachment 5 (in accordance with Schedule 4 of the Grant Agreement).
- Disclosed information related to results of environmental and social monitoring to local stakeholders (whenever applicable).

3: Operation and Maintenance (O&M)

3-1 Physical Arrangement

- Plan for O&M (number and skills of the staff in the responsible division or section, availability of manuals and guidelines, availability of spareparts, etc.)

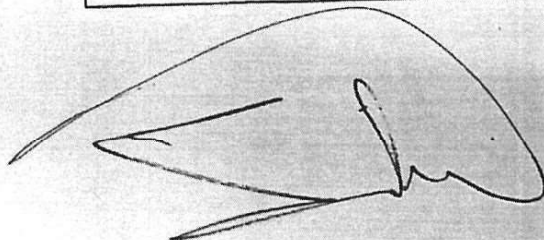
Original (at the time of outline design)
Actual (PMR)

3-2 Budgetary Arrangement

- Required O&M cost and actual budget allocation for O&M

Original (at the time of outline design)

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Actual (PMR)

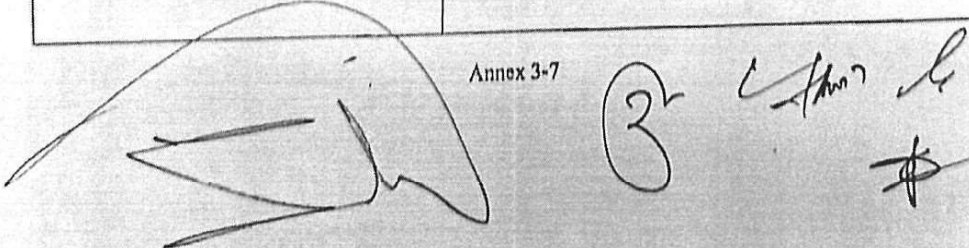
**4: Potential Risks and Mitigation Measures**

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

*Assessment of Potential Risks (at the time of outline design)*

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

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	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

**5-2 Lessons Learnt and Recommendations**

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.

**5-3 Monitoring Plan of the Indicators for Post-Evaluation**

Please describe monitoring methods, section(s)/department(s) in charge of monitoring, frequency, the term to monitor the indicators stipulated in 1-3.

*(Handwritten signatures and marks)*

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