ANNEX V: REPORTING FORMAT

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

Recipient Institution: _____ Year 2025

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)

PLANNED ACTIVITIES[3]	**Timeline**[4]		**Planned Budget for the Activity (in grant currency)**[5]	**Funds Delivered for the Activity (in grant currency)**
	T1	T2		
Activity				
Activity				
Activity				
Activity				
Activity				
Activity				

Note: Please use the same activity category as per the proposal. Below is a reminder of the activity's descriptions. Please stick to what is in your signed contract

Activity 1: Purchase of Equipment or Machinery
Activity 2: Repair and rehabilitation of facilities and assets
Activity 3: Purchase of Energy-efficient Equipment
Activity 4: Purchase of Raw Materials

Activity 5: E-commerce and Digital Solutions
Activity 6: Access to Local Markets & in-store promotional Activities

2- Performance Targets

Indicator(s)	Data Source	Baseline	Milestone / Target (Reporting Period)	Actual Performance (Reporting Period)
1. Total number of cooperative members	Member registry			
2. Increase in turnover or production (%)	Financial records / production logs			
3. Quantity of wheat or wheat-based products produced (tons/kg)	Harvest or processing records			
4. Number of jobs sustained *(full-time or seasonal)*	Payroll or signed declarations			

3- Challenges and Lessons Learned:

Financial Reporting: Note: Financial reporting of the grant in USD.

General Category of Expenditures	Budgeted Amount (USD)	Actual Expense (USD)
Other [Specify]		
Miscellaneous		
TOTAL		

Note: The budgeted amount represents the total cost of the activity and the actual expense and what is being cover by UNDP
Activity 1: Purchase of Equipment or Machinery
Activity 2: Repair and rehabilitation of facilities and assets
Activity 3: Purchase of Energy-efficient Equipment
Activity 4: Purchase of Raw Material
Activity 5: E-commerce and Digital Solutions
Activity 6: Access to Local Markets & in-store promotional Activities

4- Required Supporting documents where applicable:

1) E-COMMERCE AND DIGITAL SOLUTIONS	
First Audit	**Final Audit**
• Proof of contract/agreement signed with web/app developer, digital marketing agencies, photographer / videographer or other service providers. • Screenshots of the website development progress, proposal, or test site. • Marketing campaign or plan and timeframe (if available) • Initial campaign performance metrics (if applicable).	• Invoice and proof of payment for website/app development/ e-commerce platform (when applicable). In case of website or app revamp, picture of the website before and after. • Fully launched and live website/app with proof of functionality (when applicable) • Traffic report on the platform • Invoice and receipt of the campaign activity • Sales registered as a result of the campaign (if possible) • Any related impact or insights as a result of the campaign.
2) PURCHASE OF ENERGY-EFFICIENT EQUIPMENT	
First Audit	**Final Audit**
• Purchase order or contract with supplier.	• Invoice and proof of full payment.

• Proof of down payment or initial payment receipts. • Specifications of the equipment. • Delivery schedule confirmation from supplier.	• Photos of installed energy-efficient equipment/batteries in operation. • Energy efficiency impact report (before vs. after analysis if possible). • Equipment warranty and maintenance documentation.
3) REPAIR AND REHABILITATION OF FACILITIES AND ASSETS	
First Audit	**Final Audit**
• Signed contracts with Contractors or designers. • Quotation or proforma invoices detailing the repair or rehabilitation work to be undertaken.	• Completion Report signed by contractor and beneficiary outlining the scope of work completed, dates of execution, and confirmation of satisfactory delivery. • Before-and-after photo documentation of the repaired facility • Technical assessment confirming that repairs meet required safety and quality standards
4) PURCHASE OF EQUIPMENT OR MACHINERY	
First Audit	**Final Audit**
• Purchase order or signed agreement with supplier. • Proof of down payment (if applicable). • Confirmation of expected delivery date. • Equipment specifications and technical details including country of origin.	• Final invoice and proof of payment. • Photos/videos of installed machinery in use. • Warranty documents. • Proof of staff training. • Signed delivery note showing the compliance of the delivered equipment vis a vis the original technical specifications.
5) ACCESS TO LOCAL MARKETS & IN-STORE/FAIRS PROMOTIONAL ACTIVITIES	
First Audit	**Final Audit**
• Contract with the store (It shall include allocated space and duration of in-store promotion) • Invoice and receipt for the stand decoration or required equipment only if applicable	• Invoice and proof of payment • A detailed report that includes the following: i. Stand visibility: Photos showing the stand and products ii. Reported sales or any new deals as a result of the in-store promotion. (number of visitors to your stand, important feedback from potential clients if available). • Boosting ads invoice, receipts and credit card boosting statement account (digital ads e.g. Google Ads, Facebook, Instagram, etc.).

	• Report on marketing and/or social media campaign performance and analytics (reach, impressions, conversions, overall progress, budget spent, sales report, traffic, user engagement etc.).
6) PURCHASE OF RAW MATERIAL	
First Audit	**Final Audit**
• Purchase order or signed agreement with supplier. • Proof of down payment (if applicable). • Detailed List of Required Materials: Quantities, specifications, suppliers and intended use. • Confirmation of expected delivery date.	• Final invoice and proof of payment. • Signed delivery note showing the compliance of the delivered material vis a vis the original specifications.