

## ANNEX VI: 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 application
- 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	Timeline <sup>2</sup>				Planned Budget for the Activity (in grant currency) <sup>3</sup>	Funds Delivered for the Activity (in grant currency)
	T1	T2	T3	T4		
Activity					\$	
Activity					\$	
Activity					\$	
	<b>Total</b>				\$	

*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 Essential Materials

Activity 2: Support for Workers' Wages

Activity 3: Logistics-Related Costs

Activity 4: Purchase of Equipment or Machinery

Activity 5: Product Innovation

Activity 6: Purchase of Energy-efficient Equipment

Activity 7: E-commerce and Digital Marketing

#### 2- Performance Targets

Indicator(s)	Data Source	Baseline (Jun 2025)	Reporting Period Milestone / Target	Actual Performance Against the Target
1. Total number of full-time employees	Employee list, contracts, NSSF registration			
2. Number of female full-time employees	Employee list (gender-disaggregated)			

3. Number of full-time employees in leadership/managerial roles	Org chart, contracts, job titles			
4. Number of employees under the age of 30	IDs/passports or date of birth records			
5. Number of employees with disabilities	Self-declared or documented (optional field)			
6. Percentage increase in sales (%)	2023/2024 financial statements, sales records			
7. Number of new market channels reached (local, retail, B2B, digital, etc.)	Sales reports, distribution records, platform registrations			

**3- Challenges and Lessons Learned:**

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**Financial Reporting:** Note: Financial reporting need to be in USD.

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

*Note: The budgeted amount represents the total cost of the activity and the actual expense and what is being cover by UNDP*

Please pick from the activities as per your signed contract

Activity 1: Purchase of Essential Materials

Activity 2: Support for Workers' Wages

Activity 3 : Logistics-Related Costs

Activity 4: Purchase of Equipment or Machinery

Activity 5: Product Innovation

Activity 6: Purchase of Energy-efficient Equipment

Activity 7: E-commerce and Digital Marketing

**4- Required Supporting documents where applicable:**

<b>1) E-COMMERCE AND DIGITAL MARKETING</b>	
<b>First Audit</b>	<b>Final Audit</b>
<ul style="list-style-type: none"> <li>• Proof of contract/agreement signed with web developer, digital marketing agencies, photographer / videographer or other service providers.</li> <li>• Screenshots of the website development progress or test site.</li> <li>• Marketing campaign or social media strategy or plan and timeframe (if available)</li> <li>• Initial campaign performance metrics (if applicable).</li> </ul>	<ul style="list-style-type: none"> <li>• Invoice and proof of payment for website development/ e-commerce platform (when applicable). In case of website revamp, picture of the website before and after.</li> <li>• Fully launched and live website with proof of functionality (when applicable)</li> <li>• Traffic report on the platform</li> <li>• Invoice and receipt of the campaign activity</li> <li>• Boosting ads invoice, receipts and credit card boosting statement account (digital ads e.g. Google Ads, Facebook, Instagram, etc.).</li> <li>• Report on marketing and/or social media campaign performance and analytics (reach, impressions, conversions, overall progress, budget spent, sales report, traffic, user engagement etc.).</li> <li>• Sales registered as a result of the campaign (if possible)</li> <li>• Any related impact or insights as a result of the campaign.</li> <li>• Screenshots / photos and links to active social media pages and campaigns within the timeframe.</li> </ul>
<p><b>In case of In Store promotion</b></p> <p>a. Contract with the store (It shall include allocated space and duration of in-store promotion)</p> <p>b. Invoice and receipt for the stand decoration or required equipment only if applicable</p>	<p><b>In case of In Store Promotion</b></p> <ul style="list-style-type: none"> <li>• Invoice and proof of payment</li> <li>• A detailed report that includes the following:               <ul style="list-style-type: none"> <li>i. Stand visibility: Photos showing the stand and products</li> <li>ii. Reported sales or any new deals as a result of the in-store promotion. (Don't forget to report on number of visitors to</li> </ul> </li> </ul>

	your stand, important feedback from potential clients if any).
<b>2) PURCHASE OF ENERGY-EFFICIENT EQUIPMENT</b>	
<b>First Audit</b>	<b>Final Audit</b>
<ul style="list-style-type: none"> <li>• Purchase order or contract with supplier.</li> <li>• Proof of down payment or initial payment receipts.</li> <li>• Specifications of the equipment.</li> <li>• Delivery schedule confirmation from supplier.</li> </ul>	<ul style="list-style-type: none"> <li>• Invoice and proof of full payment.</li> <li>• Photos of installed energy-efficient equipment/batteries in operation.</li> <li>• Energy efficiency impact report (before vs. after analysis if possible).</li> <li>• Equipment warranty and maintenance documentation.</li> </ul>
<b>3) PRODUCT INNOVATION</b>	
<b>First Audit</b>	<b>Final Audit</b>
<ul style="list-style-type: none"> <li>• Findings and photos of Prototypes or samples of the new product.</li> <li>• Market research report (if applicable).</li> <li>• Signed contracts with consultants, designers, or research labs.</li> <li>• Quotation of laboratory testing.</li> <li>• Visuals of branding, packaging and labelling content based on LIBNOR Standards.</li> </ul>	<ul style="list-style-type: none"> <li>• Proof of completed product prototype or final product.</li> <li>• Final cost breakdown of innovation process.</li> <li>• Consumer testing or feedback reports.</li> <li>• Product registration or patent filing (if applicable).</li> <li>• Evidence of commercial launch (packaging, marketing material, availability in stores or online).</li> </ul>
<b>4) PURCHASE OF EQUIPMENT OR MACHINERY</b>	
<b>First Audit</b>	<b>Final Audit</b>
<ul style="list-style-type: none"> <li>• Purchase order or signed agreement with supplier.</li> <li>• Proof of down payment (if applicable).</li> <li>• Confirmation of expected delivery date.</li> <li>• Equipment specifications and technical details including country of origin.</li> </ul>	<ul style="list-style-type: none"> <li>• Final invoice and proof of payment.</li> <li>• Photos/videos of installed machinery in use.</li> <li>• Warranty documents.</li> <li>• Proof of staff training.</li> <li>• Signed delivery note showing the compliance of the delivered equipment vis a vis the original technical specifications.</li> </ul>
<b>5) LOGISTICS-RELATED COSTS</b>	
<b>First Audit</b>	<b>Final Audit</b>
<ul style="list-style-type: none"> <li>• Contract with logistics providers.</li> <li>• Detailed bill of quantities for the materials and other related costs.</li> <li>• Initial invoice from logistics service providers.</li> </ul>	<ul style="list-style-type: none"> <li>• Final invoice and proof of payments.</li> <li>• Proof of service completion (photos, signed delivery confirmations from both parties).</li> </ul>
<b>6) SUPPORT FOR WORKERS WAGES</b>	
<b>First Audit</b>	<b>Final Audit</b>
<ul style="list-style-type: none"> <li>• Payroll records for supported employees.</li> <li>• Signed contract with detailed Job Description.</li> </ul>	<ul style="list-style-type: none"> <li>• Final payroll records with proof of salary payments.</li> </ul>

**7) PURCHASE OF ESSENTIAL MATERIALS**

<b>First Audit</b>	<b>Final Audit</b>
<ul style="list-style-type: none"><li>• Purchase orders or contract with suppliers.</li><li>• Initial invoice or proof of first payments.</li><li>• Raw material delivery schedule.</li><li>• Quality Insurance or fact sheet of materials (if applicable)</li></ul>	<ul style="list-style-type: none"><li>• Final invoice and proof of payments.</li><li>• Delivery receipts signed by all parties involved.</li><li>• Photos of raw materials in storage or production use.</li></ul>