**Section IV, Annex 3 Appendix A: Progress Report**

## **Monthly Progress Report Template**

## *Below is an indicative example. Final template shall be discussed and agreed with Chief of Operations prior to contract implementation.*

## **Title: Building of sustainable national capacities of authorities and civil society organisations for Humanitarian Mine Action, in particular Explosive Ordnance Risk Education and Non-Technical Survey,  in Northeast Nigeria.**

**To: UNMAS PROGRAMME MANAGER - NIGERIA PROGRAMME**

**Cc: UNMAS CONTRACTS MANAGEMENT OFFICER**

**From: Name**

**Title**

**Company**

**Address**

Date:

1. **INTRODUCTION**

Brief description of which report this is and which period it covers.

1. **PROJECT IMPLEMENTATION**

Give a narrative description of the activities undertaken over the month. Details and problems encountered and solutions found. Comment on the progress made on the project in terms of implementation against the phases of implementation in the work plan.

Where teams are working in several different areas give a narrative on each area/asset.

This should include explanations for any delays, or deviation from the work plan.

1. **STAFF LEVELS AND PERSONNEL**

Include a table detailing all staffed positions for the month. This should cover all work days and indicate any days where a full complement of staff was not operational due to leave illness or any other reason. Where staff have not worked for any reason other than approved leave this should be supported by a narrative detailing the reasons for this.

Comment on the general state of the staff. Including welfare and issues related to health and if any problems have arisen with personnel in light of the area of operations.

**4. TRAINING**

Details of any training undertaken is to be included. This should details number of trainees, type of training being given, and duration of training, number of successful trainees.

Where refresher training is being conducted this should include the details of the team conducting refresher training and the type of training undertaken.

**5. ADMINISTRATION AND LOGISTICS**

Detailed explanation to be given on the following:

* Equipment – serviceability, problems, theft or any related issues. Where down time has been incurred as a result of equipment serviceability a detailed explanation must be given. This should concur with work days detailed earlier in the report.
* Accommodation – where relevant detail the type of accommodation and any issues that may have arisen over the month.
* Freight and Transport – description of movement of personnel and equipment and any issues of interest in connection with this.
* Administration – any issues relating to finances and administration of the project.
* Procurement – any issues relating to procurement of goods and services related to the project.
* Copy of the previous month’s fuel payment to be attached.

**6. OPERATIONS**

Detailed description of all operational activities covered over the month. This should include:

* A narrative description of what each team has achieved. Including problems encountered and solutions found. Progress made in the implementation of the contract must be measured against the implementation plan.
* Local liaison
* Areas surveyed
* Assets used and any comment on the effectiveness of this asset.
* Number of victims identified
* Statistics such as:
  + Areas surveyed.

A table is to be included each month detailing a running total of work days achieved to date, per team.

**7. QUALITY ASSURANCE**

Description of all internal QA conducted, to be accompanied by the relevant Internal QA Reports. A narrative should also be given on any findings and corrective actions if any required.

Where External QA has been conducted these reports should be included, along with a description of any corrective measures that are to be taken and the steps that have been taken to date to implement these measures.

**8. INCIDENTS/ACCIDENTS**

Any incidents/accidents should be summarized here and supported by detailed investigation reports.

**9. SECURITY**

Comment on any security incidents and any changes in the security situation that have impacted on operations.

**10. INSURANCE**

Confirmation that insurance coverage corresponding to the Contract remains valid.

**11. OTHER**

Any other matters (ie gender and diversity related challenges, etc…..)

**12. SUMMARY**

Comments, recommendations and any lessons learned.