

**ENHANCED SMALLHOLDER AGRIBUSINESS PROMOTION PROGRAMME- ESAPP**  
**MGF MONITORING/CLOSURE REPORT**

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This tool will be used to assess, monitor and report on value-chain investments made under the predecessor Programme (SAPP) as well as the successor upscaling Programme (E-SAPP). The tool will, unless there is reason otherwise, substitute all other reporting requirements, for the purposes of monitoring the performance, closing out successful or terminating non-performing sub-projects. In the case of successfully completed sub-projects, the tool will also facilitate handover of such sub-projects to the beneficiaries. The completed copies of the MGF monitoring/closure report must be filed at district and province level and only the summary of the findings (refer to the **Summary Report** accompanying the main **MGF Monitoring/Closure Report**) will be transmitted to ESAPP PCO.

**A. CATEGORY OF SUB-PROJECT:**

Please circle the appropriate **status or category** of the sub-project being assessed or monitored:

**Category 1:** New/Approved Sub-project with Grant Agreement duly signed but before initial disbursement

**Category 2:** On-going Sub-project- final disbursement is yet to be made

**Category 3:** Completed Sub-project- final disbursement already made, awaiting closure & handover

**B. GENERAL PROJECT INFORMATION:**

Name of district

Name of the Principal Applicant

Type of organisation/institution (insert option)

Project title (refer to Business Plan)

Grant Type Applied for (Small, IP or Large grant)

Commodity

Estimated number of beneficiaries expected to benefit from Project's products/services

Total Project Cost (K):

Amount Requested (K):

Applicant's total Contribution (cash + in-kind) (K):

Applicant's cash contribution (K):

**C. UTILISATION OF GRANT FUNDS: please skip this section for all Category 1 sub-projects**

Amount received under SAPP (K)

Actual Amount used (K)

Beneficiary Cash Contribution (K)

Value of In-Kind Contribution (K)

**Q01:** Assess whether the grant received was utilised properly for the purposes for which it was obtained (refer to approved Business Plan & Grant Agreement):

Yes ☐

No ☐

**Q02:** If use of the grant received was applied according to the approved Business Plan & Grant Agreement; please provide details in the box below relating to how the grant was used, taking note of any unaccounted for amounts/expenditures, from the grant received and the beneficiary's own contribution (cash and in-kind).

Observations:

**D. CURRENT STATUS- this section applies for all category 1, 2 or 3 sub-projects**

**Q03:** Assess whether the sub-project has met or is likely to meet its intended objectives/purpose with the injection of subsequent or final grant disbursement. State 'Yes' if the project has successfully met its objectives or if the likelihood of meeting the project's objectives exists (this implies that in either case there will be need for continued support from E-SAPP) or otherwise indicate 'No'. **Please note that if the response is 'No' there will be no further support extended to that project.** In addition, **for category 1** sub-projects, assess whether it makes business-sense or justifiable for E-SAPP to continue in partnership with the beneficiary of the sub-project based on the current status of activities/enterprise vis-à-vis the approved business.

Yes ☐

No ☐

Key Recommendation (s):

**Q04:** Based on the recommendation in **Q03** above, would the assessment team recommend the sub-project for further support from E-SAPP?

Yes ☐

No ☐

**Q05:** If the response to **Q04** is 'Yes', state the amount required to facilitate the achievement of the intended goals and objectives of the particular sub-project as contained in the Business Plan and Grant Agreement with SAPP. ***To compute the amount required, complete the budget template attached (refer to Annex 1- sample budget)***

Total Amount required (K):

**Q06** If No further support can be justified; please suggest any follow on actions or otherwise leave the response box blank

**F. UP-SCALING PERSPECTIVES- this section applies only for category 2 & 3 sub-projects**

Q07 Does the project require support to **upscale** under the E-SAPP? *If “Yes”, include the costs in the budget template attached (refer to Annex 1- sample budget)*

Yes ☐

No ☐

**Q08** Please **briefly outline specific or potential area (s) of intervention** for additional investments into the existing sub-project recommended for upscaling under E-SAPP based on identified current/future business opportunities? Please provide justification based on the assessed capacity of the beneficiary grantee.

**G. ADDITIONAL INFORMATION – Part (a) below applies to all Categories 1, 2 & 3 sub-projects, Parts (b) and (c) apply only to Category 2 & 3 sub-projects**

**a) STATUS OF MGF BUSINESS BANK ACCOUNT**

| Description  | Yes | No | Comments/Details |
|--|-----|----|------------------|
| Is the group’s MGF Bank Account operational or active? |     |    |                  |
| If “Yes”, provide details of the MGF Bank Account      |     |    |                  |

## **b) PHYSICAL PROGRESS OF INFRASTRUCTURE GRANT PROJECTS/CURRENT STATUS**

| Physical Completion Rate  | Tick |
|---|------|
| <30% - less than 30% of the works have been done                      |      |
| Up-to 30% - less than 50% of the works have been done                 |      |
| 30-50% - about 50% of the works have been done                        |      |
| 50-75% - above 50% to three-quarters have the works have been done    |      |
| >75% - works are almost completed or have been successfully completed |      |

Comment on the physical status:

### c) BUSINESS DOCUMENTS/RECORD KEEPING

| Description  | Yes | No | Comments |
|--|-----|----|----------|
| Bank statements (from date of account opening) optional                    |     |    |          |
| Bank reconciliation Statement (Optional)                                   |     |    |          |
| Cashbook- summary of all transactions (Optional)                           |     |    |          |
| Receipts where applicable (attach receipts or acquittal sheet duly signed) |     |    |          |
| Register or value of in-kind contributions                                 |     |    |          |

**Compiled by:**

|       |       |               |
|-------|-------|---------------|
| ..... | ..... | .....         |
| Name  |       | Sign          |
| ..... | ..... | .....         |
| Date  | Title | Contact Phone |

**Validated by [Group/Grantee representative (chairperson)]:**

|       |       |               |
|-------|-------|---------------|
| ..... | ..... | .....         |
| Name  |       | Sign          |
| ..... | ..... | .....         |
| Date  | Title | Contact Phone |

**Validated by (representative of the District Office):**

|       |       |               |
|-------|-------|---------------|
| ..... | ..... | .....         |
| Name  |       | Sign          |
| ..... | ..... | .....         |
| Date  | Title | Contact Phone |

### Annex 1. Detailed Sub-Project Budget (in ZMW) - Sample

| Annex 1: Detailed Sub-Project Budget (in ZMW) - Sample   |   |       |     |           |            |                      |                  |           |
|--|---|-------|-----|-----------|------------|----------------------|------------------|-----------|
| Detailed Cost Items                                      |   | Unit  | QTY | Cost/unit | Total cost | Sources of Financing |                  |           |
|  |   |       |     |           |            | Applicant (in-kind)  | Applicant (cash) | MGF Grant |
| Establishment and implementation of the project/business |   |       |     |           |            |                      |                  |           |
| 1  | Livestock Service Centre                  |       |     |           | 168,845    | 9,900                | 15,000           | 143,945   |
| a.)  | Metal Frames - Complete LSC               | Each  | 1   | 83,900    | 83,900     | 0                    | 0                | 83,900    |
| b.)  | Complete Spray Race                       | Each  | 1   | 18,000    | 18,000     | 0                    | 0                | 18,000    |
| c.)  | Transport from SA to Lusaka               | Each  | 1   | 23,455    | 23,455     | 0                    | 0                | 23,455    |
| d.)  | Transport - Lusaka to site                | Each  | 1   | 18,560    | 18,560     | 0                    | 0                | 18,560    |
| e.)  | Labour - site preparation & installation  | Each  | 1   | 15,030    | 15,030     | 0                    | 15,000           | 30        |
| f.)  | Cement                                    | Each  | 49  | 100       | 4,900      | 4,900                | 0                | 0         |
| g.)  | River Sand                                | Ton   | 16  | 63        | 1,000      | 1,000                | 0                | 0         |
| h.)  | Crushed Stones                            | Ton   | 12  | 250       | 3,000      | 3,000                | 0                | 0         |
| e.)  | Conforce wire                             | Rolls | 1   | 1,000     | 1,000      | 1,000                | 0                | 0         |
|  |   |       |     |           |            |                      |                  |           |
| 2  | Borehole, hand pump & apron               |       |     |           | 19,000     | 513                  | 18,487           | 0         |
| a.)  | Siting, drilling & installation           | Each  | 1   | 18,487    | 18,487     | 0                    | 18,487           | 0         |
| b.)  | Cement                                    | Each  | 2   | 100       | 200        | 200                  | 0                | 0         |
| c.)  | Crushed Stones                            | Ton   | 1   | 250       | 250        | 250                  | 0                | 0         |
| d.)  | Sand                                      | Ton   | 1   | 63        | 63         | 63                   | 0                | 0         |
|  |   |       |     |           |            |                      |                  |           |
| 3  | Training in LSC mgt                       |       |     |           | 2,500      | 2,500                | 0                | 0         |
|  |   |       |     |           |            |                      |                  |           |
| 4  | Dip chemicals and accessories             |       |     |           | 2,300      | 2,300                | 0                | 0         |
| a.)  | Acaricide                                 | Ltr   | 10  | 200       | 2,000      | 2,000                | 0                | 0         |
| b.)  | Rubber Gloves                             | Each  | 2   | 50        | 100        | 100                  | 0                | 0         |
| c.)  | Measuring cup                             | Each  | 2   | 25        | 50         | 50                   | 0                | 0         |
| d.)  | Nozzle Cleaner (stylus)                   | Each  | 2   | 25        | 50         | 50                   | 0                | 0         |
| e.)  | Hard broom                                | Each  | 2   | 50        | 100        | 100                  | 0                | 0         |
|  |   |       |     |           |            |                      |                  |           |
| 5  | Labour                                    |       |     |           | 16,400     | 16,400               | 0                | 0         |
| a.)  | Clearing site                             | Days  | 5   | 400       | 2,000      | 2,000                | 0                | 0         |
| b.)  | Digging of pit latrines                   | Days  | 5   | 400       | 2,000      | 2,000                | 0                | 0         |
| c.)  | Materials for pit latrines                | Each  | 2   | 2,000     | 4,000      | 4,000                | 0                | 0         |
| d.)  | Construction pit latrines & water troughs | Days  | 10  | 400       | 4,000      | 4,000                | 0                | 0         |
| d.)  | Equipment -                               | Days  | 14  | 200       | 2,800      | 2,800                | 0                | 0         |

|     |  |      |   |     |                |               |               |                |
|-----|--|------|---|-----|----------------|---------------|---------------|----------------|
|     | Wheelbarrows, shovels                  |      |   |     |                |               |               |                |
| e.) | Back filling & compacting of drainages | Days | 4 | 400 | 1,600          | 1,600         | 0             | 0              |
|     |  |      |   |     |                |               |               |                |
|     | <b>Total</b>                           |      |   |     | <b>209,044</b> | <b>31,613</b> | <b>33,487</b> | <b>143,945</b> |

**END**