**Annex 6: MGF Sub-projects Investments Progress Monitoring Report Template-Updated**

**ENHANCED SMALLHOLDER AGRIBUSINESS PROMOTION PROGRAMME- ESAPP**

This tool will be used to assess, monitor and report on value-chain investments made under the Matching Grants Facility of the 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 sub-projects progress monitoring report must be completed by district or provincial staff and submitted to PCO.

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

Please circle the appropriate **category** of the sub-project being 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

1. **SUB-PROJECT IDENTIFICATION & LOCATION DETAILS:**

Province District:

|  |
| --- |
|  |

Name of Principal Applicant

Contact Details:

|  |
| --- |
|  |

Contact Person:

|  |
| --- |
|  |

Email:

|  |
| --- |
|  |

Name of organization/cooperative/group:

Supported Commodity Group

|  |
| --- |
|  |

Commodity Window ( 1or2)

K

Grant Amount (K) applied for (E-SAPP)

Applicant’s cash contribution Applicant’s in-kind contribution

K

K

Applicant’s total Contribution- cash + in-kind Total sub-project cost

K

K

**Note:** *Sub-component 2.1 Category A sub-projects = Window 1;*

*Sub-component 2.2 MSMEs MGF sub-projects = Window 2*.

1. **PLANNED BENEFICIARY OUTREACH**

Women Men Men Total (w+m) Estimated household members ((w+m)x5))

Women-headed Youth

**D. USE OF MGF INVESTMENT FUNDS BY BENEFICIARIES**

Grant Amount received IFAD Loan Actual Amount used to-date IFAD Loan

%

K

K

Cash Contribution spent to-date (K) In-Kind contribution spent to-date (K)

%

K

%

K

|  |
| --- |
|  |

**Q01:** Assess whether the MGF financing received, and pledged cash/in-kind contributions were utilised in the business as per the approved Business Plan & Grant Agreement by stating yes= used as per grant Agreement or no= not used as planned:

Yes  No

**Q02:** If ‘No’ please provide details in the response box below taking note of any unaccounted-for expenditures or funds misapplication:

|  |
| --- |
|  |

**E. MILESTONE COMPLETION STATUS**

|  |  |  |  |
| --- | --- | --- | --- |
| **# Milestone** | **Description of Milestone as per Grant Agreement** | **Completion Status\*** | **Remarks** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |

\*Status: Complete or On-going

**F. PRODUCTION/INPUT SIDE & BENEFICIARY OUTREACH**

(Includes inputs, equipment/machinery and other support made available to the business/sub-projects through MGF investment funds) to enhance existing production capacity

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description of Inputs & Other resources financed through MGF Investment Funds** | **Unit** | **Quantity** | **Unit Cost (ZMW)** | **Input Cost (ZMW)** | **Number of Smallholder Producers Supported** | | | | | | |
| **Type** |  |  |  |  | **Total** | | | **Female** | **Women-headed** | | **Youth** |
| **Crops** | | | | | | | | | | | |
| **Variable Inputs** |  |  |  |  |  | | |  |  | |  |
| Seed (improved/certified) |  |  |  |  |  | | |  |  | |  |
| Fertilizer |  |  |  |  |  | | |  |  | |  |
| Agro Chemicals (herbicides, insecticide, fungicides…) |  |  |  |  |  | | |  |  | |  |
| Labour/wages |  |  |  |  |  | | |  |  | |  |
| Other 1 (specify) |  |  |  |  |  | | |  |  | |  |
| Other 2 (specify) |  |  |  |  |  | | |  |  | |  |
| **Total Variable Cost** | xxxxxx | xxxxxxxx |  |  | xxxxxx | | | xxxxx | xxxxxxxx | | xxxxxxx |
| **Overheads** |  |  |  |  |  | | |  |  | |  |
| Thresher |  |  |  |  |  | | |  |  | |  |
| Oil Extractor |  |  |  |  |  | | |  |  | |  |
| Tractor & attachments |  |  |  |  |  | | |  |  | |  |
| Sheller |  |  |  |  |  | | |  |  | |  |
| Peanut Butter Processing Equipment |  |  |  |  |  | | |  |  | |  |
| Feed mixer |  |  |  |  |  | | |  |  | |  |
| Rice Mill |  |  |  |  |  | | |  |  | |  |
| Other 1 ……. |  |  |  |  |  | | |  |  | |  |
| Other 2 ……. |  |  |  |  |  | | |  |  | |  |
| **Total** | xxxx |  |  |  |  | | |  |  | |  |
| **Livestock** | | | | | | | | | | | |
| **Variable Inputs** | xxxxx | xxxxx |  |  | xxxxxxx | xxxxx | xxxxxxxxx | | | xxxxxx | |
| Start-up stock (improved breed) |  |  |  |  |  |  |  | | |  | |
| Feed |  |  |  |  |  |  |  | | |  | |
| Production Kit |  |  |  |  |  |  |  | | |  | |
| Labour/wages |  |  |  |  |  |  |  | | |  | |
| Other 1 (specify) |  |  |  |  |  |  |  | | |  | |
| Other 2 (specify) |  |  |  |  |  |  |  | | |  | |
| **Total Variable Cost** | xxxx | xxxxxx |  |  | xxxxxx | xxxxx | xxxxxxxx | | | xxxxxxx | |
| **Overheads** |  |  |  |  |  |  |  | | |  | |
| Borehole/solar system & accessories |  |  |  |  |  |  |  | | |  | |
| Incubator |  |  |  |  |  |  |  | | |  | |
| Feed mixer |  |  |  |  |  |  |  | | |  | |
| Other 1 (specify) |  |  |  |  |  |  |  | | |  | |
| Other 2 (specify) |  |  |  |  |  |  |  | | |  | |
| **Total** | xxxx |  |  |  |  |  |  | | |  | |
| **Aquaculture** | | | | | | | | | | | |
| **Variable Inputs** |  |  |  |  |  |  |  | | |  | |
| Start-up stock |  |  |  |  |  |  |  | | |  | |
| Production Kit |  |  |  |  |  |  |  | | |  | |
| Feed |  |  |  |  |  |  |  | | |  | |
| Labour/wages |  |  |  |  |  |  |  | | |  | |
| Other 1 (specify) |  |  |  |  |  |  |  | | |  | |
| Other 2 (specify) |  |  |  |  |  |  |  | | |  | |
| **Total Variable Cost/ Outreach** | xxxx | xxxxx |  |  | xxxxxx | xxxxx | xxxxxxx | | | xxxxxx | |
| **Overheads** |  |  |  |  |  |  |  | | |  | |
| Hatcheries |  |  |  |  |  |  |  | | |  | |
| Feed mixer |  |  |  |  |  |  |  | | |  | |
| Other 1 (specify) |  |  |  |  |  |  |  | | |  | |
| Other 2 (specify) |  |  |  |  |  |  |  | | |  | |
| Other 3 (specify) |  |  |  |  |  |  |  | | |  | |
| **Total** |  |  |  |  |  |  |  | | |  | |
| **Grand Total** | xxxx |  |  |  |  |  |  | | |  | |

**G. PRODUCTS & SERVICES**

(Includes different types of products/services produced, value generated and employment creation as a result of the investment funds provided by the Programme through MGF)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Description of Outputs & Services generated/produced** | **Unit** | **Number/ Quantity** | **Quantity Sold [a]** | **Cost of Output sold (variable cost) (ZMW) [b]** | **Selling Price (ZMW/kg) [c]** | **Gross Sales (ZMW) [d] d= [a] x [c]** | **Gross Margin [e] e=[d]-[** |
| **Type** |  |  |  |  |  |  |  |
| Rice (polished) |  |  |  |  |  |  |  |
| Rice (unpolished) |  |  |  |  |  |  |  |
| Common Beans |  |  |  |  |  |  |  |
| Soy Beans |  |  |  |  |  |  |  |
| Groundnuts (shelled) |  |  |  |  |  |  |  |
| Groundnuts (unshelled) |  |  |  |  |  |  |  |
| Cow Peas |  |  |  |  |  |  |  |
| Goats |  |  |  |  |  |  |  |
| Pig |  |  |  |  |  |  |  |
| Chickens |  |  |  |  |  |  |  |
| Eggs |  |  |  |  |  |  |  |
| Table Fish |  |  |  |  |  |  |  |
| Fingerlings |  |  |  |  |  |  |  |
| Oil |  |  |  |  |  |  |  |
| Peanut butter |  |  |  |  |  |  |  |
| Soya Chunks |  |  |  |  |  |  |  |
| Other 1 (specify) |  |  |  |  |  |  |  |
| Other 2 (specify) |  |  |  |  |  |  |  |
| Other 3 (specify) |  |  |  |  |  |  |  |
| Other 4 (specify) |  |  |  |  |  |  |  |

**H. CURRENT STATUS- this section applies to all category 1, 2 or 3 sub-projects (described in A. above)**

**Q03:** Assess whether the sub-project has met or is likely to meet its intended objectives/purpose based on the business plan, including with the provided support through the MGF investment. State ‘**Yes**’ if the project has successfully met its objectives or if the likelihood of meeting the project’s objectives exits (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’ i.e., there will be need to review the current partnership agreement.*** 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 plan and utilization of investment funds.

**Yes**  (The partnership agreement continues in current form)

**No**  (need to review current partnership agreement)

***Key Recommendations/follow up actions:***

**Q06** Please suggest any other support (other than investment funds) required to strengthen implementation and success of the sub-project and who should provide the required support in the response box below

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| --- |
|  |

**I**. **BUSINESS GROWTH**- this section applies only for category 2 & 3 successfully completed sub-projects

Q07 Does the project require any additional support to strengthen sustainability and benefits beyond the current grant financing Agreement?

**Note.** E-SAPP does not guarantee any financial support beyond the current Grant Agreement and this section is only meant to provide an appreciation of the future business plans of the promoters of the sub-project. Such non-financial support can be provided through linkages i.e. by linking the sub-project promoters to other value-chain intermediaries in order to strengthen their business position in the market.

Yes  No

**Q08** *If “Yes”, p*leasebriefly outline the specific areas for additional support giving justifications.

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|  |

**J. ASSESSMENT OF MGF SUB-PROJECTS INVESTMENTS COMPLETION RATE**

a) PHYSICAL INFRASTRUCTURE FACILITIES- COMPLETION RATE (CROPS)

|  |  |  |
| --- | --- | --- |
| **Guiding Notes** | **Completion Rate (%)** | **Remarks (on the status)** |
| All building materials for constructing of the physical structures have been procured or mobilized following or prior to the first MG disbursement | <30% - less than 30% of the works have been completed |  |
| Construction commenced and the basic foundation has been completed e.g., slab for a bulk storage | 30% to 50% of the works have been completed |  |
| Construction/rehabilitation is progressing well. The main walls of e.g., the bulk storage have been completed and the structure is at roof or wall plate level | >50 to 75% - approximately three-quarters of the works have been completed |  |
| Roof construction of the bulk storage has been completed. Placement of fittings and other equipment are however yet to be done | >75% to 90% of works have been successfully completed |  |
| The new constructed/ rehabilitated structure or bulk storage is ready for commissioning or use with equipment already installed | 100% |  |

1. NON-PHYSICAL FACILITIES (CROPS) e.g., out-grower arrangements

|  |  |  |
| --- | --- | --- |
| **Guiding Notes** | **Completion Rate (%)** | **Remarks** |
| Agro inputs procured and target smallholder producers mobilized and ready to receive the inputs. | <30% - less than 30% |  |
| Agro inputs distributed to the targeted smallholders; land preparation in farmer fields is advancing well or completed for most farmers; on-farmer field demonstrations to support smallholders | 30% to 50% |  |
| Most farmers have sown or planted the crop | >50 to 75% |  |
| Most farmers following through field management and other recommended practices; good crop stand in the field | >75% to 90% |  |
| Most farmers have successfully harvested their fields and crop moved to storage or safety | 100% |  |

1. PHYSICAL FACILITIES- Livestock/Aquaculture

|  |  |  |
| --- | --- | --- |
| **Guiding Notes** | **Completion Rate (%)** | **Remarks** |
| Ponds, livestock housing construction materials, water solar systems, incubators, hatchery equipment, production kits, feed mixer, feed stock etc. procured successfully | <30% - less than 30% |  |
| Ponds/livestock housing construction/rehabilitation have started and proceeding well | 30% to 50% |  |
| Ponds/livestock housing construction/rehabilitation, bore hole construction & installation completed; installation of other production equipment e.g., incubator, hatcheries, feed mixer also completed and ready for use; start-up stock procured | >50 to 75% |  |
| All facilities are in place and production is ready to commence | >75% to 100% |  |
|  |  |  |

1. NON-PHYSICAL FACILITIES (Livestock/Aquaculture) e.g., out-grower arrangements

|  |  |  |
| --- | --- | --- |
| **Guiding Notes** | **Completion Rate (%)** | **Remarks** |
| Inputs procured and target smallholder producers mobilized and ready to receive the inputs. | <30% - less than 30% |  |
| Inputs distributed to the targeted smallholders; land / pond preparation in farmer fields is advancing well or completed for most farmers; on-farmer field demonstrations to support smallholders | 30% to 50% |  |
| Most farmers have stocked their fish ponds or small livestock production is underway | >50 to 75% |  |
| Most farmers following through best management and other recommended practices; healthy stock of fish or livestock | >75% to 90% |  |
| Most farmers have successfully cropped or culled their product and participating in the market. | 100% |  |

**K. BUSINESS RECORDS CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Records** | **Yes** | **No** | **Remarks (record Management practices - quality, filing etc.)** |
| Bank statements (from date of account opening) |  |  |  |
| Bank reconciliation Statement, if any |  |  |  |
| Cashbook- summary of all transactions |  |  |  |
| Valid Receipts for purchased items (or acquittal sheets duly signed) |  |  |  |
| Register or value of in-kind contributions |  |  |  |
| Complete listing of all beneficiaries with bio-data supported from the sub-project grant investment |  |  |  |