1. **PROJECT DETAILS**

Fill in or copy-paste from last report.

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| CBM Office | CBM Cameroon |
| Staff Name / Visitor(s) | Wachou Adolphe, Tebon Mispa, |
| Date of project monitoring visit | 27th- 28th February 2025 |
| Date of last project monitoring visit | November 24th – 28th 2024 |
| Project ID | P10276 |
| Project Name | Strengthening Ear and Hearing Care Capacities in Cameroon |
| Location of the project | Center, Littoral and North West regions - Cameroon |
| Project duration/period | 01-11-2024 - 31-12-2028 |
| Project budget | 733,333 EUR |
| Project source of funding / Donor | Free funds  Legally Contracted Designated Funding – LCDF (includes free funds contribution). Please specify Back Donor name: |
| Contract Partner(s) | Official name(s) of CBM contract Partner(s) including names of any other non-contractual partners involved in the project, if any. |
| Type of Project Monitoring Visit | Onsite / Face-to-Face Project Monitoring Visit  Virtual / Remote Project Monitoring Visit (please mark in the box which medium has been used: phone/voice, video, photo camera) |

# **SUMMARY OF PROJECT MONITORING VISIT KEY FINDINGS**

The project Strengthening Ear and Hearing Care Capacities in Cameroon aims to enhance the quality of life for individuals affected by or at risk of hearing impairments and ear diseases. The project which was officially launched in December 2024.

Key points of the monitoring visit include:

* **Training on ProMIS partner portal roll out:** Project staff have acquired basics skills on how to effectively navigate and use ProMIS partner portal functionalities (request of funds, reporting expenditures, downloading reporting templates and uploading reports etc.). Going forward all reporting and request of funds will be done using ProMIS partner portal.
* **Review of the detailed implementation plan.** Considering the late start of the project in late November 2024, the lone activity implemented was project technical and official kick-off. For activities planned for Q1 2025, as at 26 January 2025, 30% were realized.
* **Financial review:** On 31 December 2024, total expenditure was €3505 with corresponding budget burn rate 3%. €100,000 was transferred to CBCHS for the project in November 2024. There is a lot of cash with the partner, which is not a good situation. It was also noted that timesheets for all staff were not uploaded in ProMIS. During the discussions, it was informed that some transactions such as December salary were paid in January 2025 and will be captured in Q1 2025 financial report to be shared in April 2025.

In view of this situation, the partner was reminded of the obligation to spend the total budget of €180000 before the end of April 2025 to meet up with BMZ requirements and avoid interest.

ACTION PLAN

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| Actions  (Recommended and agreed) | Responsible  (Name, position, entity e.g CBM, Project, Partner or External stakeholder) | Timeframe for action  (Deadline) |
| Update the financial report to take account of expenditure in January and February 2025. | CBCHS Project Finance Officer | Immediately |
| Update expenditure forecasts for March 2025. | CBCHS Project Finance Officer | Immediately |
| Upload timesheets for all staff in ProMIS folder | CBCHS Project Finance Officer | Monthly |
| Ensure that all activities planned for Q12025 are implemented within time scope and budget | CBCHS Project Coordinator | 31 March 2025 |
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