

Memo for Progress Reports

The reports on the progress of the Project to be submitted quarterly by the Recipient shall include at least the following points:

1. List of Project Measures
(in accordance with the project measures listed under Section 1.1 of the Separate Agreement)

Progress made in the period under review; any changes in planning, reasons for this.
2. Assignment of the Consultants

Award of contract; kind of services rendered and activities of personnel assigned to the Project site.
3. Award of Contracts for Goods and Services

Bidding procedure; deadlines; results and evaluation of bids; award of contract.
4. Goods and Services Provided

(broken down according to the list of project measures stated under item 1 above)

Supplies: Kind and quantity, delivery dates, guarantees; acceptance at factory; acceptance at project site.

Construction: Kind and scope of work; equipment; labour input; acceptance.

Putting into operation: Final acceptances; test runs; operating results; final adjustments.
5. Adherence to Time Schedule

Comparison of targets with actual values; reasons for changes in time schedule; description of effects on the progress of the Project.
6. State of Accounts and Disbursements

for the goods and services stated in the list specified under item 1 above.
7. Adherence to Cost and Financing Schedule

Comparison of targets with actual values; proposed financing of cost increases, if any.
8. State of Implementation of Special Stipulations

Report on progress concerning points mentioned under 4.6 of the Separate Agreement.
9. Adherence to Monitoring Schedule

Short comments on the scope and timing of additional reporting requirements as stipulated in the Monitoring Schedule (i. e. confirming letters, tariff report); after start of operation annual evaluation of indicators for the Project Goal and the assumptions for the achieving of the Project Goal as listed in the Monitoring Schedule.

It is recommended to use graphs to demonstrate the stages of deliveries and services and the development of costs (bar graphs or network plans). The progress reports are to be sent to KfW within four weeks after the end of the period under review.