WELCOME

AGENDA

Welcome

Milestone reporting

Narrative report

Indicators in narrative report

Final Q&A

ONBOARDING PROGRAMME

Webinar 1

Welcome & Collaboration Essentials

May 19
13.00 – 13.45

Webinar 2

Financial Management

May 19
14.00 – 16.00

Webinar 3

Milestone Reporting

May 20
14.00 – 16.00

Webinar 4

TA services

May 21
14.00 – 15.00

Webinar 5

International industry associations

May 22
15.00 – 16.30

EEP Africa

NDF Nordic Development Fund

MILESTONE REPORTING

MILESTONE REPORTING

❄ Milestone reports must be submitted to EEP Africa according to **Annex I**.

❄ A complete report includes a Progress Report, a Financial Report with relevant supporting documents.

❄ The reporting must follow the guidelines and requirements in the PIM and be submitted on the **EEP Africa SmartME platform**, using the available forms and templates as applicable.

INDICATORS IN NARRATIVE REPORT

Reporting on achieved outputs & indicator performance

REPORTING ON ACHIEVED OUTPUTS

- Job creation
- Women in leadership
- Sales

JOB CREATION

- In country/countries of project implementation only

- Temporary jobs: solely during project implementation

- Permanent jobs: likely to be maintained beyond EEP Africa project duration
  - Full-time: 1 FTE
  - Part-time: 0.5 FTE

- Incremental

	Age 18- 35		Age over 35	
	Urban	Rural	Urban	Rural
Permanent full-time				
Permanent part-time				
Temporary				

GENDER STRUCTURE OF YOUR ORGANISATION

Record on **permanent** positions in **lead organisation** by gender– not just the project, disaggregated by:

- Country/countries of project implementation & other (as lead organisation is not located in same country per se)

- Level of management

  - **Middle management**: Managers that report to senior management but have responsibility for the strategic leadership, resource, and decision-making responsibilities in relation to a specific department or unit.; It include managers of finance and administration, personnel or HR, sales and marketing, supply chain and distribution, IT, R&D, and technical departments.

  - **Senior management**: Strategic decision-making that determines and formulates policies and plan, directs, and coordinates the general functioning of the enterprise or organisation. Includes members of a Board of Directors, Chief Executive Officer (CEO), Chief Financial Officer, Chief of Operations (COO), Managing Directors, General Managers, or Company President.

SALES

IO2.2 Sales data

Incremental values, change since last report

Please add a row for each type of product / service you have sold under the project.

Thematic focus

Please select

Category

Please select

Product / Service details

Specify the product / service

Source of energy

Please select

Grid type

Please select

Offtaker

Please select

Product / Service

Please select

Sales / connections

Provide number

Unit

Please select

Details on the product / service

Provide further details that will assist M&E analysis

INDICATOR PERFORMANCE

Meeting with MEL Officer to gather product information, to calculate other results indicators:

- Savings on energy-related expenditure
- Number of people with enhanced clean energy access
  - People with enhances energy access for PUE purposes is part of the total number of people with enhanced energy access
- Clean energy capacity generated and installed
- Estimated GHG emissions reduced or avoided

PM will upload these results on SmartME.

FINAL Q&A

Contact:

info@eepafrica.org

Learn more:

https://eepafrica.org/

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