

Social Sustainability Fund (SSF)

Subsidy Programme for Responsible Business (SPVO)

**Progress report - Phase B**

# Instructions

* The progress report provides a summary of the project's progress and achievements to date.
* This progress report and all accompanying documents must be written in English.
* Please send this report, along with the following annexes, to [ssf@rvo.nl](mailto:ssf@rvo.nl) or [spvo@rvo.nl](mailto:spvo@rvo.nl):
  + **Agreed means-of-verification per result**
  + **Results sheet phase B**
  + **Financial budget tool**
* Send us this progress report before the submission deadline specified in the (amended) grant decision.
* The lead party must sign this Phase B progress report.
* Before responding to the questions, please read them thoroughly to avoid any duplication.

# General information

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| **Project title** | Click or tap here to enter text |
| **Reference number** | Click or tap here to enter text |
| **Name of the lead party** | Click or tap here to enter text |
| **Names of the project partners** | Click or tap here to enter text |
| **Project country or countries** | Click or tap here to enter text |
| **Actual start date of phase B** | Click or tap here to enter text |
| **Actual end date of phase B** | Click or tap here to enter text |
| **Reporting period** | Click or tap here to enter text |

# Project progress

1. Please give a qualitative summary of the project activities and the results achieved so far. Also, describe how these results contribute to the SSF/SPVO goals of improving working conditions, wages and incomes and combatting child labour.

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1. Please fill out the **Results sheet** (section SSF/SPVO Results Project B) to report on the progress and specific project results of Project B so far.
2. Please report on the standard SSF/SPVO indicators and, if applicable, your project-specific indicators in the **Results sheet** (section SSF/SPVO indicators). During Project A, you established the baselines. During Project B, you will report on these indicators to monitor progress over the project period.

# Engagement & cooperation

1. Please describe how you engage with the beneficiaries and take their needs into account throughout the project. How does this impact the overall outcomes of the project? If possible, include documentation such as positive and critical feedback from the target groups. This feedback can be collected through surveys, interviews or focus group discussions with the beneficiaries.

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1. Please describe how you involve girls and women in your project and ensuring their interests are considered throughout the project. If available, include documentation or feedback on this aspect. Also describe any lessons learnt and how you will incorporate them into future activities.

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1. Please describe how the cooperation within the partnership has developed. For example, is it progressing well? What challenges have you encountered?   
   Please indicate how each partner contributes to the overall results.

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1. Please describe how this project engages other stakeholders in its activities, such as supply chain partners, community-based organisations or local governments. Clearly indicate any challenges you have encountered in doing so and explain how collaboration with these actors has impacted the project's outcomes.

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# Challenges & risks

1. Describe any significant unforeseen internal and external factors, events and changes that have occurred in the context of the project so far. Describe how they have influenced the project positively or negatively.

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1. In the project proposal, you identified internal and external risks associated with the project's implementation. Please refer to these risks and explain how you have tried to reduce them. Explain how they have impacted the project's outcomes so far.

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# Company measures: due diligence process

1. For phase A, you developed an improvement plan for due diligence. Please describe the steps you have implemented and explain the methods you used. Also, discuss any challenges you have encountered.

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# Sustainability

1. Whichactivities have you implemented so far to ensure the sustainability of results after the project?. Please explain how the financial and institutional continuity of the interventions is assured.

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# Financial reporting

1. Please complete the costs per result using the **Financial budget tool.** Ensure that thecosts align with the results and budget following the amended grant decision.
2. If the total costs for any budget line per result differ from the approved budget in the amended grant decision by more than 25% and the difference exceeds €2,000, please explain the difference below. Also describe how this will impact the project. Use the designated space in the Financial Budget Tool to submit a budget change request for our approval.

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# Media, communication and feedback

1. We encourage you to maintain regular communicate with external stakeholders on project activities. Please share any links to news articles, videos, social media posts or any other forms of communication you have published.

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1. If you have any other feedback regarding the project, please provide them below.

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# Knowledge and learning

1. If RVO were to organise a knowledge and learning event or produce a knowledge and learning product, such as a paper or webinar, what topics would you be interested in and why?

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1. Optional: RVO is always seeking to learn and improve its processes. If you have any feedback regarding the subsidy process or your interactions with RVO, please share it here.

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# Declaration

By signing this final report, the lead party declares that the information in this report and its annexes is accurate and complete and fulfils the conditions agreed in the amended grant decision.

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| **Organisation** | Click or tap here to enter text |
| **Name** | Click or tap here to enter text |
| **Position** | Click or tap here to enter text |
| **Date** | Click or tap here to enter text |
| **Signature** | Click or tap here to enter text |