

TECHNICAL PROGRESS REPORT

Multi-staged Intervention

Title of Implementation Agreement			
Name of the Implementing Agent			
Agreement Reference Number			
Implementation Agreement	Start Date:	End Date:	
Implementation Agreement Total Budget			
Implementation Agreement Target Provinces			
Report Prepared By			
Report Official Submission Date			
Reporting Cycle	Deliverable No: <i>(indicate the number of Delivery)</i>	Report Start Date DD.MM.YYYY	Report Cut-off Date DD.MM.YYYY

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1. Overall Assessment of Reporting Cycle

1.1 ILO Assessment

GUIDANCE NOTE: Please delete this information box before submitting this report.

This section is OPTIONAL. This section will be filled-in based on the ILO Project Manager or Respective ILO Technical Officer decision.

In this section-IF DECIDED TO BE FILLED; ILO Project Manager or Respective ILO Technical Officer will summarize the Implementation Agreement status such as; key bullet points summarizing achievement based on review on following pages.

In addition, will provide an overall assessment on Implementation Agreement such as; particular about target group, outputs produced and contribution to objectives.

1.2 Implementing Agent

GUIDANCE NOTE: Please delete this information box before submitting this report.

In this section, the Implementing Agent will elaborate and provide further and detailed information to the subjects and themes listed below (but not limited to);

- Management arrangements; Preparations for the project implementation at the headquarter and in the field. HR details, actions taken for implementation of field works, information flow structure within the organization.
- Family visits; How many families have been visited? Why families refuses to send their children to education and/or other project activities? Selection details of the families.
- Meetings; A detailed list of organized meetings, date, participants and subject of meetings. Any noted grievance and recommendations during the meetings.
- Field visits; Organized field visits, purposes of the field visits. Any noted grievance and recommendations during the field visits.
- Referral; Selection process of the targeted beneficiary (families and children), How families consent have been obtained for referral to education and/or other project activities.
- Drop-out; observed main reason for the drop-out issues. Precautions taken to overcome drop-out issues.
- Refugee; involvement of refugee communities to the project during implementation. (especially for referral and monitoring activities)
- Social Counselling; Selection process of the families. Details of provided counselling services.
- Material Support; Observed demand from the families. Identification of materials. Materials provided.
- Interface Management; Established coordination and cooperation mechanism(s) with other Implementing Partner for management of Referral to Education and monitoring related activities.
- Risks; Provide an update on risks identified and problems encountered during implementation any additional risks and/or challenges that might affect the implementation of activities, how they are or will be managed and/or mitigated

2. Achievements

PLEASE delete the guidance notes before filling the below matrix!.

Output	Activity	Start Date End Date	Brief Narrative Update	Indicator Status	Encountered Problem(s)	Mitigation Measures (suggested changes and adjustment)
Output 1	Activity 1.1.....(indicate the full name of ACTIVITY)	Month.YYYY	Provide brief information of the preparation and progress on the relevant Activity Select one of the “Status Detail” listed below, after the brief update; Initiated – Ongoing – Delay/On hold – Completed	Report the status/achievement of the determined INDICATOR in cumulative. <i>If applicable.</i>	Any problems faced during implementation specifically for Activities with status Delay/On Hold . If not, than indicate as; NOT AVAILABLE (N/A)	Actions taken to resolve the problem(s) or suggested adjustments for upcoming period.
	Activity 1.2....					
	Activity 1.3					
	Activity 1....					
Output 2.....	Activity 2.1....					
	Activity 2....					
	Activity 2....					
Output	Activity....					

3. Facts & Figures

3.1 Multi-staged Intervention – CHILDREN

***Please note that for refugee children a separate table shall be provided under each respective section!**

Referral to Formal Education

Province	Total # of male children “at risk” referred	Total # of female children “at risk” referred	Total # of male children “working” referred	Total # of female children “working” referred	Total # of male children drop out	Total # of female children drop out

Referral to Non-Formal Education

Province	Total # of male children “at risk” referred	Total # of female children “at risk” referred	Total # of male children “working” referred	Total # of female children “working” referred	Total # of male children drop out	Total # of female children drop out

Early Childhood Education

Province	Total # of male children referred	Total # of female children referred

Children Included to Scope of Monitoring during the Implementation

Starting Province of Monitoring	Total # of male children “at risk” included to monitoring	Total # of female children “at risk” included to monitoring	Total # of male children “working” included to monitoring	Total # of female children “working” included to monitoring

Interface Management among Implementation Partners

Sending Province	Total # of male children transferred/received FROM other Implementing Partner	Total # of female children transferred / received FROM other Implementing Partner	Recipient Province

Sending Province	Total # of male children transferred/send <u>TO</u> other Implementing Partner	Total # of female children transferred/send <u>TO</u> other Implementing Partner	Recipient Province

Well-being Activities

Province	Total # of male children benefited from well-being activities	Total # of female children benefited from well-being activities

Trainings*

Province	Total # of male children participated to trainings	Total # of female children participated to trainings

**Please note that a separate table shall be provided for each training topic.*

Material Support

Province	Type of Support	Total # of male children benefited	Total # of female children benefited

Overview of Implementation – CHILDREN

Province	Total # children referred <i>(both formal & non-formal)</i>	Ratio of male	Ratio of female	Ratio of “working” children	Ratio of “at-risk” children	Ratio of children included to monitoring	Ratio of drop- out	Ratio of refugee children

3.2 Multi-staged Intervention – FAMILY

***Please note that for refugee families/communities a separate table shall be provided under each respective section!**

Social Counselling

Province	Turkish Citizens <i>*Family represented by (gender disaggregation) member</i>		Refugees <i>*Family represented by (gender disaggregation) member</i>	
	Total # of male participated to counselling services	Total # of female participated to counselling services	Total # of male participated to counselling services	Total # of female participated to counselling services

Trainings

General Family

Province	Turkish Citizens <i>*Family represented by (gender disaggregation) member</i>		Refugees <i>*Family represented by (gender disaggregation) member</i>	
	Total # of male participated to trainings	Total # of female participated to trainings	Total # of male participated to trainings	Total # of female participated to trainings

Occupational health and safety training

Province	Turkish Citizens <i>*Family represented by (gender disaggregation) member</i>		Refugees <i>*Family represented by (gender disaggregation) member</i>	
	Total # of male participated to trainings	Total # of female participated to trainings	Total # of male participated to trainings	Total # of female participated to trainings

Local Stakeholders*

Province	Intermediaries		Orchard Owners	
	Total # of male participated to trainings	Total # of female participated to trainings	Total # of male participated to trainings	Total # of female participated to trainings

**Training on decent working and living conditions which will be implemented in Ordu, Sakarya, Düzce, Giresun, Samsun and Şanlıurfa*

Material Support

Province	Type of Support	Total # of families received support

4. Evaluation

GUIDANCE NOTE: Please delete this information box before submitting this report.

In this section please provide your recommendations for upcoming/next implementation phase, but not limited to. Recommendations for next implementation cycle. A particular attention should be given to REFERRAL related activities and DROP-OUT issues. All observed issues should be given in clustered manner, if possible.

All intended and unintended negative and positive observation(s) recorded during implementation shall be reported in this section.

4.1 Lessons Learned

GUIDANCE NOTE: Please delete this information box before submitting this report.

In this section, please provide mitigation measures for encountered problems during implementation (drop-out issue, rejection for education referral, family rejections etc.). Selection of the Project/Target areas (locations/provinces).

4.2 Good Practices

GUIDANCE NOTE: Please delete this information box before submitting this report.

In this section, please provide any observed behavioural change(s). Important developments that will affect the overall aim/impact of the implementation. Notes for next implementation cycle design phase in terms of Good Practices

ANNEXES

Please note that below listed spreadsheets, provided attached to this Reporting Template are living documents, and are subject to change, if any need arises!

Spreadsheets for;

- I. Multi-staged Intervention – CHILDREN
 - a. Family Visits
 - b. Referral Datasheet
 - c. Monitoring Datasheet
 - d. Social Activity Datasheet
 - e. Trainings Datasheet
 - f. Material Support Datasheet
 - g. Early Childhood Datasheet
- II. Multi-staged Intervention – FAMILY
 - a. Trainings Datasheet (*Type of Indicator listed as drop-down menu*)
 - b. Support Datasheet
 - c. Counselling Datasheet
 - d. Farmers Datasheet
 - e. TVET Registration Datasheet
 - f. Meetings Datasheet