

Guidance Note on ESPIG Progress and Implementation Completion Reports for Grant Agents

July 2018

Background and Purpose

GPE's Grants Performance Committee approved a number of revisions to the ESPIG policy in October 2017. The purpose of this note is to provide clarification on how these revisions impact the reporting cycle and reporting templates for ESPIGs, for both progress and completion reports. A summary of key revisions is as follows:

- 1) First progress report to be submitted no later than 15 months after grant start/effectiveness date.
Applicability: going forward only, i.e. for new ESPIGs approved after October 2017. ESPIGs approved before that should follow their existing reporting cycles.
- 2) Progress report should include data on GPE 2020 reporting, these include GPE 2020 indicators 21-23 on teachers, classrooms and textbooks).
Applicability: All ESPIGs¹, on-going and new.
- 3) Deadline for submitting a completion report: 6 months after grant closing.
Applicability: All ESPIGs, on-going and new.

Progress Report Submission Guidelines

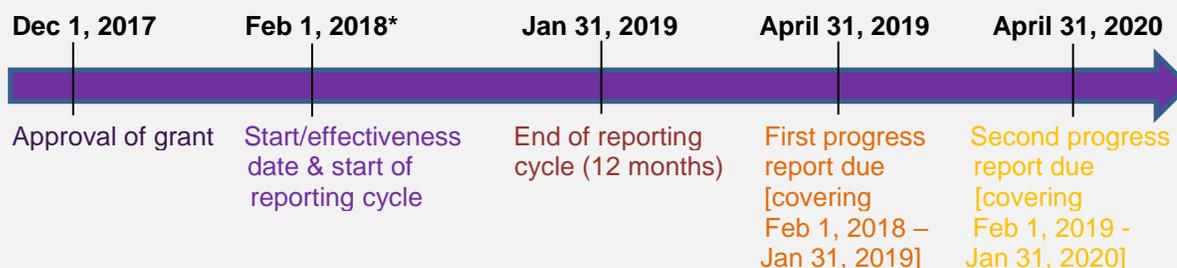
1. **Reporting Cycle and Submission date. For new ESPIGs (approved after October 2017):**
The GPE ESPIG policy has up to now required the first progress report to be submitted to GPE Secretariat no later than one year after the approval date of an ESPIG, and annually thereafter². The GPC approved in October 2017 to change this policy to allow fifteen months from the start/effectiveness date for the submission of the first progress report. This will allow the progress report to cover the first full year of program activities³ and allow GAs three months to prepare the report and discuss with Local Education Group (LEG) as appropriate. This cycle is demonstrated in the below diagram. There may be cases where the last reporting cycle is less than 12 months. In such cases, the Secretariat still requires the progress report. If the last progress reporting cycle is less than 3 months, the last progress report can be combined with the completion report. If there is a considerable difference between an ESPIG's reporting cycle and the sector monitoring cycle, the GA could suggest a reporting cycle in line with the sector monitoring in consultation with the Secretariat.

¹ Sector-pooled and budget support ESPIGs are exempted to submit data on global numbers (GPE 2020 indicators 21-23 on teachers, classrooms and textbooks).

² However, as per ESPIG policy, if the program is significantly underperforming, a mid-year status update can be requested

³ In case of WB ISR, more than one report may cover the first full year of program activities.

Example:



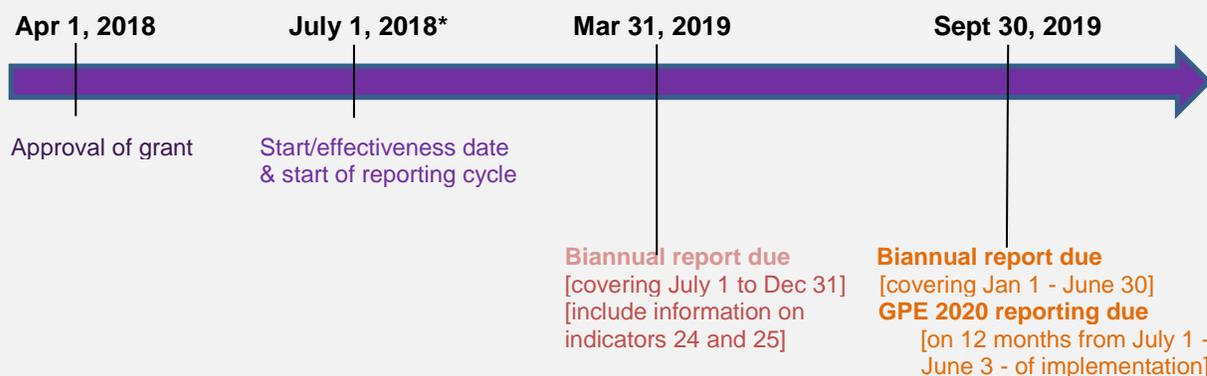
* Hypothetical start/effectiveness date, for example only

For on-going ESPIGs: GAs should follow the existing reporting cycles and submit their progress reports within three months after the end of each reporting cycle.

2. **Reporting format / template:** **For new ESPIGs**, the Secretariat will send GAs a simplified standardized progress reporting template (available at the following [link](#)). The reporting template will cover: 1) programmatic reporting, and 2) GPE 2020 reporting, namely the implementation rating, data related to teachers, textbooks and classrooms (“global numbers”), and variable tranche achievements⁴. **GAs may opt for their own templates if all the content of GPE’s standardized template is covered.** GAs can also ‘combine’ templates, namely use their own reporting template on programmatic aspects and use the standardized template for GPE 2020 reporting. **For on-going ESPIGs**, GAs will be requested to submit GPE 2020 data, using the relevant part of the simplified standardized progress reporting template outlined above. The pre-populated template will be sent to the GA in the month of August every year. The template will be populated based on the inputs from progress report(s) and the GA will be asked to verify and complete the populated template and send it back to the GPE Secretariat no later than mid-September. As per the approved changes to the ESPIG policy, it is now mandatory for GAs to report on GPE 2020 indicators.
3. **ESPIGs with bi-annual reporting:** Some GAs are asked to provide mid-year updates, in case of underperformance. However, GPE 2020 reporting covers data for 12 months. For these indicators the Secretariat will follow up with GAs on an annual basis, as needed.

⁴ Indicator 21-23 (global numbers), 24 (variable tranche achievements), and 25 (grant on track)

Example:



* Hypothetical start date, for example only

4. **ESPIGs in sector-pooled/ budget support countries.** Last year (FY17), GPE required the progress report template to be filled in even for sector-pooled/budget support countries. In FY18 and going forward, the GPE Secretariat will accept these countries' own format of official annual implementation reports. Information for GPE 2020 reporting purposes (indicators 24 and 25: variable tranche achievements and grants assessed as on-track with implementation) will be requested separately using the GPE 2020 part of the simplified standardized progress reporting template outlined in point 2. This should be submitted at the same time as the official annual implementation report.
5. **ESPIG Multiplier grants:** For programs prepared using GPE Multiplier grants, list the sources and volumes of co-financing included in the Expression of Interest used to access the Multiplier allocation. For each source of co-financing, please list the value of co-financing and include whether it has been committed or disbursed. If it has been disbursed, please note the status of disbursement (under disbursement or completed).
6. **Progress report review:** The Secretariat will review submitted progress reports and request clarification or missing information.

Implementation Completion Report Submission Guidelines

Applicable to all ESPIGs – ongoing and new

7. **Submission date:** As per the GPE ESPIG policy, the GA provides an implementation completion report covering the entire implementation period to the Secretariat following the end of implementation. An implementation completion report should be submitted within 6 months of the closing date of the program. An implementation completion report should be submitted separately from the last progress report.
8. **Reporting format / template:** While the Secretariat will develop a standardized implementation completion report template GAs can use their own completion report template and supplement it where necessary.

9. **Accelerated Funding (AF):** Due to the limited implementation period (usually one year), the first progress report essentially serves as an implementation completion report. Therefore, the report should be submitted within 6 months of the closing date of the program. The simplified standardized progress reporting template should be used as an implementation completion report template. In case the implementation period is more than 18 months, a progress report on the first 12 months needs to be submitted.

