



**PBF PROJECT PROGRESS REPORT**

**COUNTRY:** Sri Lanka

**TYPE OF REPORT:** SEMI-ANNUAL, ANNUAL OR FINAL Annual Report

**DATE OF REPORT:** 15 November 2019

<b>Project Title:</b> EMPOWER: Building peace through the economic empowerment of women in northern Sri Lanka	
<b>Project Number from MPTF-O Gateway:</b> 00108311	
<b>PBF project modality:</b> <input checked="" type="checkbox"/> IRF <input type="checkbox"/> PRF	<b>If funding is disbursed into a national or regional trust fund:</b> <input type="checkbox"/> Country Trust Fund <input type="checkbox"/> Regional Trust Fund <b>Name of Recipient Fund:</b>
<b>List all direct project recipient organizations (starting with Convening Agency), followed type of organization (UN, CSO etc):</b> International Labour Organization, World Food Programme, <b>List additional implementing partners, Governmental and non-Governmental:</b> Puthukkudiyiruppu Women Entrepreneurs' Cooperative Society (hereafter PTK women's cooperative)	
<b>Project commencement date<sup>1</sup>:</b> 09 January 2018 <b>Project duration in months:<sup>2</sup></b> 18 months, the contract period has been extend untill December,2019	
<b>Does the project fall under one of the specific PBF priority windows below:</b> <input checked="" type="checkbox"/> Gender promotion initiative <input type="checkbox"/> Youth promotion initiative <input type="checkbox"/> Transition from UN or regional peacekeeping or special political missions <input type="checkbox"/> Cross-border or regional project	
<b>Total PBF approved project budget* (by recipient organization):</b> ILO: \$ 685000 WFP : \$ 515,000 PTK Women's cooperative : \$ 800,000 : \$ Total: 2,000,000 <i>*The overall approved budget and the release of the second and any subsequent tranche are conditional and subject to PBSO's approval and subject to availability of funds in the PBF account</i>	
<b>How many tranches have been received so far:</b> 2	
<b>Report preparation:</b> Project report prepared by: ILO and WFP Project report approved by: Agency Representatives and the Resident Coordinator Did PBF Secretariat clear the report: Yes Any comments from PBF Secretariat on the report: Comments incorporated at the drafting stage Has the project undertaken any evaluation exercises? Please specify and attach:	

<sup>1</sup> Note: commencement date will be the date of first funds transfer.

<sup>2</sup> Maximum project duration for IRF projects is 18 months, for PRF projects – 36 months.

## **NOTES FOR COMPLETING THE REPORT:**

- *Avoid acronyms and UN jargon, use general / common language.*
- *Be as concrete as possible. Avoid theoretical, vague or conceptual discourse.*
- *Ensure the analysis and project progress assessment is gender and age sensitive.*

## **PART 1: RESULTS PROGRESS**

### **1.1 Overall project progress to date**

Briefly explain the **status of the project** in terms of its implementation cycle, including whether all preliminary/preparatory activities have been completed (1500 character limit):

Outcome 01: The project continues to support agriculture-based income generating activities for members of the coop with all procurement, trainings and exchange visits, and crop planting completed. The livelihood component has been further strengthened through a new engagement, which will create sustainable income for 100 beneficiaries. The engagement links members to a private sector company which provides access to inputs and markets, including an agreement to buy produce. The engagement includes technology transfers to beneficiaries thereby facilitating long-term economic growth. To ensure sustained results, the project provided irrigation tools and equipment to 132 beneficiaries. A total of 100 agriculture wells were provided to beneficiaries. The project has also focussed on capacity building of the coop and strategic focus towards financial sustainability.

Outcome 02: Following training on the national peacebuilding plan and gender, PTK members now act as change agents. They support victims of gender based violence by linking them with public institutions and other support mechanisms. The change agents also provide a voice for marginalized groups in the local community. The support includes local female entrepreneurs being linked with the Chamber of Commerce (CC) in Jaffna. Through this network, they have participated in training on Food Quality, Hygiene Management & packaging. The CC will continue to provide business development service and trainings to the Coop

Given the recent/current political/peacebuilding/ transition situation/ needs in the country, has the project been/ does it continue to be **relevant** and well placed to address potential conflict factors/ sources of tensions/ risks to country's sustaining peace progress? Please illustrate. If project is still ongoing, are any adjustments required? (1500 character limit)

The feeling of discrimination and disregard of local community by the majority in the south is still prevalent in the north of Sri Lanka. Poverty remains high and economic growth is largely centred in the south/west part of the country. The project, through its livelihood interventions, helps address these issues. It provides livelihood opportunities, and now also financial services, to an impoverished community and helps create a sense of being included. The project also helps increase interaction between government institutions and local stakeholders, thereby gradually establishing trust in government. The capacity building and trainings further empower the target group and increasingly enables them to raise issues, including with government officials. For example, the coop has been successful in demanding land to be allocated by government authorities.

The effect of the project on the local coop is also evident as the PTK Coop was awarded a prize as the best performing cooperative in the district in 2019. This is the third time it has won this award since it was formed in 2016.

It would be important for the remaining project period to focus more on public good investments through the project for broader benefit of local communities, beyond only the coop, such as the paddy drying fields which have been constructed by the project.

In a few sentences, summarize **what is unique/ innovative/ interesting** about what this project is trying/ has tried to achieve or its approach (rather than listing activity progress) (1500 character limit).

The PTK cooperative plays a vital role as one of the main implementing partners of the project. It has provided the coop with a vital role in decision making and implementation compared with other project implemented in the region by other agencies. This has created a more powerful and influential group from the most vulnerable women in the area, which is one of the unique aspects of the project. The creation of a rural bank and the link with private sector actors further ensures that the interventions are providing a sustainable foundation for continued improved livelihoods and community engagement. The PTK has also entered into an agreement with a leading mobile network company to receive SIMs free of charge for networking among the members the PTK. It successfully helped members share information on marketing and improved agriculture practices.

Considering the project's implementation cycle, please **rate this project's overall progress towards results to date:**  
off track

In a few sentences summarize **major project peacebuilding progress/results** (with evidence), which PBSO can use in public communications to highlight the project (1500 character limit):  
Aside from addressing the feeling of discrimination amongst members, the project has recently facilitated two trainings. One is on the Peace building Priority Plan (PPP). The other on journalism. A comprehensive tailor-made training on peace, good governance and reconciliation with necessary follow up mechanism provided for change agents and coop members including other cooperatives members in Puthukudiyiruppu division. At the end of the project, PTK coop developed a peace building strategic plan and had peacebuilding networking consultation with relevant government stakeholders at divisional level. As a result, Change agents were continuously able to play a substantial role in acting as a medium to response peace building related issues and GBV cases. More than 25 cases in the reporting period have been referred to respective authorities and institutions. PTK coop members and youths from PTK division received training on Journalism containing of news reporting, photography & social media and to assist them in developing and producing media reports, inhouse journals /magazines. This enabled them to produce material in ethical and professional manner

Project is facilitating two exchange visits to bring different ethnic groups and government authorities from two other districts in central and southern provinces in late November, after elections. The visit will ensure exchanges of innovative agriculture practices, networking in terms of marketing and ways of life style.

In a few sentences, explain how the project has made **real human impact**, that is, how did it affect the lives of any people in the country – where possible, use direct quotes that PBSO can use in public communications to highlight the project (1500 character limit):

Woman making bags

Middle aged woman, with disability. She is self-employed and makes bags in her home. She buys raw material and tailors a variety of bags, including children's school bags, fancy bags, and handbags. She cuts up the material and sews it herself. She started out by making shoes and slippers. But got into stitching up bags as it had a higher demand. It earned her more income.

“People buy a pair of slippers or shoes and use it till it wears off. So that is a long time to wait for a customer to need to buy another pair. But bags, there is demand for it year round. My income and output is high during the beginning of the school term. There are so many orders and I need additional machine improvements to meet the demand.”

The EMPOWER project helped her start her business. At present she does not see a need to diversify her business or form networks that would help her with this. The reason she is unwilling to reach out for potential business collaborations is her perception of how society perceives her disability and their concept of her physical limitations. She feels she can work better by herself rather than face any negativity of reaching out to the general community.

See also attached "Sweet dreams are made of sugar and spice"

If the project progress assessment is **on-track**, please explain what the key **challenges** (if any) have been and which measures were taken to address them (1500 character limit).

If the assessment is **off-track**, please list main reasons/ **challenges** and explain what impact this has had/will have on project duration or strategy and what **measures** have been taken/ will be taken to address the challenges/ rectify project progress (1500 character limit):

The ILO HQ conducted an audit following an allegation of misuse of funds by the PTK. The audit took place in July/August. 3 points were raised by the audit - paying higher than market price for input, minor nepotism, and the introduction of a system of 50% repayment of value of input into the Coop's rural bank. The audit's findings on the most serious allegation, concerning paying higher than market price for inputs, was inconclusive, meaning the auditors were unable to document any wrongdoing. Due to the audit, payments to PTK were halted in late August. The resumption of payments are pending a formal approval by ILO HQ. The suspension of payments has had a significant impact on activities and delivery. The ILO Colombo has strengthened its financial oversight of the PTK and has also increased focus on capacity building to ensure the coop's ability to implement activities fully in line with ILO rules and regulations. The audit issue did not concern any WFP implemented activities. In addition to the audit issues, the project suffered generally from a low delivery rate. The ILO project team was replaced in May and July respectively and a significant improvement in delivery was registered almost immediately. The project has been making significant progress in catching up and would have done so, if it hadn't been for the suspension of payments to PTK

Please attach as a separate document(s) any materials highlighting or providing more evidence for project progress (for example: publications, photos, videos, monitoring reports, evaluation reports etc.). List below what has been attached to the report, including purpose and audience.

Sweet dreams are made of sugar and spice

## 1.2 Result progress by project outcome

*The space in the template allows for up to four project outcomes. If your project has more approved outcomes, contact PBSO for template modification.*

**Outcome 1:** Female former combatants and other conflict-affected women increase their economic contribution through effectively accessing new market opportunities, resources and information that have opened as a result of a more peaceful environment.

**Rate the current status of the outcome progress: on track**

**Progress summary:** *Describe main progress under this Outcome made during the reporting period (for June reports: January-June; for November reports: January-November; for final reports: full project duration), including major output progress (not all individual activities). If the project is starting to make/ has made a difference at the outcome level, provide specific evidence for the progress (quantitative and qualitative) and explain how it impacts the broader political and peacebuilding context. Where possible, provide specific examples of change the project has supported/ contributed to as well as, where available and relevant, quotes from partners or beneficiaries about the project and their experience. (3000 character limit)?*

The project has sought to consolidate the agriculture based livelihood activities for members of the PTK coop. This was done through training sessions for female farmers as well as exposure visit to agricultural training institute to demonstrate new technologies. In total, some 130+ female farmers were provided with training on key agricultural issues, including irrigation and farm management.

In addition, the project started four income generating schemes, two which are linked to private sector operators. These schemes are considered key to diversify income channels for the stakeholders. However, due to the audit issue, two of these schemes were discontinued, as it was not possible for the PTK coop to meet its obligations with the suspended payments from the ILO. Their possible resumption would depend on how quickly the ILO HQ decides on whether payments to PTK can resume and if the remaining timeframe is considered sufficient.

For the other two interventions procurement was done before the suspension of payments. These two interventions (model farm and Aloe Vera production) are being implemented and are linking local producers with a private sector actor which provides technology and also ensures access to markets. The Aloe Vera will provide income to an estimated 100 female farmers. The model farm promote sustainable income generation through the adoption of drought resilient crops combined with efficient utilization of land and water resources.

To ensure the sustainability of agriculture livelihoods, the well building programme has also continued under WFP, with a total of 101 wells under progress. The onset of the monsoon in the north has delayed the finalisation of the well construction.

Overall, the project has directly contributed towards the improvement of livelihoods for members through provision of training, access to irrigation and inputs for agriculture,

A constrain is cooperative management still hasn't achieved the capacity required to fully manage the various cooperative functions including businesses and other entities. The project is working on increasing the capacity to develop strategies that will generate long-term sustainable income. Support for developing a strategic management plan, business plans and a sustainability plan is being provided by the project

## **Outcome 2:**

Female former combatants and other conflict affected women leverage their increased social status to be a leading voice in the region's private sector's contribution to peacebuilding.

**Rate the current status of the outcome progress: on track**

**Progress summary:** *(see guiding questions under Outcome 1)*

The project has continued to provide training on the PPP under the key pillars of transitional justice, reconciliation, good governance and resettlement and durable solutions. The PPP training engaged with government stakeholders and local youth. It focussed on adaption of the national level plan to local context, and which is now being implemented at the local level. The PTK coop is monitoring the progress. The PPP training also help strengthen the network with local government authorities. An important aspect of the training has been to identify Agents of Change, women from the coop, to both lead on the PPP work, as well as on empowerment of women. These women were provided training on gender mainstreaming, and awareness raising. They were specifically trained to allow them to handle cases of gender based violence (GBV) and support victims through referrals to institutions which could provide support. Some 25 cases were reported during the first 10 months of the year. The Agents of Change were also trained to respond to wider issues affecting women, ex combatants and other vulnerable population in the community.

To strengthen the community's voice, training on basic journalism was provided to 30 youth and PTK members. It focussed on raising their awareness of the importance of ethics, human rights and good governance in the exercise of journalism and the administration of news media.

The project also extended its outreach to other communities through its programme on construction of paddy drying yards. Support was provided to local farmer associations to construct the paddy drying centres and ensure a broader engagement by the project for the benefit of other local communities. Specialised paddy drying yards ensures higher price for harvest for farmers and also represent a source of income for the farmers' associations. A total of 11 paddy drying yards have been constructed.

As part of the empowerment, a training programme was conducted on Start and Improve Your Business for 30 female entrepreneurs. This training both strengthens the performance of the individual enterprises, but also allows the women to act as trainers and mentors for other entrepreneurs in the area.

## **Outcome 3:**

**Rate the current status of the outcome progress: Please select one**

**Progress summary:** *(see guiding questions under Outcome 1)*

## **Outcome 4:**

**Rate the current status of the outcome progress: Please select one**

**Progress summary:** (see guiding questions under Outcome 1)

### **1.3 Cross-cutting issues**

<p><b><u>National ownership:</u></b> How has the national government demonstrated ownership/ commitment to the project results and activities? Give specific examples. (1500 character limit)</p>	<p>The project's link to the national authorities is through its district level steering committee. The steering committee acts as the project's main advisory body with representatives from ILO, WFP, PTK and government stakeholders. As part of the exit strategy the District Secretary, will appoint designated officials from District Secretariat to the PTK board of directors.</p> <p>The Cooperative Development Department has had a dedicated Cooperative Officer assigned to the PTK to help support the implementation of the project and also support the cooperative in its daily work. The cooperative development officer was involved in the development of a first draft of a sustainability plan for the PTK to ensure the continuation of at least some of the support activities after the EMPOWER project comes to an end.</p> <p>The PTK has engaged with local government on implementation of the project and more recently also with the adaption of the PPP to local context. The recognition received by PTK as the best performing Coop in the northern province further demonstrates the close relations between the cooperative and the local authorities.</p> <p>The creation of a rural bank with the PTK cooperative is also a direct result of the government support to the PTK and its work. The bank also constitutes an important element in the long term sustainability of the PTK and the support it provides to its members.</p>
<p><b><u>Monitoring:</u></b> Is the project M&amp;E plan on track? What monitoring methods and sources of evidence are being/ have been used? Please attach any monitoring-related reports for the reporting period. (1500 character limit)?</p>	
<p><b><u>Evaluation:</u></b> Provide an update on the preparations for the external evaluation for the project, especially if within last 6 months of implementation or final report.</p>	<p>The project has just started the final evaluation. The evaluator is conducting a field visit and interviews</p>

<p>Confirm available budget for evaluation. (1500 character limit)</p>	
<p><b>Catalytic effects (financial):</b> Did the project lead to any specific non-PBF funding commitments? If yes, from whom and how much? If not, have any specific attempts been made to attract additional financial contributions to the project and beyond? (1500 character limit)</p>	<p>Attempts to attract additional funding and support include a deal negotiated by PTK with a local mobile network provider to supply free SIM cards to the members to facilitate communication and sharing of information on crops and prices. The mobile network provider is further looking at providing additional services such as mobile banking for free through its CSR programme (verbal commitment given, but nothing in writing)</p>
<p><b>Catalytic effects (non-financial):</b> Did the project create favourable conditions for additional peacebuilding activities by Government/ other donors? If yes, please specify. (1500 character limit)</p>	<p>None</p>
<p><b>Exit strategy/ sustainability:</b> What steps have been taken to prepare for end of project and help ensure sustainability of the project results beyond PBF support for this project? (1500 character limit)</p>	<p>An exit strategy/sustainability plan aligned with project outcomes is being developed. It will be presented to the project steering committee. It will help the PTK coop with local and regional stakeholders to promote joint responsibility for sustaining the services provided by the coop. The involvement of local government representatives in the steering committee strengthens linkages to government and facilitates continued support to the coop. The sustainability plan will also include a financial assessment of earning potential and cost estimate for services provided to ensure financial sustainability.</p> <p>The project is providing capacity building training to staff and management of the PTK cooperative, including the development of strategic and business plans, and strengthen coop performance to allow for the independent implementation of the sustainability plan.</p> <p>The partnership with private sector also constitutes an important sustainability element. The engagement with buyers of produce from coop members will continue after the project finishes.</p>
<p><b>Risk taking:</b> Describe how the project has responded to risks that threatened the achievement of results. Identify any new risks that have emerged since the last report. (1500 character limit)</p>	<p>Reacting to a complaint regarding possible misuse of funds by the PTK cooperative, the ILO Colombo immediately contacted ILO HQ. An audit mission was sent in July/August which did a forensic analysis of the accounts. The result identified 3 areas of concern. 1. Payment of higher than market price for inputs. 2. Nepotism in the selection of some beneficiaries. 3. Repayment of 50% of grants/material by beneficiaries into the Rural Bank. The audit was inconclusive on the payment of higher than market price for the inputs, meaning it could not document that an excessive price was paid. On the issue of nepotism, the ILO is working with the PTK to establish clear and</p>

	<p>transparent rules for the identification of beneficiaries. Regarding the repayment of 50%, documentation for its implementation has been submitted to the ILO HQ and ILO Colombo is presently waiting to hear the decision regarding whether continued collaboration with PTK coop is allowed under ILO rules. At this time, the audit issue has resulted in delays for some components of the project, particularly related to livelihood activities.</p> <p>The upcoming presidential elections (16 November) could lead to a change in priorities concerning peace and development in the north. The extent of any change will only become clear towards the end of the year as any new policies are made public</p>
<p><b>Gender equality:</b> In the reporting period, which activities have taken place with a specific focus on addressing issues of gender equality or women's empowerment? (1500 character limit)</p>	<p>The training of female agents of change contributes to their empowerment. It allows them to play more active role in their local communities, including by supporting victims of GBV. The training of female entrepreneurs also strengthens their standing in the local community as well as strengthen their earning capacity. The engagement by women in the local adaptation of the national peace building plan both gives them a voice as well as influence on the plan's implementation.</p>
<p><b>Other:</b> Are there any other issues concerning project implementation that you want to share, including any capacity needs of the recipient organizations? (1500 character limit)</p>	<p>The audit issue demonstrated a need to strengthen the coop's capacity to effectively manage its operations, including its rural bank. The project is working on providing the needed capacity building support to ensure the coop's ability to effectively deliver services to its members even after the project comes to an end.</p>

**1.3 INDICATOR BASED PERFORMANCE ASSESSMENT:** *Using the **Project Results Framework** as per the approved project document or any amendments- provide an update on the achievement of key indicators at both the outcome and output level in the table below (if your project has more indicators than provided in the table, select the most relevant ones with most relevant progress to highlight). Where it has not been possible to collect data on indicators, state this and provide any explanation. Provide gender and age disaggregated data. (300 characters max per entry)*

	<b>Performance Indicators</b>	<b>Indicator Baseline</b>	<b>End of project Indicator Target</b>	<b>Current indicator progress</b>	<b>Reasons for Variance/ Delay (if any)</b>	<b>Adjustment of target (if any)</b>
<b>Outcome 1</b> Female former combatants and other conflict affected women increase their economic contribution through effectively accessing new market opportunities , resources and information that have opened as a	Indicator 1.1 Percentage increase in annual income of the cooperative		5% increase in annual income			
	Indicator 1.2 PTK established a network with other cooperatives in Mullaitivu district to enhance the economic enterprise					
	Indicator 1.3					

	<b>Performance Indicators</b>	<b>Indicator Baseline</b>	<b>End of project Indicator Target</b>	<b>Current indicator progress</b>	<b>Reasons for Variance/ Delay (if any)</b>	<b>Adjustment of target (if any)</b>
result of the more peaceful environment						
Output 1.1 The women's cooperative gains the knowledge, skills, insights and networks required to better integrate in society to position themselves to access to new markets	Indicator 1.1.1 The cooperative develops a viable business strategy with networking plan and SMART milestones/objectives					
	Indicator 1.1.2 A minimum of 50 cooperative members participate in Sinhala and English classes and attain B1 language level competency by the end of the project.		50 members to reach B1 level at the end of the project			
Output 1.2	Indicator 1.2.1					

	<b>Performance Indicators</b>	<b>Indicator Baseline</b>	<b>End of project Indicator Target</b>	<b>Current indicator progress</b>	<b>Reasons for Variance/ Delay (if any)</b>	<b>Adjustment of target (if any)</b>
\	Indicator 1.2.2					
Output 1.3	Indicator 1.3.1					
	Indicator 1.3.2					
<b>Outcome 2</b> Female former combatants and other conflict affected women leverage their increased social status to be a leading voice in the region's informal private sector's contribution to	Indicator 2.1 By the end of the project period PTK has established or is actively involved in peacebuilding with a network of other female former combatant and conflict affected women cooperatives in the district/ region					
	Indicator 2.2					
	Indicator 2.3					

	<b>Performance Indicators</b>	<b>Indicator Baseline</b>	<b>End of project Indicator Target</b>	<b>Current indicator progress</b>	<b>Reasons for Variance/ Delay (if any)</b>	<b>Adjustment of target (if any)</b>
peacebuilding						
Output 2.1 The women's cooperative gains the knowledge and understanding, skills and insights on peacebuilding; together with the access and opportunity to share lessons and experiences with other peacebuilding and women's empowerment	Indicator 2.1.1 By the end of the project PTK are recognized local/regional champions/advocates of a relevant peace related issue (such as GBV or female former combatant rights)					
	Indicator 2.1.2 By the end of the project at least 50% of PTK's members can articulate and accurate understanding of, and coherent views on local, regional and national peace		50%			

	<b>Performance Indicators</b>	<b>Indicator Baseline</b>	<b>End of project Indicator Target</b>	<b>Current indicator progress</b>	<b>Reasons for Variance/ Delay (if any)</b>	<b>Adjustment of target (if any)</b>
t networks throughout Sri Lanka in order to enhance their own ... (word limit)	related issues and mechanisms					
Output 2.2	Indicator 2.2.1					
	Indicator 2.2.2					
Output 2.3	Indicator 2.3.1					
	Indicator 2.3.2					
<b>Outcome 3</b>	Indicator 3.1					
	Indicator 3.2					
	Indicator 3.3					
Output 3.1	Indicator 3.1.1					
	Indicator 3.1.2					

	<b>Performance Indicators</b>	<b>Indicator Baseline</b>	<b>End of project Indicator Target</b>	<b>Current indicator progress</b>	<b>Reasons for Variance/ Delay (if any)</b>	<b>Adjustment of target (if any)</b>
Output 3.2	Indicator 3.2.1					
	Indicator 3.2.2					
Output 3.3	Indicator 3.3.1					
	Indicator 3.3.2					
<b>Outcome 4</b>	Indicator 4.1					
	Indicator 4.2					
	Indicator 4.3					
Output 4.1	Indicator 4.1.1					
	Indicator 4.1.2					
Output 4.2	Indicator 4.2.1					
	Indicator 4.2.2					
Output 4.3	Indicator 4.3.1					
	Indicator 4.3.2					

## PART 2: INDICATIVE PROJECT FINANCIAL PROGRESS

### 2.1 Comments on the overall state of financial expenditures

Please rate whether project financial expenditures are on track, delayed, or off track, vis-à-vis project plans and by recipient organization: *delayed*

How many project budget tranches have been received to date and what is the overall level of expenditure against the total budget and against the tranche(s) received so far (500 characters limit): 02 tranches received. Total expenditure at the time of reporting, USD 1,533,861

When do you expect to seek the next tranche, if any tranches are outstanding:

If expenditure is delayed or off track, please provide a brief explanation (500 characters limit): Internal monitoring and audit

Please state what \$ amount was planned (in the project document) to be allocated to activities focussed on gender equality or women's empowerment and how much has been actually allocated to date:

Please fill out and attach Annex A on project financial progress **with detail on expenditures/ commitments to date using the original project budget table in Excel**, even though the \$ amounts are indicative only.