

## Implementation status reporting – template

*As part of your Terms of Reference, you were asked to submit a monthly report on the implementation status of the project to the CONNEX Support Unit Secretariat. This template outlines the main information we ask you to include in your reports.*

**Project title / Country:**

**Consultant / Contractor:**

**Reporting period:**

### 1. Status of implementation

*Please highlight any notable developments, progress or milestones achieved in the support process during the reporting period. Briefly describe the main inputs performed by you/your team and how they relate to the tasks outlined in the ToR of your contract. Please also include a budget tracker and specify the cumulative expert days spent so far.*

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### 2. Risks or bottlenecks

*Please highlight any risks or challenges affecting the support implementation. These can include larger contextual developments of political/economic/social nature, such as elections, change in government, etc. Should you anticipate any potential changes to the general scope of your assignment resulting from such developments, please flag them here as well.*

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### 3. Next steps

*Please highlight any upcoming project-related milestones, of which CONNEX and the broader team should be aware. These could be the completion of a study, the start of negotiations, potential contractual aspects, etc.*

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### 4. Issues beyond the support scope

*While the scope of CONNEX support remains on the contract level, we are aware that important findings regarding risks and/or recommendations for mitigation/improvement can emerge that are better addressed by the partner government at a different level (i.e. as part of an ongoing/upcoming regulatory reform). Should you come across any such issues, please highlight them in this section.*

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### 5. Any other issues

[     ]