Project Monitoring Report (PMR)
on
[Project Name]

~ *[Month]*, 202# ~

1. General Information

(a) Exchange of Notes (E/N):
(i) signed on *[date, year]*
(ii) grant amount up to *[amount]* yen
(ii) grant available until *[date, year]*

(b) Grant Agreement (G/A):
(i) signed on *[date, year]*,
(ii) grant amount up to *[amount]* yen
(iii) including contingency up to *[amount]* yen
(iv) grant available until *[date, year]*
(v) grant availability by Terms:[1]
Term 1: Amount: *[amount]* yen, available from the signing date
Term 2: Amount: *[amount]* yen, available from *[1st April, year]*
Term 3: Amount: *[amount]* yen, available from *[1st April, year]*
Term 4: Amount: *[amount]* yen, available from *[1st April, year]*
Term 5: Amount: *[amount]* yen, available from *[1st April, year]*

(c) Banking Arrangement (B/A):
(i) signed on *[date, year]*
(ii) with *[name of a bank in Japan]*

2. Contract/Agreement verified

(a) Consultant Agreement
(i) the Consultant: *[name of the Consultant]*
(ii) signed on *[date, year]*, and verified on *[date, year]*
(iii) Authorization to Pay (A/P)[2] is issued on *[date, year]*
(iv) 1st amended[3] on *[date, year]*, and verified on *[date, year]*
(v) amended A/P issued on *[date, year]*
(vi) 2nd amended on *[date, year]*, and verified on *[date, year]*
(vii) amended A/P issued on *[date, year]*

(b) Procurement Contract (works)
(i) the Contractor: *[name of the Contractor]*
(ii) signed on *[date, year]*, and verified on *[date, year]*
(iii) Authorization to Pay (A/P) issued on *[date, year]*
(iv) 1st amended on *[date, year]*, and verified on *[date, year]*
(vi) amended A/P issued on *[date, year]*

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[1] *国庫債務負担行為の場合。*
[2] *A/P が未発給の場合は、"is scheduled to be issued by"等として、発給予定月を記入。以下同じ。*
[3] *契約変更を行った際に追記。以下同じ。*

(vi) 2nd amended on *[date, year]*, and verified on *[date, year]*
(vii) amended A/P issued on *[date, year]*
(viii) 3rd amended on *[date, year]*, and verified on *[date, year]*
(ix) amended A/P issued on *[date, year]*

(c) Procurement Contract (goods I)
(i) the Supplier: *[name of the Supplier]*
(ii) signed on *[date, year]*, and verified on *[date, year]*
(iii) Authorization to Pay (A/P) issued on *[date, year]*
(iv) 1st amended on *[date, year]*, and verified on *[date, year]*
(v) amended A/P issued on *[date, year]*
(vi) 2nd amended on *[date, year]*, and verified on *[date, year]*
(vii) amended A/P issued on *[date, year]*

(d) Procurement Contract (goods II)[4]
(i) the Supplier: *[name of the Supplier]*
(ii) signed on *[date, year]*, and verified on *[date, year]*
(iii) Authorization to Pay (A/P) issued on *[date, year]*
(iv) 1st amended on *[date, year]*, and verified on *[date, year]*
(v) amended A/P issued on *[date, year]*

(e) Remaining Balance
JPY ##,###,000- including contingency amount of JPY ##,000/

3. Payment Schedule and Status[5]

(a) Consultant Agreement: revised or confirmed 202X/XX/XX[6]

Stage[7]	Amount	Terms of Payment	Date of Payment
Advance Payment	JY ##,###,000	Verification of the Agreement by JICA	*[date, year]* [8] **[date, year]**[9]
1st Interim Payment		Verification of (all) the Contract(s) by JICA	
2nd Interim Payment			
Final Payment		Completion of the Service for design and supervision	
Payment for Start-up Operation		Completion of Start-up Operation	

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[4] *物品調達契約が複数ある場合は、記載を追加。建設工事契約が複数ある場合も同様。(goods I)、(goods II)という表記は、契約を分かりやすく区分する名称に変更してください。*
[5] *"Payment Schedule and Status"は、一般的な書式（支払条件等）を提示しています。現地企業活用型や人材育成奨学計画では若干書式が異なるため、個別に提示します。*
[6] *支払スケジュールは Grant（無償資金）管理上極めて重要であるため、確認日を明記してください（PMR 提出日とは異なる場合があることを想定。）。*
[7] *国庫債務負担行為の案件では、Term 区分も記載。*
[8] *契約当事者の取引銀行に対する支払請求書の提出日または提出予定日をイタリック体で記入。また、当該月に提出予定日の変更があった場合は、"revised in this month"と付記。*
[9] *着金があった場合は２行目に着金日を太字で記入。*

Payment for Defect Inspection		Completion of Defect Inspection	
		Expiry date of A/P[10]	

(b) Procurement Contract (works): revised or confirmed 202X/XX/XX

Stage	Amount	Terms of Payment	Date of Payment
Advance Payment	JPY ##,###,000	Verification of the Agreement by JICA	*[date, year]* **[date, year]**
1st Interim Payment		Completion of 50% of the Construction Works	
2nd Interim Payment		Completion of 85% of the Construction Works	
Final Payment		Completion of the Construction Works	
Payment for Operation Training		Completion of Operation Training	
		Expiry date of A/P	

(c) Procurement Contract (goods)[11]: revised or confirmed 202X/XX/XX

Stage	Amount	Terms of Payment	Date of Payment
Payment on 1st Shipment		Shipment of the said equipment	
Payment on 2nd Shipment		Shipment of the said equipment	
Payment on 3rd Shipment		Shipment of the said equipment	
Payment on 1st Delivery		Delivery of the said equipment	
Payment on 2nd Delivery		Delivery of the said equipment	
Payment for Installation Works		Completion of the Installation Works	
Payment for Operation Training		Completion of Operation Training	
Payment for Maintenance Services (2nd year)			
Payment for Maintenance Services (3rd year)			
		Expiry date of A/P	

[10] *A/P に規定される支払請求期限（deadline for presentation of the required documents stipulated in A/P）を記入。*

[11] *複数の契約がある場合は項目を追加。*

4. Summary of the Progress

業者契約ごとの進捗状況を端的に取りまとめて記載してください。
建設工事契約（Works）及びプラント契約（Plant：機材調達契約のうち相当規模の据付工事を伴うもの）については、進捗曲線付（進捗曲線は、計画と実績の２本）バーチャート工程表（Construction Schedule with bar-chart and cumulative curve）を作成・添付してください。

(a) Works

(b) Goods

5. Variation or Modification

業者契約締結後に発生した（または発生する見込みの）設計変更や追加作業等（Variation or Modification）について、以下の項目に分けて記載してください。
・当月の設計変更や追加作業等
・今後発生する可能性がある設計変更や追加作業等
・契約変更を伴った設計変更や追加作業等（過去の全ての契約変更実績を記載）
・契約変更を伴わない軽微な設計変更や追加作業等（過去の全ての実績概要を記載）

(a) Variation or modification of this month

(b) Variation or modification to be expected

(c) Variation or modification caused amendment of the Contract

i) 1st Amendment dated [date, year]
- Contract Price amended:
- Contents of amendment:

ii) 2nd Amendment dated [date, year]
- Contract Price amended:
- Contents of amendment:

iii) 3rd Amendment dated [date, year]
- Contract Price amended:
- Contents of amendment:

6. Potential Risk and Mitigation Measures

①受贈国実施機関（施主）等の実施責任事項の遅延によるプロジェクト全体進捗の支援や施工現場条件等による近い将来の追加工事（契約変更）の可能性、②住民紛争や工事事故等の発生、③その他受贈国実施機関と JICA で共通認識を持っておくべきリスク可能性、等々について、簡潔に記載してください。
案件の内容やその進捗状況に応じ、JICA から記載すべき項目を指示することがあります。また、必要に応じ、より具体的な情報をコンサルタントから直接ヒアリングさせて頂きます。

Attachments：

- Construction Schedule with bar chart and cumulative curve
- Monthly Progress Report submitted by the Contractor(s)/Supplier(s)
- Environmental (Social) Monitoring Sheet *(if indicated in G/A)*