

<p><b><u>Project Monitoring Report</u></b></p> <p><b>on</b></p> <p><b><u>Project Name</u></b></p> <p><b><u>Grant Agreement No. XXXXXXXX</u></b></p> <p>20XX, Month</p>
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### Organizational Information

<b>Signer of the G/A (Recipient)</b>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Person in Charge (Designation) <div style="border-bottom: 1px solid black; margin-top: 10px;"></div> Contacts <div style="border-bottom: 1px solid black; margin-top: 5px; margin-left: 20px;">Address:</div> <div style="border-bottom: 1px solid black; margin-top: 5px; margin-left: 20px;">Phone/FAX:</div> <div style="border-bottom: 1px solid black; margin-top: 5px; margin-left: 20px;">Email:</div>
<b>Executing Agency</b>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Person in Charge (Designation) <div style="border-bottom: 1px solid black; margin-top: 10px;"></div> Contacts <div style="border-bottom: 1px solid black; margin-top: 5px; margin-left: 20px;">Address:</div> <div style="border-bottom: 1px solid black; margin-top: 5px; margin-left: 20px;">Phone/FAX:</div> <div style="border-bottom: 1px solid black; margin-top: 5px; margin-left: 20px;">Email:</div>
<b>Line Ministry</b>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Person in Charge (Designation) <div style="border-bottom: 1px solid black; margin-top: 10px;"></div> Contacts <div style="border-bottom: 1px solid black; margin-top: 5px; margin-left: 20px;">Address:</div> <div style="border-bottom: 1px solid black; margin-top: 5px; margin-left: 20px;">Phone/FAX:</div> <div style="border-bottom: 1px solid black; margin-top: 5px; margin-left: 20px;">Email:</div>

### General Information:

<b>Project Title</b>	
<b>E/N</b>	Signed date: Duration:
<b>G/A</b>	Signed date: Duration:
<b>Source of Finance</b>	Government of Japan: Not exceeding JPY _____ mil. Government of (_____): _____

## 1: Project Description

### 1-1 Project Objective

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### 1-2 Project Rationale

- Higher-level objectives to which the project contributes (national/regional/sectoral policies and strategies)
- Situation of the target groups to which the project addresses

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### 1-3 Indicators for measurement of "Effectiveness"

Quantitative indicators to measure the attainment of project objectives		
Indicators	Original (Yr )	Target (Yr )
Qualitative indicators to measure the attainment of project objectives		

## 2: Details of the Project

### 2-1 Location

Components	Original (proposed in the outline design)	Actual
1.		

### 2-2 Scope of the work

Components	Original* (proposed in the outline design)	Actual*
1.		

Reasons for modification of scope (if any).

(PMR)
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## 2-3 Implementation Schedule

Items	Original		Actual
	(proposed in the outline design)	(at the time of signing the Grant Agreement)	

Reasons for any changes of the schedule, and their effects on the project (if any)

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## 2-4 Obligations by the Recipient

### 2-4-1 Progress of Specific Obligations

See Attachment 2.

### 2-4-2 Activities

See Attachment 3.

### 2-4-3 Report on RD

See Attachment 11.

## 2-5 Project Cost

### 2-5-1 Cost borne by the Grant(Confidential until the Bidding)

Components			Cost (Million Yen)	
	Original (proposed in the outline design)	Actual (in case of any modification)	Original <sup>1),2)</sup> (proposed in the outline design)	Actual
	1.			
Total				

Note: 1) Date of estimation:

2) Exchange rate: 1 US Dollar = Yen

### 2-5-2 Cost borne by the Recipient

Components			Cost (1,000 Taka)	
	Original (proposed in the outline design)	Actual (in case of any modification)	Original <sup>1),2)</sup> (proposed in the outline design)	Actual
	1.			

Note: 1) Date of estimation:  
2) Exchange rate: 1 US Dollar =

Reasons for the remarkable gaps between the original and actual cost, and the countermeasures (if any)

(PMR)

## 2-6 Executing Agency

- Organization's role, financial position, capacity, cost recovery etc,
- Organization Chart including the unit in charge of the implementation and number of employees.

**Original** (at the time of outline design)

name:

role:

financial situation:

institutional and organizational arrangement (organogram):

human resources (number and ability of staff):

**Actual** (PMR)

## 2-7 Environmental and Social Impacts

- The results of environmental monitoring based on Attachment 5 (in accordance with Schedule 4 of the Grant Agreement).
- The results of social monitoring based on in Attachment 5 (in accordance with Schedule 4 of the Grant Agreement).
- Disclosed information related to results of environmental and social monitoring to local stakeholders (whenever applicable).

## 3: Operation and Maintenance (O&M)

### 3-1 Physical Arrangement

- Plan for O&M (number and skills of the staff in the responsible division or section, availability of manuals and guidelines, availability of spareparts, etc.)

**Original** (at the time of outline design)

**Actual** (PMR)

### 3-2 Budgetary Arrangement

- Required O&M cost and actual budget allocation for O&M

**Original** (at the time of outline design)

**Actual (PMR)**

#### 4: Potential Risks and Mitigation Measures

- Potential risks which may affect the project implementation, attainment of objectives, sustainability
- Mitigation measures corresponding to the potential risks

##### Assessment of Potential Risks *(at the time of outline design)*

Potential Risks	Assessment
1. (Description of Risk)	Probability: High/Moderate/Low
	Impact: High/Moderate/Low
	Analysis of Probability and Impact:
	Mitigation Measures:
	Action required during the implementation stage:
	Contingency Plan (if applicable):
2. (Description of Risk)	Probability: High/Moderate/Low
	Impact: High/Moderate/Low
	Analysis of Probability and Impact:
	Mitigation Measures:
	Action required during the implementation stage:
	Contingency Plan (if applicable):
3. (Description of Risk)	Probability: High/Moderate/Low
	Impact: High/Moderate/Low
	Analysis of Probability and Impact:
	Mitigation Measures:
	Action required during the implementation stage:

	Contingency Plan (if applicable):
<b>Actual Situation and Countermeasures</b>	
(PMR)	

## **5: Evaluation and Monitoring Plan (after the work completion)**

### **5-1 Overall evaluation**

Please describe your overall evaluation on the project.

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### **5-2 Lessons Learnt and Recommendations**

Please raise any lessons learned from the project experience, which might be valuable for the future assistance or similar type of projects, as well as any recommendations, which might be beneficial for better realization of the project effect, impact and assurance of sustainability.

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### **5-3 Monitoring Plan of the Indicators for Post-Evaluation**

Please describe monitoring methods, section(s)/department(s) in charge of monitoring, frequency, the term to monitor the indicators stipulated in 1-3.

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Attachment

1. Project Location Map
2. Specific obligations of the Recipient which will not be funded with the Grant
3. Monthly Report submitted by the Consultant
- Appendix - Photocopy of Contractor's Progress Report (if any)
  - Consultant Member List
  - Contractor's Main Staff List
4. Check list for the Contract (including Record of Amendment of the Contract/ Agreement and Schedule of Payment)
5. Environmental Monitoring Form / Social Monitoring Form
6. Monitoring sheet on price of specified materials (Quarterly)
7. Report on Proportion of Procurement (Recipient Country, Japan and Third Countries) (PMR (final )only)
8. Pictures (by JPEG style by CD-R) (PMR (final)only)
9. Equipment List (PMR (final )only)
10. Drawing (PMR (final )only)
11. Report on RD (After project)
12. Report on the Management of Safety for Construction Works

Monitoring sheet on price of specified materials

1. Initial Conditions (Confirmed)

	Items of Specified Materials	Initial Volume A	Initial Unit Price (¥) B	Initial total Price C=A×B	1% of Contract Price D	Condition of payment	
						Price (Decreased) E=C−D	Price (Increased) F=C+D
1	Item 1	●●t	●	●	●	●	●
2	Item 2	●●t	●	●	●		
3	Item 3						
4	Item 4						
5	Item 5						

2. Monitoring of the Unit Price of Specified Materials

(1) Method of Monitoring : ●●

(2) Result of the Monitoring Survey on Unit Price for each specified materials

	Items of Specified Materials	1st ●month, 2015	2nd ●month, 2015	3rd ●month, 2015	4th	5th	6th
1	Item 1						
2	Item 2						
3	Item 3						
4	Item 4						
5	Item 5						

(3) Summary of Discussion with Contractor (if necessary)

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Report on Proportion of Procurement (Recipient Country, Japan and Third Countries)  
 (Actual Expenditure by Construction and Equipment each)

	Domestic Procurement (Recipient Country) A	Foreign Procurement (Japan) B	Foreign Procurement (Third Countries) C	Total D
Construction Cost	(A/D%)	(B/D%)	(C/D%)	
Direct Construction Cost	(A/D%)	(B/D%)	(C/D%)	
others	(A/D%)	(B/D%)	(C/D%)	
Equipment Cost	(A/D%)	(B/D%)	(C/D%)	
Design and Supervision Cost	(A/D%)	(B/D%)	(C/D%)	
Total	(A/D%)	(B/D%)	(C/D%)	

# Report on the Management of Safety for Construction Works

Month/Year 2022 年×月	Cumulative number of labor 労働延人数	Cumulative number of public accident 公衆災害件数	Cumulative hours worked 延べ実労働時 間数	Number of deaths and injuries due to industrial accidents 労働災害による死傷者				Frequency rate 度数率	Severity rate 強度率
					Death and injuries 死傷者数	Aggregated number of calendar days absent 延べ休業日数	Aggregated number of work- days lost 延べ労働損失日数		
This Month 当月				Death 死者					
				More than 4 calendar days absent 休業 4 日以上					
				1 to 3 calendar days absent 休業 1～3 日					
				Total 計					
Total including this month 当月迄累計				Death 死者					
				More than 4 calendar days absent 休業 4 日以上					
				1 to 3 calendar days absent 休業 1～3 日					
				Total 計					
Note 注)		<p>1. Frequency rate is the frequency of occurrence of industrial accidents.  Frequency rate = (Number of deaths and injuries due to industrial accidents ÷ Cumulative hours worked) × 1,000,000  度数率＝（労働災害による死傷者数÷延べ実労働時間数）×100 万時間</p> <p>2. Severity rate is degree of seriousness of the industrial accident.  Severity rate = (Aggregated number of work-days lost ÷ Cumulative hours worked) × 1,000  強度率＝（延べ労働損失日数÷延べ実労働時間数）1000 時間</p> <p>3. Aggregated number of work-days lost = Aggregated number of calendar days absent × (300÷365)  Death (7,500 days) : death as a result of an industrial accident includes not only instantaneous death but also death as a result of occupational injury or disease.  延べ労働損失日数＝延べ休業日数×（300÷365）・・・死亡 7500 日（即死のほか負傷が原因で死亡したものを含む）</p> <p>4. Frequency rate and severity rate are rounding off the third decimal place.  度数率・強度率は小数点第 3 位以下四捨五入</p>							