

**QUARTERLY PROGRESS REPORT TEMPLATE FOR UNDER
CONSTRUCTION ELECTRICITY GENERATION PROJECTS
(SOLAR POWER PLANT)**

Name of Developer/Licensee	
Project Name	
License Number	
Effective Date of License	
Validity of License	
Construction Progress Report No:	
Reporting Period	
Date of Commencement of Project Construction	
Construction Period (Months)	
Expected Commissioning date	
Overall Project Progress Achieved To-Date (%)	

1. KEY PROJECTS INFORMATION

Project Location	
(District, Country, Sub-county, Parish, Village)	
Total Project Land Requirement (Acres)	
Key Project Parameters	
Installed Capacity (MW)	
Average Solar Irradiance (W/m ²)	
Type of solar module	
Module capacity (Wp)	
Total Number of modules	
Number modules per string	
Tracking system (if any)	
Battery capacity (Ah) if applicable	
Number of batteries	
Inverter capacity (VA or kVA)	
Number of inverters	
Transformer capacity (kVA)	

2. PROJECT PROGRESS

2.1 Project Milestones & Deliverables Achieved or in Progress during this Reporting Period

<i>Based on the most up-to-date Operational Work Plan (OWP), provide the information required in the following tables:-</i>
<i>· Table 2-A: Project Milestones and deliverables</i>
<i>· Table 2-B: Activities to be undertaken in the next quarter</i>
<i>· Table 2-C: Project Scope changes</i>
<i>In addition to this, list major milestones and deliverables that were achieved but were not scheduled in the OWP during the reporting period. Indicate the status of each line item and provide an explanation in cases where the variance between planned and actual completion dates is greater than 5%</i>

<u><i>Guidelines</i></u>	
<i>Major Deliverable</i>	<i>A tangible output of project work, such as project plant designs and power house construction etc.</i>
<i>Major Milestone</i>	<i>A key moment that occurs in a project's life cycle that indicates that a specific stage in the project has been reached.</i>
<i>Planned Start Date</i>	<i>This is the baseline start date provided in the original OWP.</i>
<i>Planned Completion Date</i>	<i>This is the baseline finish date provided in the original OWP.</i>
<i>Explanation of variance</i>	<i>Why the activity was completed late or early.</i>
	<i>How other project activities have been or might be impacted.</i>
	<i>What actions need to be taken, if any, to bring the project back on track.</i>

Table 2A: Project Milestones & Deliverables Achieved or in Progress during this Reporting Period

Major Deliverable/Milestone & Description	Actual Start Date	Actual Completion Date	Percent Complete	Cost to Date (US \$ Million)	Status/Variance Explanation/Comment
1) Preparatory Works and Mobilization					
a) Project design and Work Drawings finalization					
b) Tendering and contracting					
c) Mobilization					
2) Access Road Construction					
3) Technical – Civil Works					
a) Landscaping and panels supports mounting					
b) Control room					
4) Technical – Electromechanical Works					
a) Panels fixing					
b) Inverters installation					
c) Batteries connection					
d) Switch Gear					
e) Transformers					
f) Power cables					
g) Fire Extinguishing System					
h) Communication					
i) Control Equipment					
j) Metering					
k) Protection					

1) Power Evacuation line					
5) Technical – Health, Safety and Environment					
Compensation and Resettlement of Project Affected Persons					

2.2 Major Project Tasks & Activities to be undertaken during the next reporting period

Based on the most up-to-date Operational Working Plan (OWP), list in the following table the tasks and activities that will be undertaken in the next reporting period. Provide an explanation for any anticipated variance between the planned completion dates and the actual completion dates that is greater than 5%

Table 2B: Major Project Tasks & Activities to be undertaken in the next reporting period			
Task/Activity Item & Description	Planned Start Date	Planned Completion Date	Status/ Anticipated Variance Explanation/mitigation measures for the variance

2.3 Deliverable(s) and Scope Changes Identified during this Reporting Period

List in the following table any changes from the original project objectives and deliverables that have an impact on the project schedule or budget. Items listed should be all scope and deliverable changes identified during this reporting period, including those that may impact the project in later reporting periods.

<u>Guidelines</u>	
<i>Description of scope change:</i>	<i>Describe the change, who initiated it and the requirement that triggered the change.</i>
<i>Cost Impact:</i>	<i>Indicate if the scope change affects the project cost. Provide the monetary cost associated with the scope change</i>
<i>Schedule Impact:</i>	<i>Indicate if the scope change affects the project schedule. If yes, provide an estimate of the impact on the schedule (in calendar days)</i>
<i>Impact on the design</i>	<i>Indicate how the scope change will impact on the project design.</i>
<i>Explanation:</i>	<i>Explain the impact of the change on the project design, schedule and budget.</i>

Table 2C: Changes in scope this Reporting Period					
Description of the change in scope	Cost Impact		Schedule Impact		Explanation of the need for the change in scope and its impact on project design, cost and schedule
	Yes/No	Cost	Yes/No	Schedule Change	
		(US \$ million)		(Days)	

2.4 Resources on site

Provide information on all the types and quantities of resources available on site during this reporting period.

Table 3-Ai: Resources on the project site during this reporting period		
Resource type	Quantity/Number	Remarks
Personnel		Indicate number of staff at the site, And specify the number of permanent staffs and temporary staffs,
Personnel trained in First Aid		Indicate the staff trained in Electrical First Aid, Fire extinguishing and water rescue and First Aid; or not.
Employees' health Insurance		Indicate the number of staffs with health insurance and the corresponding insurer.
Fire extinguishers		Indicate the number of fire extinguishers in place, their capacity and expiring dates.
Personal protective equipment (PPE)		Indicate the number of available PPE, for each kind (Helmet, Gloves, Safety boots, Rubber boots, Ear muff, Overall, Overcoat, Reflective Jacket, goggles and Nose mask).
First Aid kit		Indicate the number of First Aid Kits in place, and their contents' expiring date (if applicable).
Vehicles		Availability of transportation facility for staffs

4. PROJECT FINANCIAL ASPECTS

Table 6-A : Summary of Project Financials		
		Remarks
1) Total Project Cost (US \$ Million)		
a) Equity (US \$Million)		
a) Debt (US \$Million)		
b) Government /Donor Grant (US \$Million)		
2) Sources of Project Funds/Name of Project Sponsors		
3) Date of Achievement of Financial Closure		
4) Funds Spent/Disbursed to-date (US \$Million)		
5) Funds Utilized in the Current Quarter (US \$Million)		
a) Equity drawn to date (US \$Million)		
b) Debt drawn to date (US \$Million)		
c) Government/Donor grant drawn to date (US \$Million)		
6) Funds expected to be utilized during the next quarter (US \$Million)		

5. PHOTO GALLERY OF PROJECT PROGRESS

Attach photographs of construction progress of works and other major activities carried out during this reporting period.

Reporter by:

Signature:

Company stamp