



Example of an Annual Planning and Monitoring Calendar

Task	When	Responsibility
Collect physical progress monitoring data on activities and outputs from the field and project implementers; review, clean and enter data into the M&E system.	monthly	M&E Officer and focal persons in lead implementing agencies
Submit to IFAD a record of contracts awarded, listing all contracts with date of approval by IFAD.	monthly ¹	PMU / Financial Manager
Submit Withdrawal Applications (replenishment requirements based on next quarter's cash-flow requirements, account balances and commitments).	quarterly (more often if needed)	PMU / Financial Manager
Steering committee meetings to review and approve work plans; check implementation; review and approve progress reports; ensure coordination among the project parties.	quarterly	Director of Projects
Submit quarterly financial report and updated procurement plan to IFAD Country Programme Manager	quarterly, on 30 th of the following month	PMU / Financial Manager
Submit consolidated Annual Progress Report for the past project year to the Project Steering Committee.	before 15 February	PMU / Project Coordinator
Submit consolidated Annual Progress Report on project implementation for the past project year to IFAD.	before 1 March	PMU / Project Coordinator
Submit RIMS indicator data for the previous year to IFAD.	before 31 March	PMU / M&E Officer
Submit to IFAD financial statements of the project operations, resources and expenditures for the past year.	before 31 March ²	PMU / Financial Manager
Submit to IFAD confirmation of (re)appointment of independent auditors.	before 30 April	PMU
Have project accounts audited by independent auditors and submit to IFAD a certified copy of the audit report.	before 30 June	Ministry of Agriculture / PMU
Submit to IFAD the response to the audit management letter.	30 days after receiving the letter	PMU / Project Coordinator
Submit Half-yearly Progress Report for the first six months of the year to the Project Steering Committee.	before 1 August	PMU / Project Coordinator
Submit consolidated Half-yearly Progress Report for the first six months of the project year to IFAD.	before 15 August	PMU / Project Coordinator
Submit draft AWPB for the next project year to the national Project Steering Committee.	before 1 October	Ministry of Agriculture / PMU
Submit to IFAD a draft AWPB for the next project year, after approval by the Project Steering Committee.	before 1 November ³	Ministry of Agriculture / PMU
Review comments ⁴ on the AWPB and make modifications if needed.	December	PMU / Project Coordinator

Note: tasks and dates will vary by project

¹ As per IFAD's Loan Disbursement Handbook (Register of Contracts Form C10).

² IFAD's General Conditions (2009-2014) specify four months after the end of the project year.

³ IFAD's General Conditions specify 60 days before the start of the project year.

⁴ IFAD's General Conditions specify that comments from IFAD on the AWPB are due 30 days after it has been received; in the absence of such comments the AWPB can be considered accepted.