

Guidelines on how to use the SOFF status in work progress report

General Note

The implementation indicator for each status is determined each year by comparing what has actually been achieved (actuals) with what was planned (targets). In subsequent years (years 2, 3, 4, and 5), the evaluation also incorporates the targets and achievements from earlier years.

Status Categories

1. For Readiness Phase

Completed	<ul style="list-style-type: none"> The outputs have been completed with signatures or approval from the country, peer advisor and WMO
Delayed	<ul style="list-style-type: none"> The outputs have been completed as targeted in the timeline

2. For Investment Phase

Not Yet Started	<ul style="list-style-type: none"> No work has begun. There are no results (actuals) for the current year's target/reporting period. The project is in its first year (less than one year old).
Delayed	<ul style="list-style-type: none"> Work was supposed to start or make progress this year/reporting period. No actual progress has been recorded for the current year's target.
On-Track	<ul style="list-style-type: none"> Work is in progress. Some results (actuals) have been recorded, but the yearly target has not been fully reached yet.
Achieved	<ul style="list-style-type: none"> The results (actuals) for the current year and all previous years meet or exceed the planned targets.

An example below:

Status reporting in Year 0

Indicator	Target					Actuals					Status
	Y1	Y2	Y3	Y4	Y5	Y1	Y2	Y3	Y4	Y5	
Indicator name1	1	1	3	3	2						Not yet started
Indicator name2	2	2	2	2	2	1					On-track
Indicator name3			1								Not yet started

Status reporting in Year 3

Indicator	Target					Actuals					Status
	Y1	Y2	Y3	Y4	Y5	Y1	Y2	Y3	Y4	Y5	
Indicator name1	1	1	3	3	2	1	1	2			On-track
Indicator name2	2	2	2	2	2	2		2			Delayed
Indicator name3			1					1			Achieved