# Local labor reporting template

*Per Annex II (paragraph 10.1) of the Procurement Regulations, borrowers are required to report on the use of local labor on their projects and contracts. Local labor reporting should be completed in this template.*

*The template includes three sections to be completed:*

1. *Project and compliance details;*
2. *Hours worked; and*
3. *Contact details.*

*Additionally, we ask that you copy the final agreed local labor method statement to Annex A (within this template) for all reporting.*

*Note that italicized text represents an instruction to users of this template. This text can be deleted prior to responding.*

## Part 1: Project and compliance details

*Please complete the table below with details relating to the project/contract and the contractor’s performance against its local labor commitments.*

*You should be able to respond to questions 7 and 8 using data captured by the contractor and reported to the Supervising Engineer as part of their regular reporting (e.g., see Particular Condition 6.23 from the Works Standard Procurement Documents).*

### Table 1: Project and compliance details

|  |  |  |
| --- | --- | --- |
| **1** | P-number |  |
| **2** | Contract number |  |
| **3** | Reporting period | *[Please state the reporting period covered by this report]* |
| **4** | Expected duration of contract (years) | *[Please enter the expected duration of the contract in years]* |
| **5** | Percentage of schedule complete | *[0-100%]* |
| **6** | By your estimation, to date, has the contractor complied with the commitments made in their bid?  Please attach relevant evidence | Select one of the following:   * Yes * No * Other (e.g., too early to say) |
| *[If the response above was not “yes,” what steps are being taken to address this?]* |
| **7** | What percentage of total labor spend has been spent on local labor to date? | *[Please provide the cumulative total] [[1]](#footnote-1)* |
| **8** | What is the sum of total wages paid to local labor to date? | *[Please provide the cumulative total] [[2]](#footnote-2)* |

## Part 2: Hours worked

*Please complete the table below to show the number of working hours completed to date in each skill/gender category.*

*The data necessary to complete this table is required to be reported by the Contractor to the Supervising Engineer as part of regular reporting (e.g., see Particular Condition 6.23 from the Works Standard Procurement Documents).*

*When completing the table, please provide the cumulative total.[[3]](#footnote-3)*

### Table 2: Summary of hours worked

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Local** | **Foreign** | **Total** |
| **Skilled (total)** | Hours | Hours | Hours |
| * **Male** | Hours | Hours | Hours |
| * **Female** | Hours | Hours | Hours |
| * **Other/Unstated** | Hours | Hours | Hours |
| **Semi-skilled (total)** | Hours | Hours | Hours |
| * **Male** | Hours | Hours | Hours |
| * **Female** | Hours | Hours | Hours |
| * **Other/Unstated** | Hours | Hours | Hours |
| **Unskilled (total)** | Hours | Hours | Hours |
| * **Male** | Hours | Hours | Hours |
| * **Female** | Hours | Hours | Hours |
| * **Other/Unstated** | Hours | Hours | Hours |

## Part 3: Contact details

*In case clarification of details provided is required, please provide details for the relevant point(s) of contact.*

|  |  |
| --- | --- |
| Name of point(s) of contact: |  |
| Position: |  |
| Organization/Agency: |  |
| Contact email: |  |

# Annex A: Final local labor method statement

*Please copy the final agreed local labor method statement here.*

1. In this case, the cumulative total is the total percentage of local labor spend, as a portion of total labor spend, occurring from the beginning of the contract until the end of the current reporting period. [↑](#footnote-ref-1)
2. In this case, the cumulative total is the total sum of wages paid to local labor since beginning of the contract until the end of the reporting period. [↑](#footnote-ref-2)
3. In this case, cumulative total refers to the total number of hours worked from the beginning of the contract until the end of the reporting period. [↑](#footnote-ref-3)