

Date: 04 January 2026
Our Ref: TWUEP/PM/01/2026
To: Mr. Mohamed Dahir
City Manager, Tog-Wajaale City Administration
Through: Head, Infrastructure & Development Bureau

SUBJECT: Transmittal of the Monthly Construction Progress Report for January 2026 – Urban Expansion Plan

Dear Mr. Dahir,

In line with the agreed reporting and coordination arrangements for the Tog-Wajaale Urban Expansion Plan (UEP), and in support of transparency and results-based implementation, we are pleased to submit the Monthly Construction Progress Report for January 2026 for your review and information.

This submission, issued as **Report No. 01**, provides an overview of physical progress, financial execution, and implementation performance of the Road Infrastructure Development component being undertaken through the Force Account modality. The report covers the period from the commencement of activities in December 2025 through 31 January 2026.

Key highlights of the reporting period include:

Physical Progress: Site clearing and grubbing works have reached approximately 80% completion, covering 4.76 km of the planned 5.95 km corridor, exceeding the scheduled target for the reporting period.

Financial Performance: Works amounting to ETB 640,000 (80% of the approved contract value) have been certified, with ETB 400,000 disbursed to date against a total budget allocation of ETB 800,000 for the fiscal year.

Implementation Status: Overall project performance is assessed as **Good**, with no major technical, operational, or resource-related constraints identified. Progress was jointly reviewed and verified during a site inspection conducted on 04 January 2026 by representatives of the City Administration and relevant regional institutions.

Next Steps: The forthcoming period will focus on completing the remaining 1.19 km of earthworks and initiating preparatory activities for the next phase, including pavement construction and utility installation, planned for the subsequent fiscal year.

The report has been prepared and validated by the UEP Project Team and reflects steady progress toward the planned objectives. We are encouraged by the positive implementation trajectory and remain committed to maintaining momentum in line with agreed work plans and development partner expectations.

We appreciate the continued collaboration and support of all stakeholders toward the successful implementation of the Urban Expansion Plan.

Yours sincerely,



Mr. Shemshedin Hassen Yusuf

Urban Expansion Plan Directorate
Tog-Wajaale City Administration

Attachment:

Monthly Construction Progress Report for January 2026 (Report No. 01), including all appendices.



MONTHLY CONSTRUCTION PROGRESS REPORT

Urban Expansion Plan (UEP)

Tog-Wajaale City Administration

Fafen Zone, Somali Regional State

Federal Democratic Republic of Ethiopia

Reporting Period	December 2025 – January 2026
Report Number	Report No. 01
Executing Authority	Tog-Wajaale City Administration
Project Component	Road Infrastructure Development (Force Account)
Funding Source	Tog-Wajaale City Administration
Development Partners	Cities Alliance / UN-Habitat
Submitted by	TW UEP Project Team
Date of Submission	04 January 2026



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MONTHLY CONSTRUCTION PROGRESS REPORT

REPORT No: 1

MONTH: January 2026

CONTRACT AGREEMENT No.: N/A (Force Account Execution)

DATE OF REPORT: January 04, 2026

PROJECT: Tog-Wajaale City Administration Urban Expansion Plan Implementation – Road Infrastructure Development

LOCATION: Tog-Wajaale Urban Expansion Zone

EMPLOYER: Tog-Wajaale City Administration

CONSULTANT: N/A

CONTRACTOR: Urban Expansion Plan Project Office (Force Account)

1 Introduction & Background

1.1 Background Information

The Tog-Wajaale Urban Expansion Plan includes the development of road infrastructure to support planned urban growth. The current scope for Fiscal Year 2018 E.C. comprises site clearing and grubbing of small trees along a total road length of 5.95 km, with a 30-meter right-of-way, within the designated urban expansion zone.

All activities are being executed under a force account arrangement.

1.2 Purpose of the Report

The purpose of this Monthly Construction Progress Report is to present the physical and financial performance of the project for the reporting period of January 2026. The report also documents challenges encountered, mitigation measures applied, and planned actions for subsequent periods.

1.3 Description of the Project Area

The project is located within the officially approved Tog-Wajaale Urban Expansion Zone. Current activities involve the opening of primary access roads through initial site preparation works. These activities provide the foundation for future road paving and the installation of urban infrastructure utilities in subsequent project phases.



2 Contract Data

2.1 Contract Summary

Date Item	Description
Execution Method	Force Account
Contract Value ETB	800,000
Commencement Date	December 2025
Planned Completion Date:	March 2026
Contract Duration	3 Months
Time Elapsed	35 Days (Approximately 38%)
Physical Work Executed	80%
Payment Certified	ETB 640,000 (80%)

2.2 Contract Securities

A. Performance Bond

Not applicable, as the works are executed under a force account arrangement.

B. Advance Payment Guarantee

Not applicable.

3 Current Stage Of Construction (As Per Modified Schedule)

A. Earth work

Description	Value of Total Work (%)	Planned (%)	Executed (%)
Site Clearing & Grubbing (Earthworks)	100	38	80
Overall Project Progress		38	80

Total Project Progress:

Planned:	38%
Executed:	80%

Remarks

Completed Works: 4.76 km of road opened through site clearing and grubbing.

Ongoing Works: Site clearing and grubbing of the remaining 1.19 km.



4 Quality Control Tests Conducted During The Month

No material quality control tests were required or conducted during this reporting period, as the works were limited to site clearing and grubbing of small trees.

Remark: Quality testing will commence once construction works involving materials are initiated.

5 Difficulties Encountered During the Month

Type of Difficulty	Yes / No
Material Shortage	No
Equipment Shortage	No
Cash Shortage	No
Manpower Shortage	No

Remarks:

No major difficulties were encountered during the month. Resource mobilization was adequate, allowing steady progress.

6 Instructions Issued During the Month

No instructions were issued regarding:

Design changes, Additional works, Suspension, Material changes, Rectification, Weather-related issues

& Employer interference

7 Performance Evaluation

Evaluation Scale:	Poor – Fair – Good – Excellent
Quality of Works:	Good
Quality of Materials:	N/A (clearing works only)

Performance Indicators:

Progress Against Schedule:	Good
Material Delivery:	Good
Manpower Mobilization:	Good
Equipment Availability:	Good



Remarks:

The project demonstrates strong performance, achieving 80% physical progress against 38% time elapsed.

8 Variations Approved

None.

9 Claims Submitted

No claims were submitted during the reporting period.

10 Evaluation Meeting

Meeting Conducted On: January 4, 2026

Key Issues Raised: Activities carried out as planned. The City Administration has confirmed that, in the next fiscal year, site clearing works will be upgraded to paved roads, with the installation of urban infrastructure utilities, in accordance with the horizontal and vertical urban expansion plan.

11 Progress Status Summary

Period	Planned (%)	Executed (%)	Time Elapsed (%)
Previous Months	N/A	N/A	N/A
Current Month	38	80	38
Total to Date	38	80	38

12 General Remarks And Measures To Be Taken

Site clearing and grubbing works have reached 4.76 km out of 5.95 km, representing 80% physical progress within 35 days of the contract period. The remaining 1.19 km is currently under execution.

Measures to be Taken:

Intensify manpower and equipment deployment to complete the remaining works within the contract period.

Process certification for completed sections to facilitate timely payments.

Conduct a joint site inspection upon full completion for verification and handover.



13 Site Inspection and Stakeholder Feedback

Inspection Date: January 3, 2026

Participants:

ECSU Representatives

Minister, FDRE Ministry of Urban Infrastructure

SRS Urban Development and Construction Bureau Representative

Tog-Wajaale City Administration Cabinet Members

Tog-Wajaale City Urban Expansion Team

13.1 Observations and Remarks

The Urban Expansion Plan for Tog-Wajaale City has been fully developed and communicated to key stakeholders, including cabinet members, leaders of the nine merged villages, and Kebele representatives.

The boundaries of the urban expansion area have been formally approved, and five GSP reference points have been established.

The plan has received official approval from the leadership and cabinet of the Tog-Wajaale City Administration Council.

A budget of ETB 800,000 was allocated for the 2018 Fiscal Year, and all supporting documentation has been approved.

To date, 50% of the allocated budget has been utilized, with 80% of the planned activities implemented.

An Environmental Impact Assessment (EIA) has been completed and properly documented.

A total of 5.95 km of road was planned; 4.76 km has been constructed, leaving 1.19 km under execution.

A dedicated project team has been established, comprising a Project Manager, Surveyor, Environmental Experts, GIS Specialists, and Secretary.

Social engagement has reached 100%, reflecting active participation by all stakeholders.

A fully equipped project office has been established to support project implementation.



13.2 Feedback and Directives

ECSU and the Minister of the FDRE Ministry of Urban Infrastructure reviewed the project's progress and provided guidance.

Officials requested that all relevant project documents be submitted within two days.

Overall, the project's implementation was assessed as highly satisfactory, demonstrating strong coordination, effective stakeholder engagement, and compliance with planned objectives.

The City Administration confirmed that in the next fiscal year, site clearing works will be upgraded to paved roads, and urban infrastructure utilities will be installed in line.

14 Official Site Inspection Report

To: Tog-Wajaale City Administration Management

From: Urban Expansion Plan Project Office

Date: 04 January 2026

Subject: Official Site Inspection Report – Road Construction, Urban Expansion Zone

14.1 Inspection Team

Ms. Hibo Axmed Goran – Deputy Mayor

Mr. Muktar Cabdi Cadosh – Head, Prosperity Party Office

Mr. Mohamed Dahir Dimbil – City Manager

Mr. Ayderu Ibrahim Dahir – Head, Finance Department

Mr. Faxad Abdikarin Aden – SRS Urban development and construction Bureau Representative

Mr. Shemshedin Hassen Yusuf – Project Manager

14.2 Inspection Details

Project: Primary Road Network Development

Location: Urban Expansion Zone, Sector A



Date: 04 January 2026

14.3 Purpose

To verify physical and financial progress and assess compliance with approved plans.

14.4 Executive Summary

Physical Progress: 80% (4.76 km of 5.95 km)

Surveying Works: 100% completed

Financial Status: ETB 640,000 (80%) certified; ETB 400,000 (50%) disbursed

14.5 Verified Technical Status

Surveying works are fully completed. Section A (4.76 km) complies with approved alignments, while Section B (1.19 km) remains under execution.

14.6 Verified Financial Status

Item	Amount (ETB)	Percentage
Total Budget	800,000	100%
Work Certified	640,000	80%
Funds Disbursed	400,000	50%
Certified Balance Pending	240,000	30%

14.7 Key Observations

Work quality conforms to standards.

Project progress is ahead of schedule.

Timely release of certified funds is required.

14.8 Recommendations

1. Submit an accelerated schedule for the remaining 1.19 km within three working days.
2. Conduct a follow-up inspection after commencement of works.
3. Release the pending ETB 240,000 by 15 January 2026.



14.9 Conclusion

The inspection team confirms that the project is progressing satisfactorily. Timely financial disbursement is critical to ensure completion within the planned timeframe.

Attested by: All Inspection Team Members

ENGINEER'S REPRESENTATIVE _____

PROJECT ENGINEER _____

Date: January 04, 2026



15 Appendices

·Appendix A: Planned Urban Expansion Implementation Route Map

Appendix B: Executed Urban Expansion Implementation Route Map

Appendix C: Financial Certification Documents

Appendix D: Site Inspection Photographs

16 Signatures

For the Urban Expansion Plan Project Office:

Mr. Shemshedin Hassen Yusuf

Project Manager

Date: 04 January 2026

Reviewed and approved by:

Date: _____