**Annex 9**

**NARRATIVE REPORT**

* **This report must be completed and signed by the Contact person.**
* **The information provided below must correspond to the financial information that appears in the financial report.**
* **Please complete the report using a computer*.***
* **Please expand the paragraphs as necessary.**
* **The Contracting Authority will reject any incomplete or badly completed reports.**
* **Unless otherwise specified, the answer to all questions must cover the reporting period as specified in the Grant Agreement**

1. **Description**
   1. Name of beneficiary of grant contract:
   2. Name and title of the Contact person:
   3. Name of partner(s) in the Project:
   4. Title of the Project:
   5. Contract number:
   6. Start date and end date of the Project:
   7. Target municipality :
   8. Final beneficiaries &/or target groups[[1]](#footnote-0) (if different) (including numbers of women and men, as well as members of marginalised groups):
2. **Assessment of the Project implementation** 
   1. Brief overview of the project’s implementation for the reporting period

*Please provide a short overview of the activities realised for the reporting period*

* 1. Detailed overview of the activities and results for the reporting period

*Please provide detailed description of* ***all*** *the activities and their results in line with the approved Project Proposal of the contract for the reporting period respecting following form:*

***Activity 1:***

***Title of the activity:***  *for example: Realisation of the workshop on project proposal writing*

Topics covered <*please elaborate realised activity*>:

Results of this activity <*please quantify these results, where possible; refer to the various assumptions of the Log frame*>:

Reason for modification for the planned activity (if applicable) <*please elaborate on the problems -including delay, cancellation, postponement of activities, change in target, etc - which have arisen and how they have been addressed*>:

* 1. Activities that have not taken place (if any)?

*Please outline any activity and/or publications foreseen in the contract, that have not taken place, explaining the reasons for these*

* 1. Overview and assessment of the results of the Project?

*Please provide specific information and quantified data illustrating* *achieved outputs and outcomes in relation to specific and overall objectives of the Project (Please refer to Log frame Indicators).*

* 1. What has been the impact(s) on both the final beneficiaries &/or target group (if different) and the issue(s) in the target municipality or target region which the Project addressed?

*Please illustrate your conclusions with specific data.*

* 1. What will ensure the sustainability of the Project? Describe how the Project will continue after the support from the PRO Programme has ended and how you will ensure sustainability of achieved results. Are there any follow up activities envisaged?
  2. What are the possible risks or existing issues which are threatening sustainability of the Project and how do you plan to address them?
  3. Explain how the Project has mainstreamed cross-cutting issues such as promotion of human rights, gender equality, social inclusion, good governance (if applicable)?
  4. What has your organisation/partner learned from the project implementation and through cooperation with PRO Programme and how has this learning been utilised and disseminated to other activities of the organisation?

1. **Partners and other Co-operation**
   1. How do you assess the relationship between the formal partners of this Action (i.e. those partners which have signed a partnership statement)?

*Please provide specific information for each partner organisation (what was their role, how were they included in the implementation, how did you cooperate)?*

* 1. Is the partnership to continue? If so, how? If not, why?
  2. Where applicable, outline any links and synergies you have developed with other actions.
  3. How do you evaluate co-operation with the services of the Contracting Authority (i.e. PRO Programme)?

1. **Visibility**

4.1 How is the visibility of the Donor`s (the SDC) contribution being ensured in the Action?

4.2**.** PRO Programme may wish to publicise the results of the Project. Do you have any objection to publication of the results on the PRO website? If so, please state your objections here.

Reported by: ……………………………………………

Signature of responsible person: ………………………………

Date report submitted: ………………………………

Stamp:

1. “Target groups” are the groups/entities who will be directly positively affected by the project at the Project Purpose level, and “final beneficiaries” are those who will benefit from the project in the long term at the level of the society or sector at large. [↑](#footnote-ref-0)