

ANNEX VI FINAL NARRATIVE REPORT

- This report must be completed and signed by the contact person of the coordinator.
- The information provided below must correspond to the financial information that appears in the financial report.
- Please complete the report using a typewriter or computer.
- Please expand the paragraphs as necessary.
- **Please refer to the special conditions of your grant contract and send one copy of the report to each address mentioned.**
- 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 point 1.6.
- Please do not forget to attach to this report the proof of the transfers of ownership referred to in Article 7.5 of the general conditions.

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List of acronyms used in the report

1. Description

APPLICANT	
PROJECT TITLE	
Project Code:	
Lead applicant	
Co-applicant	
Others	
Project description <i>Please describe the project in maximum 15 lines</i>	
Duration and implementing period	Project duration: n. (months) Date of signature of the contract: dd/mm/yyyy Start of activities: dd/mm/yyyy Conclusion date of activities: dd/mm/yyyy
Amount of the project funded by AICS	
Instalments	<u>First Instalment:</u> €

	Date: € Date: <u>Second Instalment:</u> € Date: <u>Third Instalment:</u> € Date:
Amendments	Date of request of amendments: Date of approval of amendments:

- 1.1. Name of coordinator of the grant contract:
- 1.2. Name and title of the contact person:
- 1.3. Name of beneficiary(ies) and affiliated entity(ies) in the action:
- 1.4. Title of the action:
- 1.5. Contract number:
- 1.6. Start date and end date of the action:
- 1.7. Target country(ies) or region(s):
- 1.8. Final beneficiaries &/or target groups¹ (if different) (including numbers of women and men):
- 1.9. Country(ies) in which the activities take place (if different from 1.7):

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.

2. Assessment of the implementation of action activities and its results

2.1. Executive summary of the action

Please give a global overview of the action's implementation for the whole duration of the project.

Referring to the updated final logical framework matrix² (see point 2.3. below), please describe and comment for each level of the result(s) chain their level of achievement on both the final beneficiaries &/or target group (if different) and the situation in the target country or target region which the action addressed.

Please explain if the intervention logic has proved to be valid, including with the possible changes and their justifications presented in the progress reports, comment the likelihood of reaching the final target(s) related to the impact in the timeframe specified in the logframe (see targets for each impact indicator in the logframe).

Please describe and provide relevant justification for any modification that has been brought to the Logical framework matrix since the start of the Action (complete explanation should be provided in the 2.2 Section under the relevant level considered: outcomes, outputs, activities).

2.2. Results and activities

A. RESULTS (IMPACT, OUTCOMES, OUTPUTS)

The final report should be based on the monitoring and evaluation system set up using as a basis the Logical framework matrix. As such, the final report must inform all the indicators defined in the logical framework. Monitoring and/or evaluation reports relating to the performance of the Action shall be used and mentioned in the final report. All the monitoring and/or evaluation reports shall be submitted to the Commission with the final narrative report.

What is your assessment of the results of the action so far? Include observations on the performance and the achievement of outputs, outcomes and impact and whether the action has had any unforeseen positive or negative effects.

Explain how the Action has mainstreamed cross-cutting issues such as promotion of human rights,³ gender equality,⁴ democracy, good governance, children's rights and indigenous peoples, youth, environmental sustainability⁵ and combating HIV/AIDS (if there is a strong prevalence in the target country/region).

Following the hierarchy of results spelled out in the final updated logframe matrix (see point 2.3. below) please comment for each level of the results chain the level of achievement by the of the period of implementation on the basis of the corresponding current value of the indicators against the baseline and target values provided in the Logframe.

- the level of achievement on the basis of the corresponding baseline, target and current value of the indicators, making reference to the assumptions and risks defined in the Logical framework
- the activities covered and implemented. Activities should be linked to corresponding output(s) through clear numbering.

Impact – "<Title of Impact >"

<comment on current status of indicators associated to the impact>

(...)

² The relevant terminology (i.e., outputs, outcome, impact, indicators, etc.) is defined in the logical framework matrix template attached to the guidelines for applicants.

³ Including those of people with disabilities. For more information, see 'Guidance note on disability and development' at <https://europa.eu/capacity4dev/disability-and-development-network/dashboard>

⁴ See Guidance on Gender equality at <https://europa.eu/capacity4dev/results-and-indicators/gender-equality>

⁵ See Guideline for environmental integration at <https://europa.eu/capacity4dev/public-environment-climate/documents/environmental-integration-handbook-ec-development-co-operation-0>

Outcome (Oc) – "<Title of the Outcome>"

(...)

Comment on final status of indicators associated to Oc and explain any changes, especially any underperformance; refer to the indicators and assumptions in the Logframe:

(Possibly) intermediary Outcome 1 (iOc1) – "<Title of intermediary Outcome 1>"

(...)

Output 1.1. (Op 1.1.) – "Title of Output 1.1."

(...)

Following the above assessment of results, please elaborate on all the topics/activities covered.

B. ACTIVITIES

Please describe *how* the activities implemented throughout the overall implementation period supported the achievement of the output to which they are related to.

Activity 1.1.1. related to Output 1.1

(...)

<(if applicable) please explain any problems (e.g. delay, cancellation, postponement of activities) which have arisen and how they have been addressed>

<Please list any risk that might have jeopardised the realisation of some activities and explain how they have been tackled.>

Activity 1.1.2.

(...)

- 2.3.** What has your organisation, or any actor involved in the Action learned from the Action and how has this learning (including evidence from monitoring and evaluations) been utilised and disseminated? What has and has not worked?

Describe if the action will continue after the support from the AICS has ended. Are there any follow up activities envisaged? What will ensure the sustainability of the action?

- 2.4.** The Logical framework (logframe) matrix should be used as a reporting tool of the expected results during implementation. Values on indicators aimed at measuring the results are to be updated in the column foreseen for monitoring and reporting purposes (see "Current value"). Columns for intermediary targets could be added, if needed.

The logframe (as revised during implementation in line with the provisions defined in Article 9.4 of the General Conditions) is to be updated for the purpose of the final report.

Results	Results chain	Indicator	Baseline (value & reference year)	Target (value & reference year)	Current value* (reference year) (* to be updated in the interim and final reports)	Sources of data	Assumptions
Impact (Overall objective)	<p>As per OECD-DAC definition, the impact is “the overall objective of the Action entailing positive and negative, primary and secondary long-term effects produced by a development intervention, directly or indirectly, intended or unintended.”</p> <p>The impact is the long-term expected effect of the action fulfilling the overall objective to which the action <u>contributes</u> at country, regional or sector level, in the political, social, economic and environmental global context which will stem from interventions of all relevant actors and stakeholders.</p> <p><i>Please delete this row once the Logframe is completed.</i></p>	<p>Quantitative and/or qualitative variable that provides a simple and reliable mean to measure the achievement of the corresponding result.</p> <p>To be presented, when relevant, disaggregated by sex, age, urban/rural, disability, etc.</p>	<p>The value of the indicator(s) prior to the intervention against which progress can be assessed or comparisons made.</p> <p>(Ideally, to be drawn from the partner's strategy)</p>	<p>The intended final value of the indicator(s).</p> <p>(Ideally, to be drawn from the partner's strategy)</p>	<p>The latest available value of the indicator(s) at the time of reporting.</p> <p>(* to be updated in interim and final reports)</p>	Ideally to be drawn from the partner's strategy.	Not applicable
	Copy/paste the impact statement as per original Logframe or as formally amended during implementation.	Impact indicator 1:	Baseline for impact indicator 1	Target for impact indicator 1	Current value for impact indicator 1	Sources of data for impact indicator 1	Not applicable
		Impact indicator 2:	Baseline for impact indicator 2	Target for impact indicator 2	Current value for impact indicator 2	Sources of data for impact indicator 2	
		Impact indicator #:	Baseline for impact indicator #	Target for impact indicator #	Current value for impact indicator #	Sources of data for impact indicator #	
Outcome (s) (Specific)	<p>As per OECD-DAC definition, the outcomes are “The likely or achieved short-term and medium-term change and effects of intervention outputs.”</p> <p>The main medium-term effect of the intervention focusing on behavioural and institutional changes</p>	Quantitative and/or qualitative variable that provides a simple and reliable mean to measure the	The value of the indicator(s) prior to the intervention against which progress can be	The intended final value of the indicator(s).	The latest available value of the indicator(s) at the time of reporting	Sources of information and methods used to collect and report (including who and	External, necessary and positive conditions for implementing the intervention that are outside of its management's control.

<i>Results</i>	<i>Results chain</i>	<i>Indicator</i>	<i>Baseline (value & reference year)</i>	<i>Target (value & reference year)</i>	<i>Current value* (reference year) (* to be updated in the interim and final reports)</i>	<i>Sources of data</i>	<i>Assumptions</i>
	<p><i>beneficial to the target group and resulting <u>from</u> the related outputs of the Action.</i></p> <p><i>It is good practice to limit the number of specific objectives (often one is enough), however for large Actions, other outcomes can be included.</i></p> <p><i>Please delete this row once the Logframe is completed.</i></p>	<p><i>achievement of the corresponding result.</i></p> <p><i>To be presented, when relevant, disaggregated by sex, age, urban/rural, disability, etc.</i></p>	<i>assessed or comparisons made.</i>		<i>(* to be updated in interim and final reports)</i>	<i>when/how frequently).</i>	
	Copy/paste the Outcome 1 statement as per original Logframe or as formally amended during implementation	1.1 – <u>Indicator 1 to Outcome 1</u>	1.1 – Baseline for indicator 1.1 (same unit of measure)	1.1 – <u>Target for Indicator 1.1</u>	1.1 – Current value for indicator 1.1	1.1 – Source of data for indicator 1.1	
		1.2 – <u>Indicator 2 to Outcome 1</u>	1.2 Baseline for <u>indicator 1.2</u> (same unit of measure)	1.2 – <u>Target for Indicator 1.2</u>	1.2 – Current value for indicator 1.2	1.2 – Source of data for indicator 1.2	
		(...)	(...)	(...)	(...)	(...)	
	Copy/paste the Outcome 2 statement as per original Logframe or as formally amended during implementation.	2.1 – Indicator to <u>outcome 2</u>	<u>2.1 – Baseline for indicator 2.1</u> (same unit of measure)	<u>2.1 – Target for Indicator 2.1</u>	<u>2.1 – Current value for indicator 2.1</u>	<u>2.1 – Source of data for indicator 2.1</u>	
		2.2 - Indicator to <u>outcome 2</u>	<u>2.2 – Baseline for indicator 2.2</u> (same unit of measure)	<u>2.2 – Target for Indicator 2.2</u>	<u>2.2 – Current value for indicator 2.2</u>	<u>2.2 – Source of data for indicator 2.2</u>	
	Copy/paste the Outcome # statement as per original Logframe or as formally amended during implementation.	(...)	(...)	(...)	(...)	(...)	

Results	Results chain	Indicator	Baseline (value & reference year)	Target (value & reference year)	Current value* (reference year) (* to be updated in the interim and final reports)	Sources of data	Assumptions
Outputs	<p>As per OECD-DAC definition outputs are “the products, capital goods and services which results from development interventions.”</p> <p>Outputs are the direct/tangible products (infrastructure, goods and services) delivered/generated by the action. They may also include changes resulting from the action which are relevant to the achievement of outcomes. These changes relate to improved capacities, abilities, skills, systems, policies of a group of people or an organisation, and are generated by the AICS action.</p> <p>Outputs should be linked to corresponding outcomes through clear numbering.</p> <p><i>Please delete this row once the Logframe is completed.</i></p>	(same as above)	(same as above)	(same as above)	(same as above)	(same as above)	External, necessary and positive conditions for implementing the intervention that are outside of its management's control.
	Copy/paste the 1.1 Output 1 related to Outcome 1 statement as per original Logframe or as formally amended during implementation.	<u>1.1.1 Indicator 1 to Output 1</u>	<u>1.1.1 Baseline for indicator 1.1.1</u> (same unit of measure)	<u>1.1.1 Target for Indicator 1.1.1</u>	<u>1.1.1 Current value for indicator 1.1.1</u>	<u>1.1.1 Source of data for indicator 1.1.1</u>	
		<u>1.1.2 Indicator 2 to Output 1</u>	<u>1.1.2 Baseline for indicator 1.1.2</u> (same unit of measure)	<u>1.1.2 Target for Indicator 1.1.2</u>	<u>1.1.2 Current value for indicator 1.1.2</u>	<u>1.1.2 Source of data for indicator 1.1.2</u>	
		(...)	(...)	(...)	(...)	(...)	
	Copy/paste the 1.2 Output 1 related to Outcome 1 statement as per original Logframe or as formally amended during implementation.	<u>1.2.1. Indicator 1 to Output 2</u>	<u>1.2.1. Baseline for indicator 1.2.1</u> (same unit of measure)	<u>1.2.1. Target for Indicator 1.2.1</u>	<u>1.2.1. Current value for indicator 1.2.1</u>	<u>1.2.1. Source of data for indicator 1.2.1</u>	
		<u>1.2.2 Indicator 2 to Output 2</u>	<u>1.2.2 Baseline for indicator 1.2.2</u> (same unit of measure)	<u>1.2.2 Target for Indicator 1.2.2</u>	<u>1.2.2 Current value for indicator 1.2.2</u>	<u>1.2.2 Source of data for indicator 1.2.2</u>	

<i>Results</i>	<i>Results chain</i>	<i>Indicator</i>	<i>Baseline (value & reference year)</i>	<i>Target (value & reference year)</i>	<i>Current value* (reference year) (* to be updated in the interim and final reports)</i>	<i>Sources of data</i>	<i>Assumptions</i>
		(...)	(...)	(...)	(...)	(...)	
	Copy/paste the 2.1 Output 1 related to Outcome 2 statement as per original Logframe or as formally amended during implementation.	2.1.1 <u>Indicator 1 to Output 1</u>	2.1.1 <u>Baseline for indicator 2.1.1</u> (same unit of measure)	2.1.1 <u>Target for Indicator 2.1.1</u>	2.1.1 <u>Current value for indicator 2.1.1</u>	2.1.1 <u>Source of data for indicator 2.1.1</u>	
		2.1.2 <u>Indicator 2 to Output 1</u>	2.1.2 <u>Baseline for indicator 2.1.2</u> (same unit of measure)	2.1.2 <u>Target for Indicator 2.1.2</u>	2.1.2 <u>Current value for indicator 2.1.2</u>	2.1.2 <u>Source of data for indicator 2.1.2</u>	
		(...)	(...)	(...)	(...)	(...)	
	Copy/paste the 2.2 Output 2 related to Outcome 2 statement as per original Logframe or as formally amended during implementation.	2.2.1 <u>Indicator 1 to Output 2 related to Outcome 2</u>	2.2.1 <u>Baseline for indicator 2.2.1</u> (same unit of measure)	2.2.1 <u>Target for Indicator 2.2.1</u>	2.2.1 <u>Current value for indicator 2.2.1</u>	2.2.1 <u>Source of data for indicator 2.2.1</u>	
		2.2.2 <u>Indicator 2 to Output 2 related to Outcome 2</u>	2.2.2 <u>Baseline for indicator 2.1.2</u> (same unit of measure)	2.2.2 <u>Target for Indicator 2.2.2</u>	2.2.2 <u>Current value for indicator 2.2.2</u>	2.2.2 <u>Source of data for indicator 2.2.2</u>	
		(...)	(...)	(...)	(...)	(...)	
	(...)						

2.5. Activity matrix

<p><i>What are the key activities to be carried out to produce the intended outputs?</i></p> <p><i>(*activities should be linked to corresponding output(s) through clear numbering)</i></p>	<p>Means <i>What are the political, technical, financial, human and material resources required to implement these activities, e.g., staff, equipment, supplies, operational facilities, etc.</i></p> <p>Costs <i>What are the action costs? How are they classified? (Breakdown in the Budget for the Action)</i></p>	<p>Assumptions <i>External, necessary and positive conditions for implementing the intervention that are outside of its management's control.</i></p>
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- 2.6.** Explain how the action has mainstreamed cross-cutting issues such as promotion of human rights,⁶ gender equality,⁷ democracy, good governance, children's rights and indigenous peoples, environmental sustainability⁸ and combating HIV/AIDS (if there is a strong prevalence in the target country/region)⁹.
- 2.7.** How and by whom have the activities been monitored/evaluated? Please summarise the results of the feedback received from the beneficiaries and others.
- 2.8.** What has your organisation, or any actor involved in the action learned from the action and how has this learning been utilised and disseminated?
- 2.9.** Please list all materials (and number of copies) produced during the action on whatever format (please enclose a copy of each item, except if you have already done so in the past).
- Please state how the items produced are being distributed and to whom.*
- 2.10.** Please list all contracts (works, supplies, services) above EUR 60000 awarded for the implementation of the action for the whole implementation period since the last interim report if any or during the reporting period, giving for each contract the amount, the name of the contractor and a brief description on how the contractor was selected, including compliance with EU restrictive measures.
- 2.11.** Where relevant, include any update to the self-evaluation questionnaire on SEA-H and related list of measures undertaken to improve the SEA-H policy within the organisation.

3. Beneficiaries/affiliated entities, trainees and relations with Government/other cooperation

- 3.1.** How do you assess the relationship between the beneficiaries/affiliated entities of this grant contract (i.e., those having signed the mandate for the coordinator or an affiliated entity statement)? Please provide specific information for each beneficiary/affiliated entity.
- 3.2.** Is the above agreement between the signatories to the grant contract to continue? If so, how? If not, why?
- 3.3.** How would you assess the relationship between your organisation and State authorities in the action countries? How has this relationship affected the action?

⁶ Including those of people with disabilities. For more information, see 'Guidance note on disability and development' at <https://europa.eu/capacity4dev/disability-and-development-network/dashboard>

⁷ <https://europa.eu/capacity4dev/results-and-indicators/gender-equality>

⁸ Guidelines for environmental integration are available at: <https://europa.eu/capacity4dev/public-environment-climate/documents/environmental-integration-handbook-ec-development-co-operation-0>

⁹ Please refer to EC Guidelines on gender equality, disabilities, etc.

- 3.4. Where applicable, describe your relationship with any other organisations involved in implementing the action:
- Associate(s) (if any)
 - Contractor(s) (if any)
 - Final beneficiaries and target groups
 - Other third parties involved (including other donors, other government agencies or local government units, NGOs, etc.)
- 3.5. Where applicable, outline any links and synergies you have developed with other actions.
- 3.6. If your organisation has received previous AICS and or EU grants in view of strengthening the same target group, in how far has this action been able to build upon/complement the previous one(s)? (List all previous relevant AICS/EU grants).
- 3.7. How do you evaluate cooperation with the services of the contracting authority?
- 3.8. Where applicable, include a traineeship report on each traineeship which ended in the reporting period to be prepared by the trainee including the result of the traineeship and assessment of the qualifications obtained by the trainee with a view to his/her future employment.

4. Visibility

How is the visibility of the AICS contribution being ensured in the action?

The AICS may wish to publicise the results (impact, outcomes, outputs) of actions. Do you have any objection to this report being published on the AICS website? If so, please state your objections here.

5. Location of records, accounting and supporting documents

Please indicate in a table the location of records, accounting and supporting documents for each beneficiary and affiliated entity entitled to incur costs.

Name of the contact person for the action:

Signature:Location:

Date report due:Date report sent: