**ANNEX VI**

**INTERMEDIATE ANNUAL NARRATIVE REPORT**

PROJECT XXXX

**ANNUAL REPORT**

**(20-30 pages)**

PERIOD FROM ………………………………..TO ………………………………………………..

**PARTNER:** …………………………………………………………………… **COUNTRY………………………………**

**CONTRACT NUMBER**: ……………………………………………………….

**START OF PROJECT**:( DD/MM/YYYY) **END OF PROJECT**: (DD/MM/YYYY)

**REPORTING PERIOD** :( MM-MM/YYYY)

**DATE OF SUBMISSION**: (DD/MM/YYYY)

|  |  |
| --- | --- |
| **FOCAL POINT/CARRIER’S REPRESENTATIVE** | <LAST AND FIRST NAMES>  (Title) |
| **CARRIER’S ADDRESS** | < PO Box… > |
| **CARRIER’S TELEPHONE** |  |
| **CARRIER’S FAX NUMBER** |  |
| **CARRIER’S EMAIL** |  |

1. **OVERVIEW OF PILOT PROJECT**

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| --- |
| **INTERVENTION ZONE :** <indicate zones where activities are implemented> |
| **GENERAL OBJECTIVE : <**statement of general objective according to logframe > |
| **SPECIFIC OBJECTIVE (SO) 1 :**  **OUTCOME 1.1 :**  **OUTCOME 1.2 :** |
| **SPECIFIC OBJECTIVE (SO) 2 :**  **OUTCOME 2.1 :**  **OUTCOME 2.2 :** |
|  |
| **TARGET BENEFICIARIES (***Presented by type, climate sector( UTCATF[[1]](#footnote-1), Energy, Transport, Industrial Processes, Wastes, if any ) <Indicate the expected number of participants>*  ***SEX****: [M : xxxxx ; F : xxxxx]*  ***CLIMATE SECTOR :*** *[UTCATF : xxxxx ; Energy : xxxxxx ; Transport : xxxxxx ; Industrial Processes : xxxxx ; Wastes : xxxxxx]* |

**Instructions for the Coordinator**

This report must be completed and signed by the coordinator’s contact person

* *The information provided below must match the financial information in the financial report*
* *Complete the report with a typewriter or a computer*
* *Take the necessary space to answer questions*
* ***Refer to the terms and conditions of your grant agreement and send a copy of the report to each of the addresses indicated.***
* *The Contracting Authority will reject any incomplete or poorly completed report*
* The answer to each question must cover the reference period indicated in 1.6.

***Table of contents***

***List of acronyms used in the report***

***1. Assessment of implementation of action activities and results***

* 1. **Summary of the action**

Give a global overview of the action’s implementation during the reference period ('½ page max.), including results/outcomes achieved.

Referring to the updated logframe matrix [[2]](#footnote-2) (see point 2.3 below), describe and discuss the extent to which the effect(s) was (were) obtained, if relevant at this stage, as well as the probability that the final targets relating to the outcome(s) will be reached at the end of the action.

Briefly explain if modifications should or not be brought in the intervention logic and to the logframe matrix, and give justifications thereto. (The complete explanation should be included in section 2.2 under the appropriate item: effects, outcomes, activities). Discuss the probability that the final target(s) related to impact could be achieved in the future (specify).

State the perspectives for the next reporting period, which articulates this report.

**Results and activities**

* + 1. RESULTS

*The narrative report should rest on the monitoring and evaluation system set up from the logframe matrix. It must therefore deal with all the key indicators defined in the logframe. Monitoring and/or evaluation reports related to the implementation of the action should be used and mentionned in the narrative reports.*

How have you been evaluating results so far? Share your observations on the implementation and achievement of outcomes, effects and impacts, and indicate whether the action has had any unplanned positive or negative results.

Explain how the action has integrated cross-cutting issues like promoting human rights[[3]](#footnote-3), gender equality[[4]](#footnote-4), democracy, good governance, rights of children and indigenous people, the youths and environmental sustainability[[5]](#footnote-5).. Briefly describe the current involvement level of women and other vulnerable groups in the implementation of activities described in this report;

Briefly describe your strategy for fostering gender equality in the implementation of your activities, and in the sharing of profits generated ; how will men and women be involved in the planning process of future activities concerning them (designation of beneficiaries, promoter, etc. see the type of activities to be conducted )

Briefly describe how your strategy impacts adaptation and/or mitigation in intervention climate sector (UTCATF, Energy, Transport, Industrial Process, Wastes)

Referring to the logical framework matrix (see point 2.3 below), discuss, for each level of results (outcome, effect, impact), the extent to which all results were obtained, on the basis of the actual corresponding value of the indicators, as well as all related activities carried out during the reporting period.

- The implementation level, based on the baseline, the target and the actual value of the corresponding indicators, with reference to assumptions and risks defined in the logical framework;

- The activities covered and implemented. The activities should be correlated with the corresponding outcome(s), using a clear numbering.

In case of counter-performance, explain the reasons, and indicate the corrective measures adopted.

<Organize by Specific Objective, SO1. SO2; then by Outcome, O1.1. O1.2. O2.1. O2.2, etc.>

<Allow for a section, as for SOs, « Monitoring and Evaluation and Capitalization » >

**Effect (E) «<Wording of the effect>»**

<Recall of activities planned for the year>

<Expound on the current level of indicators associated with the effect and explain the potential changes, mainly the counter-performances; refer to the logframe’s assumptions >

* Describe the progress achieved compared to the previous period, and explain the development. Explain how the results were obtained: did you resort to innovative techniques, participatory approaches? How are your efforts visible within the community? Etc.

**(If applicable) Intermediate outcome 1 (Io 1) - «<Wording of the Intermediate outcome 1>»**

**(…)**

**Outcome 1.1. (O. 1.1)**

**(…)**

<Following the above assessment of outcomes, give further clarifications on the topics covered/all activities implemented> >

* + 1. B. ACTIVITIES

**Activity 1.1.1.**

<Describe any problem– e.g. delayed cancelled, postponed activity – and how it was solved > (if applicable)

<List the risks that could have jeopardized the implementation of certain activities, and explain how they were managed> (if applicable)

**Activity 1.1.2.**

* 1. **General grant management** 
     1. Beneficiaries/affiliated entities, trainees and other cooperation

How do you assess relations between the beneficiaries/affiliated entities of this grant agreement (i.e. those who signed the coordinator’s mandate or the affiliated entity statement)? Please provide specific information on each beneficiary/affiliated entity.

How do you assess relations between your organization and the public authorities of the countries where the action is taking place? What effect did these relations have on the action?

If applicable, describe your relations with any other organization intervening in the implementation of the action:

* Associate(s) (If applicable)
* Contractor(s) (If applicable)
* Final beneficiary and target groups
* Other third parties concerned (other donors, other government bodies or local government units, NGOs etc.).

If applicable, describe the linkages and synergies that you have developed with other actions.

If your organization already has received any EU grants with the objective to support the same target group, to what extent did that action strengthen/complete the previous action (s)? (List all relevant previous EU grant).

* + 1. Visibility

How is the visibility of contributions from ECOWAS, Expertise France and EU insured in the framework of the action?

***NB:*** *The European Commission may wish to publicize the outcome of the actions. Take all due steps to comply with the guidelines on communication and visibility of EU external actions, as well as with the instructions of the Grant management manual.*

***NB: PHOTOS***

*Include photos showing progress made by the program: photos that speak. Photos of beneficiaries must show them in full activity.*

**Conclusions & recommendations**

* What can we do in order to improve our intervention, and what do you need for that?
* How can we avoid or foresee obstacles to the process that you have noted so far ?

**Annexes (to the annual report)**

* **Success stories**

*Summarize, in a few lines, a story that gives evidence of success of an activity accomplished during the period. It can be the testimonial of a beneficiary regarding the success of an activity, or that of an employee about a successful training, resolved challenges, etc.*

* **Updated logframe matrix (cf. Annex C)**

The logframe matrix should evolve over the lifespan of the action (i.e. the projects): additional lines could be added to include new activities, and additional columns to mention intermediate targets (reference levels), should the case present itself, and values will be updated regularly in the appropriate column to report on results obtained (see «Actual value»). The logical framework can be revised as needed (while respecting the provisions of point 9.4 of the general conditions).

* **Updated action plan regarding future activities of project[[6]](#footnote-6).**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** | | | | | | | | | | | | | | |
|  | Semester 1 | | | | | | | Semester 2 | | | | | |  |
| Activity | | Month 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Implementing body |
| *Example* | | *example* |  |  |  |  |  |  |  |  |  |  |  | *Example* |
| Preparation Activity 1 (title) | |  |  |  |  |  |  |  |  |  |  |  |  | Beneficiary or affiliated entity 1 |
| Execution Activity 1 (title) | |  |  |  |  |  |  |  |  |  |  |  |  | Beneficiary or affiliated entity 1 |
| Preparation Activity 2 (title) | |  |  |  |  |  |  |  |  |  |  |  |  | Beneficiary or affiliated entity 2 |
| Etc. | |  |  |  |  |  |  |  |  |  |  |  |  |  |
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* **Any capitalization report of an activity, or of a best practice or study**

Name of the contact person for the action: …….……………………………………………

Signature: ………………………………………

Place: ………………….……………………

Planned date of report submission: ……………………..…………

Dispatch date of report: ………………………………

1. Utilization of lands, change in land and forestry allocation [↑](#footnote-ref-1)
2. The terminology used (outcomes, effect, indicators, etc.) is defined in the model logframe matrix, attached with the guidelines for applicants (annex C). [↑](#footnote-ref-2)
3. Including those of the disabled. For further information, see the orientation note on cooperation in development and the issue of disability, at the following address : <https://ec.europa.eu/europeaid/sites/devco/files/guide-disability-inclusive-development-cooperation-2012_fr.pdf> [↑](#footnote-ref-3)
4. See the guidelines on gender equality, at the following address: <https://ec.europa.eu/europeaid/toolkit-mainstreaming-gender-equality-ec-development-cooperation_en> [↑](#footnote-ref-4)
5. See the guidelines on integrating the environment, at the following address : <https://ec.europa.eu/europeaid/sectors/economic-growth/environment-and-green-economy/climate-change-and-environment_en> [↑](#footnote-ref-5)
6. This plan will cover the financial period between the intermediate report and the next report**.** [↑](#footnote-ref-6)