**ANNEX VI**

**FINAL NARRATIVE REPORT**

PROJET XXXX

**FINAL REPORT**

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

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

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

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

**REPORTING PERIOD** :( MM-MM/YYYY)

**SUBMISSION DATE** : (DD/MM/YYYY)

|  |  |
| --- | --- |
| **CARRIER’S FOCAL POINT/ 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**

|  |
| --- |
| **INTERVENTION ZONE :** <indicate areas 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.
* *Do not forget to attach to this report evidence of ownership transfers referred to under 7.5 of the general conditions.*

***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 entire life of the project, including the description of the relevant background in the analysis of outcomes/effects achieved.

Referring to the updated logframe matrix [[2]](#footnote-2) (see point 2.3 below), describe the extent to which the effect(s) on the final beneficiaries and /or target (if different) was (were) obtained, as well as the situation in the country or region targeted by the action.

Indicate if the intervention logic proved to be adequate, in particular as concerns with possible modifications and their justifications presented in previous reports; provide comments on the probability that the final target(s) related to impact could be achieved in the near future (specify).

Report any changes brought to the logframe matrix since the begining of the action, and briefly explain why (the full explanation should appear in section 2.2 under the appropriate item: effects, outcomes, activities).

* 1. **Résultats et activités**
     1. RÉSULTS

*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 mentioned in the narrative reports. Monitoring and/or evaluation reports must be submitted at the same time as the final narrative report.*

How do you evaluate results, so far? Share your observations on the implementation and achieving 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 the intervention climate sector (UTCATF, Energy, Transport, Industrial Process, Wastes)

Referring to the final updated 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 reference period.

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

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

(…)

**Effect «<Wording of the effect>»**

< Recall of activities planned for the period of the action>

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 indicators and assumptions:

<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 » >

**(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 all activities/ topics covered

* + 1. 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 relations with public authorities/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.

Is it planned that the relationship between the signatories of the Grant agreement will be continued? If yes, how? If no, why?

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

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

* Associates(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).

How do you assess the cooperation with the services of the contracting administration?

If applicable, attach for each internship that ended during the reference period, an internship report written by the intern, describing the outcome of the internship, and the assessment of skills acquired by the intern towards his future employment.

* + 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.*

**Conclusion & recommendations**

What lessons did your organization or any actor involved in the action get from the action, and how were they used and disseminated (including monitoring and evaluation findings)? What worked and what did not work ?

Indicate if the action will continue after the end of EU support. Are follow-up activities planned ? What will guarantee the sustainabilility of the action ?

Explain how the action has integrated cross-cutting issues such as the promotion of human rights[[6]](#footnote-6), gender equality[[7]](#footnote-7), democracy, good governance, the rights of children and indigenous groups, youth, and environmental sustainability[[8]](#footnote-8).

Who monitored/evaluated the activities, and how? Summarize the findings of feedback received from beneficiaries and others.

What lessons did your organization or any actor involved in the action get from the action, and how were they used and disseminated?

List all documents (and the number of copies) produced during the action in any format (attach a copy of each, unless you already did so in the past).

Indicate how the documents are disseminated and to whom.

List all contracts ‘works, supplies, services) of more than EUR 10 000 allocated for the implementation of the Action, for the whole implementation period since the last report (possible) or during the reference period, indicating for each the amount and the name of the contractor and briefly describing how the latter was selected, including how the EU restrictive measures have been complied with.

Indicate in a table where the documents, accounting documents and vouchers for each beneficiary and each affiliated entity authorized to bear costs.

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

Signature: ………………………………Location: ……………………………………

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

**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).

* **Any capitalization report of an activity, or best practice ou study**

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. Y compris ceux des personnes handicapées. Pour de plus amples informations, voir la note d'orientation sur la coopération au développement et la problématique du handicap, à l'adresse suivante: <https://ec.europa.eu/europeaid/sites/devco/files/guide-disability-inclusive-development-cooperation-2012_fr.pdf> [↑](#footnote-ref-6)
7. <https://ec.europa.eu/europeaid/toolkit-mainstreaming-gender-equality-ec-development-cooperation_en> [↑](#footnote-ref-7)
8. Des orientations pour la prise en compte de l’environnement sont disponibles à l’adresse suivante: <https://ec.europa.eu/europeaid/sectors/economic-growth/environment-and-green-economy/climate-change-and-environment_en> [↑](#footnote-ref-8)