**ANNEX VI**

**FINAL NARRATIVE REPORT (to be adjusted before signing the contract)**

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| --- |
| **Instructions to fill in this template – please remove this box**   1. This report must be completed and signed by the contact person appointed by the coordinator as indicated in section 1.2 of this template. 2. The information provided below must correspond to the financial information that appears in the financial report. 3. Please follow the instructions provided making sure that all elements requested are clearly described. 4. In some instances, the instructions are provided in the form of questions. Please answer them referring to the entire duration of the action as specified in section 1.6. 5. Please expand the paragraphs as necessary. 6. **Please refer to the special conditions of the grant contract and related addendum (if any) and send one copy of the report to each address mentioned.** 7. The contracting authority will reject any incomplete or badly completed reports. 8. Please note the proof of the transfers of ownership referred to in Article 7.6 of the general conditions must be attached to this final report. |

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**List of acronyms used in the report**

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# **Key information on the action**

## Name of coordinator of the grant contract

< Copy/paste as per grant contract or latest addendum >

## Name and title of the contact person

< Copy/paste as per grant contract or latest addendum >

## Name of beneficiary(ies) and affiliated entity(ies) in the action

< Copy/paste as per grant contract or latest addendum >

## Title of the action

< Copy/paste as per grant contract or latest addendum >

## Contract number

< Copy/paste as per grant contract or latest addendum >

## Start date and end date of the action

< From DD-MM-YYYY to DD-MM-YYYY >

## Target country(ies) or region(s)

< Copy/paste as per grant contract or latest addendum >

## Final beneficiaries and/or target groups (if different) (specifying gender if possible)

< Copy/paste as per grant contract or latest addendum >

## Country(ies) in which the activities take place (if different from 1.7)

< Copy/paste as per grant contract or latest addendum >

# **Assessment of the implementation of action activities and its results**

## Executive summary

This section provides an overview of the implementation of the action for the whole duration of the project.

Referring to the results chain as provided in the logical framework matrix, please describe succinctly the level of achievement (full, partial, null) per result (impact/outcomes/outputs) as listed in the results chain and their effects on the target groups and/or final beneficiaries (if different). Please 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 explain briefly if any change was needed and approved during implementation to the intervention logic and to the logical framework matrix, giving the justification for such changes (complete explanation should be placed in section 2.2.2 under the relevant level considered: impact, outcomes, and outputs). Please specify how such changes have been agreed with the contracting authority and refer to the necessary exchange of notes and/or amendments to the grant contract. In case the action is financed entirely or partly via financing not linked to costs, such changes must have been subject of an amendment to the grant contract as per Article 9.3 of the General Conditions.

## Activities and results

## Activities carried out

Please describe the activities carried out during the whole implementation period of the action. Making reference to the Activities Matrix of the grant contract as updated in section XXX, please describe the activities implemented during the whole period of implementation clustered by output. Please describe particularly the activities that were carried out in the period after the last approved interim report.

Following the structure provided below, please describe *how* the activities implemented throughout the overall implementation period of the action supported the achievement of the output to which they are related to.

Please list all contracts (works, supplies, services) above EUR 60 000 awarded for the implementation of the action for the whole implementation period of the action (including the ones listed in the approved interim reports), 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.

In case of financial support to third parties is allowed, please include a comprehensive and detailed description of the award and implementation of any financial support given, including: (i) the selection procedure, (ii) the recipients (categories of recipients in case of natural persons, or full legal name of recipients in case of legal persons); (iii) the results achieved; (iv) the problems encountered and solutions found; (v) the activities carried out as well as a timetable of the activities which still need to be carried out.

Please list all materials (and number of copies) produced during the action on any format. Please enclose a copy of each item that was not already provided in the interim reports.

Please state how the items produced are being distributed and to whom.

**Activity 1.1.1. related to Output 1.1**

<…>

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

*<* (if applicable) please list any risk that might have jeopardised the realisation of some activities and explain how they have been tackled.*>*

**Activity 1.1.2. related to output 1.1**

*<…>*

## Results (outputs, outcomes, impact) achieved

This section of the final narrative report must describes accurately the level of achievement of the results (impact, outcomes, outputs) as foreseen in the grant contract (and relevant addendum). Following the hierarchy of results spelled out in the logical framework (as reproduced and updated in section 2.2.4) please provide information on the level of achievement of each result (outputs, outcomes, impact) from the beginning to the end of the implementation period of the action. The degree of progress for each result is measured by the “current value” for each indicator, against the baseline and target values in the Logframe attached to the grant contract (Annex I)

In case relevant, monitoring and/or evaluation reports relating to the performance of the action shall be used and mentioned in the final report. Any available monitoring and/or evaluation reports shall be submitted to the contracting authority together with this final narrative report.

Following the structure below (per outputs, outcomes, impact), please provide a narrative description per result (outputs, outcomes, impact) with related indicators and fill in the table provided per result (outputs, outcomes, impact). Please also mention if there are any unforeseen positive or negative effects that have materialised during and by the end of the implementation of the action.

Explain how the action has mainstreamed cross-cutting issues such as promotion of human rights,[[1]](#footnote-2) gender equality,[[2]](#footnote-3) democracy, good governance, children’s rights and indigenous peoples, youth, environmental sustainability[[3]](#footnote-4) and combating HIV/AIDS (if there is a strong prevalence in the target country/region).

**Outputs**

< Please provide a narrative description of the progresses made towards the achievement of the outputs by the end of the implementation period according to the instructions above and fill in the table on outputs >

In case of underperformance (i.e. partial or null achievement of the target per indicator), please explain the reasons and the corrective measures taken to address that during implementation. Please also mention how the contracting authority was informed during implementation about the underperformance.

In the case of financing not linked to costs, the non-achievement (or under-achievement) of results (outputs and outcomes) measured via pre-agreed indicators leads to a proportionate reduction in payment as agreed in the grant contract. If the assessment of the achievement of the results reported concludes that such results claimed as achieved have – in fact – not been achieved or have been only partially achieved, the related payment may be reduced. The proportionate reduction of payment is performed according to the methodology specified in Annex I.

Therefore, in the case of financing not linked to costs (FNLC) the information and evidence provided in the final report will form the basis to validate (or not) the results (outputs in this section of the narrative final report) and as such, should be as detailed as agreed in the grant contract, including:

* a clear narrative description of the level of the achievement of the outputs (with cross-references to the supporting documents) and of the challenges encountered as well as any deviations from previously agreed standards set in relation to the indicators selected for the measurement of the outputs;
* attach to the interim report any supporting document that allows to validate the progresses made towards the achievement of the outputs. Where outputs are linked with renovations or equipment, examples of documents to be provided/annexed could include (not exhaustive list): Bills of Quantity, Acts of Completion, the Acts of Acceptance, etc.; where outputs are linked to capacity development, examples of documents to be provided/annexed could include (not exhaustive list): attendance sheets and documentation related to performance assessments / evaluations, etc.;
* among the supporting documents, where relevant, accounting documents are to be provided (see article 14.bis.3 subparagraph 3 of the General Conditions).

| **OUTPUTS** | |
| --- | --- |
| **Output 1:** < Insert name of the output as per Logframe > | |
| Indicator 1 to output 1 | < Name of the indicator as per Logframe > |
| Indicator 1 target with target year | < Indicator target by YYYY as per Logframe > |
| Sources of data for the values of indicator 1 | < List of docs counting as source of data as per Logframe > |
| < If relevant: technical specifications/standards to describe the indicator as per grant contract (i.e. in Appendix to the grant contract) > |
| Current value of indicator 1 by end of implementation of the action | < Indicator current value with year as per Logframe updated in section 2.2.4 > |
| Financing not linked to costs  (Please remove this row for indicator 1 if the indicator is not in the budget and marked FNLC in the Logframe) | Copy/paste the maximum amount that correspond to indicator 1 as per budget  < EUR > |
| Copy/paste the amounts agreed in the grant contract in case of partial achievement  < … > |
| < Repeat as many rows as many indicators related to output 1 as per Logframe> |  |
|  |  |
| **Output 2:** < Insert name of the output as per Logframe > | |
| < Repeat as many rows as many indicators related to output 2 as per Logframe> |  |
|  |  |

**Outcomes**

Please provide a narrative description of the progresses made towards the achievement of the outcomes by end of implementation of the action according to the instructions above and fill in the table on outcomes.

In case of underperformance (i.e. partial or null achievement of the target per indicator), please explain the reasons and the corrective measures taken to address that during implementation. Please also mention how the contracting authority was informed during implementation about the underperformance.

In the case of financing not linked to costs, the non-achievement (or under-achievement) of results measured via pre-agreed indicators leads to a proportionate reduction in payment as agreed in the grant contract. If the assessment of the achievement of the results reported concludes that such results claimed as achieved have – in fact – not been achieved or have been only partially achieved, the related payment may be reduced. The proportionate reduction of payment is performed according to the methodology specified in Annex I.

Therefore, in the case of financing not linked to costs (FNLC) the information and evidence provided in the final report will form the basis to validate (or not) the results (outcomes in this section of the narrative report) and as such, should be as detailed as agreed in the grant contract, including:

* a clear narrative description of the level of the achievement of the outcomes (with cross-references to the supporting documents) and of the challenges encountered as well as any deviations from previously agreed standards set in relation to the indicators selected for the measurement of outcomes;
* attach to the interim report any supporting document that allows to validate the reported progresses made towards the achievement of the outcomes;
* among the supporting documents, where relevant, accounting documents are to be provided (see article 14.bis.3 of the General Conditions).

| **OUTCOMES** | |
| --- | --- |
| **Outcome 1:** < Insert name of the outcome as per Logframe > | |
| Indicator 1 to outcome 1 | < Name of the indicator as per Logframe > |
| Indicator 1 target with target year | < Indicator target by YYYY as per Logframe > |
| Source of data for the values of indicator 1 | < List of docs counting as source of data as per Logframe > |
| < If relevant: technical specifications/standards to describe the indicator as per grant contract (e.g. in Appendix to the grant contract) > |
| Current value of indicator 1 by end of implementation of the action | < Indicator current value with year as per Logframe updated in section 2.2.4 > |
| Financing not linked to costs  (Please remove this row for indicator 1 if the indicator is not in the Budget and marked FNLC in the Logframe) | Copy/paste the maximum amount that correspond to indicator 1 as per budget  < EUR > |
| Copy/paste the amounts agreed in the grant contract in case of partial achievement  < … > |
| < Repeat as many rows as many indicators related to output 1 as per Logframe> |  |
|  |  |
| **Outcome 2:** < Insert name of the outcome as per Logframe > | |
| < Repeat as many rows as many indicators related to outcome 2 as per Logframe> |  |
|  |  |

**Impact**

Please provide a narrative description of the progresses made towards the achievement of the impact by the end of the implementation of the action following the instructions above and filling in the table on impact.

In case of underperformance (i.e. partial or null achievement of the target per indicator), please explain the reasons and the corrective measures taken to address that during implementation. Please also mention how the contracting authority was informed during implementation about the underperformance.

Please also mention if there are any unforeseen positive or negative effects that have materialised during and by the end of the implementation of the action on the target groups and/or final beneficiaries (if different from target groups).

| **IMPACT** | |
| --- | --- |
| **Impact:** < Insert name of the output as per Logframe > | |
| Indicator 1 to impact | < Name of the indicator as per Logframe > |
| Indicator 1 target with target year | < Indicator target by YYYY as per Logframe > |
| Source of data for the values of indicator 1 | < List of docs counting as source of data as per Logframe > |
| < If relevant: technical specifications/standards to describe the indicator as per grant contract (i.e. in Appendix to the grant contract) > |
| Current value of indicator 1 by the end of implementation of the action | < Indicator current value with year as per Logframe updated in section 2.2.4 > |
| < Repeat as many rows as many indicators related to impact as per Logframe> |  |

## Activities matrix updated

Please provide an update of the activities matrix taking as starting point the one included in the grant contract and related addenda (if any).

| **Output** | **Activities** | **Indicative inputs and amounts** | **Assumptions** |
| --- | --- | --- | --- |
| Output 1 | Activities related to output 1 as per grant contract | Inputs and amounts as per grant contract | Assumptions as per grant contract |
|  |  |  |
|  |  |  |
| Output 2 | Activities related to output 2 as per grant contract | Inputs and amounts as per grant contract | Assumptions as per grant contract |
|  |  |  |  |
| Output 3 | Activities related to output 3 as per grant contract | Inputs and amounts as per grant contract | Assumptions as per grant contract |
| *Add as many outputs in the grant contract* |  |  |  |

## Logical framework (logframe) matrix updated

The logical framework (logframe) matrix **as attached to the grant contract** (and modified during implementation according to the provisions of Article 9.3 and 9.4 of the General Conditions) should have been used as a monitoring and reporting tool of the expected results (outputs, outcomes, impact) during implementation via the interim reports as well as at end of the implementation via this final report. In occasion of the final report the beneficiary has to fill in the column “Current value” for each indicator of the Logframe – including those that were already updated in the interim reports.

In case of actions making use of financing not linked to costs (as per article 14.bis of the General Conditions), the amendment(s) that emerged from any change in the results and indicators linked to the Budget (Annex C) are to be included in the final report.

Please provide the name and the contact details of the contact person appointed by the beneficiary to update the Logframe for the purpose of the final report as per article 4.2 of the Special Conditions <name, e-mail address>.

| ***Results*** | ***Results chain*** | ***Indicator*** | ***FNLC indicator*** | ***Unit of measure*** | ***Baseline***  ***(value & reference year)*** | ***Target***  ***(value & reference year)*** | ***Current value and year (final report)*** | ***Sources of data)*** | ***Assumptions*** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Impact** | Copy/paste the impact statement as per original Logframe or as formally amended during implementation | Copy/paste Impact indicator 1 | Copy/paste from grant contract / addendum | Copy/paste from grant contract / addendum | Copy/paste baseline for impact indicator 1 | Copy/paste target for impact indicator 1 | Provide current value for impact indicator 1 | Copy/paste sources of data for impact indicator 1 | *Not applicable* |
| Copy/paste Impact indicator 2 | Copy/paste from grant contract / addendum | Copy/paste from grant contract / addendum | Copy/paste baseline for impact indicator 2 | Target for impact indicator 2 | Provide current value for impact indicator 2 | Copy/paste sources of data for impact indicator 2 |
| Copy/paste Impact indicator # | Copy/paste from grant contract / addendum | Copy/paste from grant contract / addendum | Copy/paste baseline for impact indicator # | Target for impact indicator # | Provide current value for impact indicator # | Copy/paste sources of data for impact indicator # |
| **Outcomes** | **Outcome 1**  Copy/paste the Outcome 1 statement as per original Logframe or as formally amended during implementation | Copy/paste 1.1 – Indicator 1 to Outcome 1 | Copy/paste from grant contract / addendum | Copy/paste from grant contract / addendum | Copy/paste 1.1 – Baseline for indicator 1.1 | Copy/paste 1.1 – Target for Indicator 1.1 | Provide 1.1 – Current value for indicator 1.1 | Copy/paste 1.1 – Source of data for indicator 1.1 | Copy/paste from Logframe |
| (…) | (…) | (…) | (…) | (…) | (…) | (…) | Copy/paste from Logframe |
| **Outcome 2**  Copy/paste the Outcome 2 statement as per original Logframe or as formally amended during implementation. | Copy/paste 2.1 – Indicator to outcome 2 | Copy/paste from grant contract / addendum | Copy/paste from grant contract / addendum | 2.1 – Baseline for indicator 2.1 (same unit of measure) | 2.1 – Target for Indicator 2.1 *(same unit of measure)* | 2.1 – Current value for indicator 2.1 *(same unit of measure)* | Copy/paste 2.1 – Source of data for indicator 2.1 | Copy/paste from Logframe |
| (…) | (…) | (…) | (…) | (…) | (…) | (…) | Copy/paste from Logframe |
| **Outputs** | Copy/paste the 1.1 Output 1 related to Outcome 1 statement as per original Logframe or as formally amended during implementation. | Copy/paste 1.1.1 Indicator 1 to Output 1 | Copy/paste from grant contract / addendum | Copy/paste from grant contract / addendum | Copy/paste 1.1.1 – Baseline for indicator 1.1.1 | Copy/paste 1.1.1 – Target for Indicator 1.1.1 | Provide 1.1.1 – Current value for indicator 1.1.1 | Copy/paste 1.1.1 – Source of data for indicator 1.1 |  |
| (…) | (…) | (…) | (…) | (…) | (…) | (…) |  |
| Copy/paste the 1.2 Output 1 related to Outcome 1 statement as per original Logframe or as formally amended during implementation. | (…) | (…) | (…) | (…) | (…) | (…) | (…) |  |
| (…) |  |  | (…) | (…) | (…) | (…) |  |
| Copy/paste the 2.1 Output 1 related to Outcome 2 statement as per original Logframe or as formally amended during implementation. | (…) | (…) | (…) | (…) | (…) | (…) | (…) |  |
| (…) | (…) | (…) | (…) | (…) | (…) | (…) |  |
| (…) | (…) | (…) | (…) | (…) | (…) | (…) |  |
| Copy/paste the 2.2 Output 2 related to Outcome 2 statement as per original Logframe or as formally amended during implementation. | (…) | (…) | (…) | (…) | (…) | (…) | (…) |  |
| (…) | (…) | (…) | (…) | (…) | (…) | (…) |  |
| (…) | (…) | (…) | (…) | (…) | (…) | (…) |  |

## Measures against sexual exploitation abuse and harassment

Where relevant, please provide any update to the self-evaluation questionnaire on SEA-H and related list of envisaged measures to improve the SEA-H policy within the organisation.

## Lessons learned

Retrospectively, please describe what has worked and what did not as expected. Please describe the lessons learned by the beneficiary and or other entities involved in the implementation of the action. Evidence of learning could also come from monitoring and evaluations carried out in the framework of this action. How such learnings have been utilised and disseminated?

## Sustainability

In terms of sustainability, and making reference to the sustainability section in Annex I of the grant contract, please elaborate if the sustainability features are still in place and what is the expectation in terms of sustainability (financial, *institutional, policy level, and environmental*).

Please describe if the action will continue after the support from the European Union has ended. Are there any follow up activities envisaged? What will ensure the sustainability of the action?

## Mainstreaming

How and by whom have the activities been monitored/evaluated? Please summarise the results of the feedback received from the beneficiaries and others.

# **Beneficiaries/affiliated entities, trainees and relations with the State/other cooperation**

## Collaboration between the beneficiaries/affiliated entities

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.

Is the above agreement between the signatories to the grant contract to continue? If so, how? If not, why?

## Collaboration/dialogue with State authorities

How would you assess the relationship between your organisation and State authorities in the action countries? How has this relationship affected the action?

## Collaboration with other organisations

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.)

## Synergies with other actions

Where applicable, outline any links and synergies you have developed with other actions.

## Synergies with previous similar actions

If your organisation has received previous 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 EU grants).

## Traineeships

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.

## Cooperation with the contracting authority

How do you evaluate cooperation with the services of the contracting authority? Did the assigned operational and financial team followed to the extent possible the implementation of the action supporting the beneficiary?

# **Visibility**

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

**The European Commission may wish to publicise the results (impact, outcomes, outputs) and deliverables** **of the action. Do you have any objection to this report being published on the website of the European Commission? If yes, please state your objections here.**

YES/NO

# **Location of records, accounting and supporting documents**

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

Please note in the case of financing not linked to costs, the accounting and supporting documents are going to be the basis to validate the achievement of the results reported in this final report.

| **Records/Accounting/Supporting documents** | **Location** |
| --- | --- |
| < name type of document > |  |
| < name type of document > |  |
| < name type of document > |  |
| Add as many rows as needed |  |

# **Declaration on Honour**

**I hereby certify that the information contained in the reports (narrative, financial, contractual expenditure verification report, detailed breakdown of expenditure, third party assessment, as applicable) and any other submitted information is full, reliable and true, and is substantiated by adequate supporting documents that can be checked.**

**I hereby certify that the costs declared have been incurred in accordance with this contract and that they can be considered as eligible in accordance with the contract.**

# **Signature**

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

Signature: ………………………………

Location: ……………………………………

Date report due: DD/MM/YYYY

Date report sent: DD/MM/YYYY

1. 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> [↑](#footnote-ref-2)
2. See Guidance on Gender equality at <https://europa.eu/capacity4dev/results-and-indicators/gender-equality> [↑](#footnote-ref-3)
3. See Guideline for environmental integration at <https://europa.eu/capacity4dev/public-environment-climate/documents/environmental-integration-handbook-ec-development-co-operation-0> [↑](#footnote-ref-4)