**ANNEX VI**

**INTERIM 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 reporting period as specified in point 1.6 5. Please expand the paragraphs as necessary. 6. **Please refer to the special conditions of the grant contract and its addenda (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. |

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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 co-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 reporting period

< 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 the action activities and its results

## Executive summary

This section provides an overview of the implementation of the action during the reporting period (no more than ½ page) as well as a snapshot of the focus for the next reporting period.

Referring to the results chain as provided in the logical framework matrix, please describe succinctly the level of achievement per result (impact/outcomes/outputs) as listed in the result(s) chain and the likelihood of reaching full achievement by the end of the action.

Please explain briefly if any change should be or have been brought 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.

Finally briefly touch on the main focus for the action in the next reporting period, as further described in section 2.3.

## Activities and results

### Activities carried out

Please describe the activities carried out in the reporting period. Making reference to the Activities Matrix of the grant contract as updated in section 2.2.3, please describe the activities implemented during the reporting period clustered per output.

Following the structure provided below please describe *how* the activities implemented in the reporting period 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 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.

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.

**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 narrative report provides updates in terms of progresses made during the reporting period towards the achievement of the results (impact, outcomes, outputs). Following the hierarchy of results spelled out in the logical framework matrix (as reproduced and updated in section 2.2.4) please provide information on the level of achievement for each result (outputs, outcomes, impact) *during the reporting period*. The degree of progress for each result is measured by the “current value” for each indicator, against the baseline and target values as available in the Logframe attached to the grant agreement (Annex I).

In case relevant, monitoring and/or evaluation reports relating to the performance of the action shall be used and mentioned in the narrative reports.

Following the structure below please provide a narrative description per result (outputs, outcomes, impact) with related indicators and fill in the table provided per result (outputs, outcomes, impact).

For each result (outputs, outcomes, impact) please describe what is your assessment of their achievement so far? Include observations on the performance and the achievement of outputs, outcomes and impacts 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,[[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 during the reporting 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.

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 interim reports will form the basis to validate (or not) the results (outputs 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 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 outputs;
* attach to the interim report any supporting document that allows to validate the progresses made towards the achievement of the output. 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 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 during the reporting period | < 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 during the reporting period 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.

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 interim reports 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 f
* rom 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 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 subparagraph 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 during the reporting period | < 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 outcome 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 during the reporting period according to the instructions above and fill 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.

| **IMPACT** | |
| --- | --- |
| **Impact:** < Insert name of the impact 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 during the reporting period | < 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 as per grant contract and related addenda (if any)

Please provide an update to the activities matrix taking as starting point the one included in the grant contract.

| **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** is to be used as monitoring and reporting tool of the expected results (impact, outcomes, outputs) during implementation. In occasion of every progress report, the beneficiary has to fill in the column “Current value”. This means that for each indicator, in case of any progress made during the reporting period, the beneficiary will provide the most updated value as collected/verifiable via the sources of data that are listed in the dedicated column for “sources of data”.

The logframe can be revised as necessary, in line with the provisions defined in Article 9.3 and 9.4 of the General Conditions. In case of actions making use of financing not linked to costs, any change in the financing not linked to costs results and indicators linked to the budget (Annex B) as marked in the relevant column of the Logframe, are to be subject to an amendment, as per article 9.4 of the General Conditions.

In case the contact person appointed by the beneficiary to manage the Logical Framework as per article 4.2 of the Special Conditions is replaced during implementation, please provide the name and the contact details of the replacement *<*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***  ***(for interim reports)*** | ***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. | (…) | (…) | (…) | (…) | (…) | (…) | (…) |  |
| (…) | (…) | (…) | (…) | (…) | (…) | (…) |  |
| (…) | (…) | (…) | (…) | (…) | (…) | (…) |  |

### 2.2.5. 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.

## Action plan for next reporting period

Please provide an updated action plan for the future activities of the project. This plan will cover the period between the submitted report and the next report.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** | | | | | | | | | | | | | | |
|  | Half-year 1 | | | | | | | Half-year 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 of affiliated entity 1 |
| Preparation Activity 2 (title) | |  |  |  |  |  |  |  |  |  |  |  |  | Beneficiary or affiliated entity 2 |
| Etc. | |  |  |  |  |  |  |  |  |  |  |  |  |  |
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# Beneficiaries/affiliated entities, trainees and other cooperation

## Relationship 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 the affiliated entity statement)? Please provide specific information for each beneficiary/affiliated entity.

## Relationship between your organisation and 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?

## Relationship 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.

# Visibility

Please provide a description on how the visibility of the EU contribution is being ensured during the implementation of the action. Please attach to this interim report any material related to visibility events and communication.

**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 European Commission website? If so, please state your objections here**:

YES/NO.

# 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: ……………………..………….

Date report sent: ……………………………….

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 Guidelines for environmental integration at: <https://europa.eu/capacity4dev/public-environment-climate/documents/environmental-integration-handbook-ec-development-co-operation-0> [↑](#footnote-ref-4)