

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 (you can find this form at the following address <Specify>).
- 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.

Table of contents

List of acronyms used in the report

1. Description

- 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 implementation of Action activities

2.1. Executive summary of the Action

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

What has been the outcome 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 list the indicators of the Specific Objective, and provide level of achievement if available at this stage:

SO. "Indicator 1" : target value

SO. "Indicator 2" : target value

2.2. Results and Activities

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 in relation to specific and overall objectives, and whether the Action has had any unforeseen positive or negative results.

Following Annex 1, please list all the results with progress of the related indicators and all the related activities implemented during the reporting period.

In case unit costs, lump sums or flat-rates are agreed, please provide the necessary information justifying the costs in the financial report. (ex. number of actual units etc.)

R1 – "Title of result 1"

<quantify the achievement of each result from the beginning of the action and explain any changes, especially any underperformance; refer to the indicators and assumptions in the Logframe>:

1.1 "Indicator 1": target value (R1)

1.2 "Indicator 2": target value (R1)

1.3

A1.1 "Title of the activity: Conference at location W with X participants for Y days on Z dates"

Topics/activities covered <please elaborate>:

Reason for any changes in the planned activity <please explain any problems (e.g. delay, cancellation, postponement of activities) which have arisen and how they have been addressed> (if applicable):

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

A1.2 – Title of activity 2"

<Contract number>

<Start date and end date of the reporting period>

...

R2 – Title of result 2"

...

2.1 "Indicator 1" : target value (R2)

..

2.2 "Indicator 2" : target value (R2)

...

A2.1 – "Title of activity 1" (R2)

...

A2.2 – Title of activity 2" (R2)

...

- 2.3.** 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?
- 2.4.** Explain how the Action has mainstreamed cross-cutting issues such as promotion of human rights,² gender equality,³ democracy, good governance, children's rights and indigenous peoples, environmental sustainability⁴ and combating HIV/AIDS (if there is a strong prevalence in the target country/region).⁵
- 2.5.** How and by whom have the activities been monitored/evaluated? Please summarise the results of the feedback received from the beneficiaries and others.
- 2.6.** What has your organisation or any actor involved in the Action learned from the Action and how has this learning been utilised and disseminated?
- 2.7.** 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.

- 2.8.** Please list all contracts (works, supplies, services) above € 60 000 awarded for the implementation of the Action since the last interim report if any or during the reporting period, giving for each contract the amount, the award procedure followed and the name of the contractor.

3. Beneficiaries/affiliated entities and 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?

² Including those of people with disabilities. For more information, see 'Guidance note on disability and development' at http://ec.europa.eu/europeaid/infopoint/publications/development/19b_en.htm

³ <http://ec.europa.eu/europeaid/sp/gender-toolkit/index.htm>

⁴ Guidelines for environmental integration are available at:
<http://ec.europa.eu/environment/integration/integration.htm>

⁵ Please refer to EC Guidelines on gender equality, disabilities, etc.

<Contract number>

<Start date and end date of the reporting period>

- 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?
- 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 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).
- 3.7. How do you evaluate cooperation with the services of the Contracting Authority?

4. Visibility

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

The European Commission may wish to publicise the results of Actions. Do you have any objection to this report being published on the EuropeAid 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:

Nota Bene

The beneficiary(ies) alone is responsible for ensuring that the financial information provided in these tables is correct.

Forecast budget and follow-up

In accordance with Article 15.3 of the General Conditions a forecast budget for the subsequent reporting period or for the remaining period (if shorter) must be provided with any request for payment of further pre-financing instalment.

Interim Report & Final Report

Additional information on expenditure incurred in local or other currencies than the euro (or the currency of the Contract) may be asked by the Contracting Authority

Addenda and use of contingencies

To be filled in case of an addendum and/or when contingencies are used.

ROUNDINGS

Figures have to be rounded to the nearest euro cent

