**Annex D.2**

**FINAL NARRATIVE REPORT**

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| THE NARRATIVE AND THE FINANCIAL reportto be prepared by the Recipient ORGANISATION  |

1. This report must be completed and signed by the contact person of the Recipient Organisation and accepted by UNDP
2. The information provided below must correspond to the financial information that appears in the financial report (*Annex D.3* to the LVGA).
3. Please complete the report in English
4. Please expand the paragraphs as necessary
5. The Recipient Organisation must attach any relevant evidence to support the activities reported
6. Attach the accepted grant proposal to this report
7. ***Please refer to the Low Value grant Agreement and send one copy of this report to each email address mentioned***
8. The contracting authority will reject any incomplete or badly completed reports.
9. The answer to all questions must cover the reporting period as specified in point 1.6 below
10. Using the template provided in *Annex D.4* to the LVGA, please do not forget to attach to this report the proof of the transfers of ownership (if any)

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# List of acronyms used in the report

|  |  |
| --- | --- |
| CFP | Call for proposals |
| CSO | Civil society organisation |
| EU | European Union |
| LCSD | Local Civil Society Dialogue |
| LVGA | Low Value Grant Agreement |
| NGO | Non-governmental organisation |
| UNDP | United Nations Development Program |
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|  |  |
|  |  |
|  |  |

# Performance

# Description

## Recipient organisation (name)

## Contact person (name and title)

## Project partner(s) (name(s))

## Title of the Action

## Contract number

## Implementation period of the Action

Start date: ……………. – End date: ………………

## Target country and region(s)

## Final beneficiaries and/or target groups[[1]](#footnote-1) (if different) (including numbers of women and men)

## Region(s) in which the activities take place (if different from 1.7)

# Implementation of the Action

## Executive summary

Please give a global overview of the Action’s implementation for the whole duration of the Action.

Describe the level of achievement of the outcome(s) on both the final beneficiaries and/or target group (if different) and the situation in the target country or target region which the Action addressed.

Please explain if the intervention logic has proved to be valid, including with the possible changes and their justifications presented in earlier reports. Comment the likeliness of reaching the final target(s) related to the impact in a near future (specify).

Please indicate any modification that have be brought to the agreed intervention logic since the start of the Action and explain briefly why (complete explanation should be placed in the 2.2 section under the relevant level considered: outcomes, outputs, activities).

## Results and activities

### RESULTS

[*The narrative report should be based on the monitoring and evaluation system set up. As such, the narrative report must inform all the indicators defined at the project start. Monitoring and/or evaluation reports relating to the performance of the Action shall be used and mentioned in this narrative report.* *All the monitoring and/or evaluation reports shall be submitted to the UNDP with the Final narrative report.*]

What is your assessment of the results of the Action 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 results.

Explain how the Action has mainstreamed cross-cutting issues such as promotion of human rights,[[2]](#footnote-2) gender equality, democracy, good governance, rights of children and of indigenous people, youth, environmental sustainability and combating the COVID-19 pandemic.

Please comment the level of achievement of all the results based on the reported current value[[3]](#footnote-3) of the indicators agreed at the project start and all the related activities implemented during the reporting period.

***Outcome (Oc)***: *"<*Title of Outcome*>"*

Comment on current status of indicators associated to Oc and explain any changes, especially any underperformance.

***Output 1.1. (Op 1.1.)***: *"<*Title of Output 1.1.*>"*

 ***(Op …..)***:

### ACTIVITIES

Following the above assessment of results, please elaborate on allthetopics/activities covered.

**Activity 1.1.1**:

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 (if applicable).

**Activity 1.1.2**:

**(…)**

### UPDATED ACTION PLAN[[4]](#footnote-4)

| **Year**  |
| --- |
|  | Half-year 1 | Half-year 2 |  |
| Activity | Month 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Implementing body |
| *Example* | *reported* |  |  |  |  |  |  |  |  |  | *Example* |
| Preparation Activity 1(title) |  |  |  |  |  |  |  |  |  |  |  |  | Beneficiary or affiliated entity 1 |
| Execution of Activity 1(title) |  |  |  |  |  |  |  |  |  |  |  |  | Beneficiary of affiliated entity 1 |
| Preparation of Activity 2 (title) |  |  |  |  |  |  |  |  |  |  |  |  | Beneficiary or affiliated entity 2  |
| Etc. |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

## Lessons learned and follow-ups

What has your organisation or any actor involved in the Action learned from the Action and how has this learning (including evidence from monitoring and evaluations) been utilised and disseminated? What has and has not worked?

Describe if the action will continue after the support from the UNDP has ended. Are there any follow up activities envisaged? What will ensure the sustainability of the action?

## Mainstreaming cross-cutting issues

Explain how the action has mainstreamed cross-cutting issues such as promotion of human rights, gender equality, democracy, good governance, children’s rights and indigenous peoples, environmental sustainability and combating COVID-19 pandemic.

## Monitoring and evaluation

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

## Project materials produced

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.

## Supplies/services subcontracted

Please list all contracts (supplies, services) awarded for the implementation of the action (if any) for the whole implementation period since the last interim report or 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.

# Beneficiaries, trainees and other cooperation

## Project partnership

How do you assess the partnership between the beneficiaries of this grant contract (i.e. those having signed the mandate for the lead applicant)? Please provide specific information for each project partner.

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

## Partnership with public institutions

How would you assess the relationship between your organisation and public authorities in the Action region? How has this relationship affected the Action?

## Partnership 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.)

## Synergy with similar initiatives

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

## Complementing other support received

If your organisation has received previous grants for strengthening same target group in how far has this action been able to build upon/complement the previous one(s)? List all previous relevant grants.

## Cooperation with the contracting authority

How do you evaluate cooperation with the services of the contracting authority?

## Traineeship and qualification obtained

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

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

# Location of records, accounting and supporting documents

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

The UNDP may wish to publicise the results of supported actions. Do you have any objection to this report being published on the website of UNDP? If so, please state your objections here.

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

Location: ………………….……………………

Date the report dew: ………….………………….

Date the report sent: ………….…………………. Signature: …………………………………………

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. [↑](#footnote-ref-1)
2. Including those of people with disabilities. [↑](#footnote-ref-2)
3. The value achieved at the time of preparing this report. [↑](#footnote-ref-3)
4. This plan will cover the implementation period between the interim report and the next report**.** [↑](#footnote-ref-4)