**Final Narrative Report**

NB: This Half-Year Narrative Reporting Template is a suggestion. plan:g encourages project partners to come up with own reporting tools, or to align to reporting tools of main funding partners. However, note that the use of own or third-party reporting tools need to be agreed during contracting.

|  |  |
| --- | --- |
| **PROJECT TITLE:** |  |
| **PARTNER:** |  |
| **COUNTRY:** |  |
| **PROJECT START/END DATES:** |  |
| **BUDGET COMMITTED:** |  |
| **ACTUAL EXPENDITURE:** |  |
| **DATE SUBMITTED:** |  |
| **SUBMITTED BY:** |  |
| **CONTACT DETAILS:** |  |

**1. General and Project Information**

*Max 1 page*. Brief introduction on the social/political developments in the country/region during the period the programme/project was implemented. Have any major changes occurred? Did these changes have an effect on the programme/project? How has the organization responded to these changes?

**2. Project Review: Overview of activities and results**  
*Max 1 page*. Did you successfully implement the project? Did you change, amend or further develop the intervention logic, did you alter concept, beneficiaries, target groups or any other relevant factors during the time of project implementation?   
  
*Pages as required*: Fill in the table below according to the results/activities as formulated in the last approved version of the logical framework. Assess whether the result has been reached completely, partly or not at all, by placing an “X” at the respective place. For the activities you indicate whether they have been completed, adapted or cancelled by placing an “X” in the respective box. If any new activities have been included during the course of the programme/project, please also include them in the table indicating that they have been added, in the comments part you can explain why this activity was included. Add more rows to the table if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Result/activities corresponding to result | Status | | | Comment |
| Result 1: <fill in result> | | | | |
| Was the result reached? | Completely | Partly | Not at all |  |
|  |  |  |  |
| Main Activities: | Completed | Adapted | Cancelled |  |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| Result 2: <fill in result> | | | | |
| Was the result reached? | Completely | Partly | Not at all |  |
|  |  |  |  |
| Main Activities: | Completed | Adapted | Cancelled |  |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| Result 3: <fill in result> | | | | |
| Was the result reached? | Completely | Partly | Not at all |  |
|  |  |  |  |
| Main Activities: | Completed | Adapted | Cancelled |  |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3 |  |  |  |  |

**3. Analysis**

Provide an analysis on the project with a focus on the following topics.

**3.1 Results obtained**

Provide an analysis on the extent the planned results (outputs, outcomes[[1]](#footnote-1)) were achieved. Make mention of the expected (intended) and unexpected (unintended), positive and negative results reached through the programme/project. It is well possible that although all activities have been completed, the result nevertheless has not been reached. In this case explain what has happened. Make use of the indicators that were specified in the logical framework.

**3.2 Effectiveness and Efficiency**

Beneficiaries: Are the above numbers reached satisfactory in terms of the actual amount compared to planning, the gender and age balance and in terms of reaching those most in need?

**3.3 Programme/project purpose reached**

Related to the activities implemented and the results obtained, have the purpose of the programme/project been reached? Explain how you come to your conclusion.

**3.4 Major difficulties**

Has the programme/project encountered any major difficulties during the implementation? Which ones and how have these been resolved?

**3.5 Lessons learned**

What are the important lessons learned through this programme/project. Focus on those lessons that can be of value to other programmes/projects.

**3.6 Organization**

Has the way the programme/project was organised been effective and efficient? Refer to issues like staffing, procurement, finances, set-up and location of offices, etc.

**3.7 Impact and sustainability**

Provide an analysis of the impact that you expect the project to have. Differentiate assessment of a. institutional, b. technical, c. socio-cultural and d. financial sustainability. What has been contributed to the overall objective (impact)? Indicate how you come to your conclusion; attach any relevant documentation supporting your conclusion. How sustainable do you think the results and objectives reached through the project are? Please explain your conclusions.

**3.8 Recommendations for future interventions**

Do you recommend any follow-up to this programme/project and if yes, why and in what way.

**4. Finance**

Please mention any relevant deviations from the original budget and why they occurred.

**Annexes**

*Financial report; final budget control report and any audit report if applicable Evaluation/review reports*

1. Outputs relate to "what we do." Outcomes refer to "what difference is there." Output: number of workshops actually delivered, number of individuals who became teacher. The outcome is the result of our action. [↑](#footnote-ref-1)