**Half-Year 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:** |  |
| **TOTAL EXPENDITURE TO DATE:** |  |
| **DATE REPORT SUBMITTED:** |  |
| **HALF-YEAR COVERED IN REPORT:** |  |
| **SUBMITTED BY:**  |  |
| **CONTACT DETAILS:** |  |

**1. General and Project Information**

*Max 1/4 page*. Project environment: What is new regarding country, politics, humanitarian, security situation? Did these changes effect the programme/project?

**2. Project Review: Overview of activities and results**
*Pages as required*: Fill in the table below according to the activities/milestones as formulated in the last approved version of the project document. Indicate status of each activity (completed, ongoing, delayed) and make a reference on how the activities contributed to reaching the project result and purpose (using an ample system, or indicating reaching project result in %).

|  |  |  |  |
| --- | --- | --- | --- |
| Activities | Due Date | StatusGreen/Yellow/RedCompleted/Ongoing/Delay | Comments |
| Result 1: <fill in result> |
| Planned Activities: |  |  |  |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| Result 2: <fill in result> |
| Planned Activities: |  |  |  |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| Result 3: <fill in result> |
| Planned Activities: |  |  |  |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

**3. Elaboration**

Please further elaborate the columns “Status” above. Give a description of the outcome of the activities and to which extent the activities of this quarter are contributing to reaching the results and purpose, as formulated in the proposal. Refer also to the indicators for success if applicable.

**4. Changes**

Based on 2 and 3 please indicate if adaptations of the work plan for the next half-year have been made/are proposed? Also if the project results or purpose turn out to be unrealistic it should be made clear in this section why and how they should be changed or reformulated.

**5. Activity Schedule for next half-year**

|  |  |  |  |
| --- | --- | --- | --- |
| Location | Activity | Month | Remarks |
| 1 | 2 | 3 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**6. Most Significant Changes**

Include any case study or interesting project material that has been developed locally (e.g. awareness raising campaign, sports tournament, etc.) or an interesting background story, which makes the report vivid and imaginary. Interesting reports or articles from other organizations are welcomed as well.

**7. Child Rights, Corruption Prevention, Images + Messages**

Briefly assess work progress on mainstreaming tasks.

**8. Annexes**

If any special reports have been produced during this half-year (training report, survey or assessment report, etc.) please include those as annexes to this report. Photos and other visual materials (leaflets, newsletters, etc.) could/should be attached.