

ANNEX VI

INTERIM 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.
- The answer to all questions must cover the reporting period as specified in point 1.6.

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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 reporting period:
- 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 the implementation of the action activities and its results

2.1. Executive summary of the action

Please give a global overview of the action's implementation for the reporting period (no more than ½ page).

Referring to the updated logical framework matrix² (see point 2.3. below), please describe and comment for each level of the result(s) chain the progresses towards their level of achievement (if relevant at this stage) and the likelihood of reaching the final target(s) related to the result(s) 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 the 2.2 Section under the relevant level considered: impact, outcomes, outputs, and activities).

2.2. Results and activities

A. RESULTS (IMPACT, OUTCOMES, OUTPUTS)

The narrative report should be based on the monitoring and evaluation system set up using as a basis the Logical framework matrix. As such, narrative report must inform all the indicators defined in the logical framework. Monitoring and/or evaluation reports relating to the performance of the Action shall be used and mentioned in the narrative reports.

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 effects.

Explain how the Action has mainstreamed cross-cutting issues such as promotion of human rights,³ gender equality,⁴ democracy, good governance, children's rights and indigenous peoples, youth, environmental sustainability⁵ and combating HIV/AIDS (if there is a strong prevalence in the target country/region).

Following the hierarchy of results spelled out in the logical framework matrix (see point 2.3. below) please comment for each level of the results chain (outputs, outcomes, impact) the level of achievement during the reporting period on the basis of the corresponding current value of indicators against the baseline and target values provided in the Logframe.

In case of underperformance, please explain the reasons and the corrective measures.

² The relevant terminology (i.e. outputs, outcome, impact, indicators, etc.) is defined in the logical framework matrix template attached to the guidelines for applicants (Annex e3d).

³ 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>

⁴ See Guidance on Gender equality at <https://europa.eu/capacity4dev/results-and-indicators/gender-equality>

⁵ See Guidelines for environmental integration at: <https://europa.eu/capacity4dev/public-environment-climate/documents/environmental-integration-handbook-ec-development-co-operation-0>

Impact – "<Title of Impact > "

<comment on current status of indicators associated to the impact – if any progress is relevant to be mentioned for the reporting period>

Outcome 1 – "<Title of Outcome > "

<comment on current status of indicators associated to the outcome 1 and explain any change, especially any underperformance; refer to assumptions in the Logframe>

(if available in the Logframe) intermediary Outcome 1 - "<Title of intermediary Outcome 1>"

<...>

Output 1.1.

<...>

B. ACTIVITIES

Please describe *how* the activities implemented in the reporting period supported the achievement of the output to which they are related to.

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.

<...>

2.3. Logframe matrix updated

The Logical framework (logframe) matrix should be used as a reporting tool of the expected results (impact, outcomes, outputs) during implementation. Values on indicators aimed at measuring the results will be regularly updated in the column foreseen for monitoring and reporting purposes (see "Current value"). Columns for intermediary targets could be added, if needed.

The logframe can be revised as necessary (in line with the provisions defined in Article 9.4 of the General Conditions, Annex E3h2).

Results	Results chain	Indicator	Baseline (value & reference year)	Target (value & reference year)	Current value* (reference year) (* to be updated for interim and final reports)	Sources of data	Assumptions
Impact (Overall objective)	<p>As per OECD-DAC definition, the impact is “the overall objective of the Action entailing positive and negative, primary and secondary long-term effects produced by a development intervention, directly or indirectly, intended or unintended.”</p> <p>The impact is the long-term expected effect of the action fulfilling the overall objective to which the action <u>contributes</u> at country, regional or sector level, in the political, social, economic and environmental global context which will stem from interventions of all relevant actors and stakeholders.</p> <p><i>Please delete this row once the Logframe is completed.</i></p>	<p>Quantitative and/or qualitative variable that provides a simple and reliable mean to measure the achievement of the corresponding result.</p> <p>To be presented, when relevant, disaggregated by sex, age, urban/rural, disability, etc.</p>	<p>The value of the indicator(s) prior to the intervention against which progress can be assessed or comparisons made.</p> <p>(Ideally, to be drawn from the partner's strategy)</p>	<p>The intended final value of the indicator(s).</p> <p>(Ideally, to be drawn from the partner's strategy)</p>	<p>The latest available value of the indicator(s) at the time of reporting.</p> <p>(* to be updated in interim and final reports)</p>	Ideally to be drawn from the partner's strategy.	Not applicable
	Copy/paste the impact statement as per original Logframe or as formally amended during implementation.	Impact indicator 1:	Baseline for impact indicator 1	Target for impact indicator 1	Current value for impact indicator 1	Sources of data for impact indicator 1	Not applicable
		Impact indicator 2:	Baseline for impact indicator 2	Target for impact indicator 2	Current value for impact indicator 2	Sources of data for impact indicator 2	
		Impact indicator #:	Baseline for impact indicator #	Target for impact indicator #	Current value for impact indicator #	Sources of data for impact indicator #	
Outcome (s) (Specific)	<p>As per OECD-DAC definition, the outcomes are “The likely or achieved short-term and medium-term change and effects of intervention outputs.”</p> <p>The main medium-term effect of the intervention</p>	<p>Quantitative and/or qualitative variable that provides a simple and reliable mean to Measure the</p>	<p>The value of the indicator(s) prior to the intervention against which Progress can be</p>	<p>The intended final value of the indicator(s).</p>	<p>The latest available value of the indicator(s) at The time of</p>	<p>Sources of information and methods used to collect and report (Including who and</p>	<p>External, necessary and positive conditions for implementing the intervention that are Outside of its</p>

Results	Results chain	Indicator	Baseline (value & reference year)	Target (value & reference year)	Current value* (reference year) (* to be updated for interim and final reports)	Sources of data	Assumptions
	<p><i>Focusing on behavioural and institutional changes beneficial to the target group and resulting from the related outputs of the Action.</i></p> <p><i>It is good practice to limit the number of specific objectives (often one is enough), however for large Actions, other outcomes can be included.</i></p> <p><i>Please delete this row once the Logframe is completed.</i></p>	<p><i>achievement of the corresponding result</i></p> <p><i>To be presented, when relevant, disaggregated by sex, age, urban/rural, disability, etc.</i></p>	<i>assessed or comparisons made.</i>		<p><i>reporting</i></p> <p><i>(* to be updated in interim and final reports)</i></p>	<i>when/how frequently).</i>	<i>management's control.</i>
	Copy/paste the Outcome 1 statement as per original Logframe or as formally amended during implementation	1.1 – <u>Indicator 1 to Outcome 1</u>	1.1 – <u>Baseline</u> for indicator 1.1 (same unit of measure)	1.1 – <u>Target</u> for Indicator 1.1	1.1 – Current value for indicator 1.1	1.1 – Source of data for indicator 1.1	
		1.2 – <u>Indicator 2 to Outcome 1</u>	1.2 <u>Baseline</u> for indicator 1.2 (same unit of measure)	1.2 – <u>Target</u> for Indicator 1.2	1.2 – Current value for indicator 1.2	1.2 – Source of data for indicator 1.2	
		(...)	(...)	(...)	(...)	(...)	
	Copy/paste the Outcome 2 statement as per original Logframe or as formally amended during implementation.	2.1 – Indicator to <u>outcome 2</u>	<u>2.1 – Baseline</u> for indicator 2.1 (same unit of measure)	<u>2.1 – Target</u> for Indicator 2.1	<u>2.1 – Current</u> value for indicator 2.1	<u>2.1 – Source of</u> data for indicator 2.1	
		2.2 - Indicator to <u>outcome 2</u>	<u>2.2 – Baseline</u> for indicator 2.2 (same unit of measure)	<u>2.2 – Target</u> for Indicator 2.2	<u>2.2 – Current</u> value for indicator 2.2	<u>2.2 – Source of</u> data for indicator 2.2	
	Copy/paste the Outcome # statement as per original Logframe or as formally amended during implementation.	(...)	(...)	(...)	(...)	(...)	

Results	Results chain	Indicator	Baseline (value & reference year)	Target (value & reference year)	Current value* (reference year) (* to be updated for interim and final reports)	Sources of data	Assumptions
Outputs	<p>As per OECD-DAC definition outputs are “the products, capital goods and services which results from development interventions.”</p> <p>Outputs are the direct/tangible products (infrastructure, goods and services) delivered/generated by the action. They may also include changes resulting from the action which are relevant to the achievement of outcomes. These changes relate to improved capacities, abilities, skills, systems, policies of a group of people or an organisation, and are generated by the EU action.</p> <p>Outputs should be linked to corresponding outcomes through clear numbering.</p> <p><i>Please delete this row once the Logframe is completed.</i></p>	(same as above)	(same as above)	(same as above)	(same as above)	(same as above)	External, necessary and positive conditions for implementing the intervention that are outside of its management's control.
	Copy/paste the 1.1 Output 1 related to Outcome 1 statement as per original Logframe or as formally amended during implementation.	<u>1.1.1 Indicator 1 to Output 1</u>	<u>1.1.1 Baseline for indicator 1.1.1</u> (same unit of measure)	<u>1.1.1 Target for Indicator 1.1.1</u>	<u>1.1.1 Current value for indicator 1.1.1</u>	<u>1.1.1 Source of data for indicator 1.1.1</u>	
		<u>1.1.2 Indicator 2 to Output 1</u>	<u>1.1.2 Baseline for indicator 1.1.2</u> (same unit of measure)	<u>1.1.2 Target for Indicator 1.1.2</u>	<u>1.1.2 Current value for indicator 1.1.2</u>	<u>1.1.2 Source of data for indicator 1.1.2</u>	
		(...)	(...)	(...)	(...)	(...)	
	Copy/paste the 1.2 Output 1 related to Outcome 1 statement as per original Logframe or as formally amended during implementation.	<u>1.2.1. Indicator 1 to Output 2</u>	<u>1.2.1. Baseline for indicator 1.2.1</u> (same unit of measure)	<u>1.2.1. Target for Indicator 1.2.1</u>	<u>1.2.1. Current value for indicator 1.2.1</u>	<u>1.2.1. Source of data for indicator 1.2.1</u>	
		<u>1.2.2 Indicator 2 to Output 2</u>	<u>1.2.2 Baseline for indicator 1.2.2</u> (same	<u>1.2.2 Target for Indicator</u>	<u>1.2.2 Current value for</u>	<u>1.2.2 Source of data for indicator</u>	

<i>Results</i>	<i>Results chain</i>	<i>Indicator</i>	<i>Baseline (value & reference year)</i>	<i>Target (value & reference year)</i>	<i>Current value* (reference year) (* to be updated for interim and final reports)</i>	<i>Sources of data</i>	<i>Assumptions</i>
			unit of measure)	<u>1.2.2</u>	<u>indicator 1.2.2</u>	<u>1.2.2</u>	
		(...)	(...)	(...)	(...)	(...)	
	Copy/paste the 2.1 Output 1 related to Outcome 2 statement as per original Logframe or as formally amended during implementation.	<u>2.1.1 Indicator 1 to Output 1</u>	<u>2.1.1 Baseline for indicator 2.1.1</u> (same unit of measure)	<u>2.1.1 Target for Indicator 2.1.1</u>	<u>2.1.1 Current value for indicator 2.1.1</u>	<u>2.1.1 Source of data for indicator 2.1.1</u>	
		<u>2.1.2 Indicator 2 to Output 1</u>	<u>2.1.2 Baseline for indicator 2.1.2</u> (same unit of measure)	<u>2.1.2 Target for Indicator 2.1.2</u>	<u>2.1.2 Current value for indicator 2.1.2</u>	<u>2.1.2 Source of data for indicator 2.1.2</u>	
		(...)	(...)	(...)	(...)	(...)	
	Copy/paste the 2.2 Output 2 related to Outcome 2 statement as per original Logframe or as formally amended during implementation.	<u>2.2.1 Indicator 1 to Output 2 related to Outcome 2</u>	<u>2.2.1 Baseline for indicator 2.2.1</u> (same unit of measure)	<u>2.2.1 Target for Indicator 2.2.1</u>	<u>2.2.1 Current value for indicator 2.2.1</u>	<u>2.2.1 Source of data for indicator 2.2.1</u>	
		<u>2.2.2 Indicator 2 to Output 2 related to Outcome 2</u>	<u>2.2.2 Baseline for indicator 2.1.2</u> (same unit of measure)	<u>2.2.2 Target for Indicator 2.2.2</u>	<u>2.2.2 Current value for indicator 2.2.2</u>	<u>2.2.2 Source of data for indicator 2.2.2</u>	
		(...)	(...)	(...)	(...)	(...)	
	(...)						

2.4. Activity Matrix

<p><i>What are the key activities to be carried out to produce the intended outputs?</i></p> <p><i>(*activities should be linked to corresponding output(s) through clear numbering)</i></p>	<p>Means <i>What are the political, technical, financial, human and material resources required to implement these activities, e.g. staff, equipment, supplies, operational facilities, etc.</i></p> <p>Costs <i>What are the action costs? How are they classified? (Breakdown in the Budget for the Action)</i></p>	<p>Assumptions <i>External, necessary and positive conditions for implementing the intervention that are outside of its management's control.</i></p>
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2.5. Please provide an updated action plan for the future activities of the project⁶

Year	Half-year 1						Half-year 2						
Activity	Month 1	2	3	4	5	6	7	8	9	10	11	12	Implementing body
<i>Example</i>	<i>example</i>												<i>Example</i>
Preparation Activity 1(title)													Beneficiary or affiliated entity 1
Execution Activity 1(title)													Beneficiary of affiliate entity 1
Preparation Activity 2 (title)													Beneficiary or affiliate entity 2
Etc.													

2.6 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.

3. Beneficiaries/affiliated entities, trainees 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 the affiliated entity statement)? Please provide specific information for each beneficiary/affiliated entity.
- 3.2.** How would you assess the relationship between your organisation and State authorities in the action countries? How has this relationship affected the action?
- 3.3.** 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.)
- 3.4.** Where applicable, outline any links and synergies you have developed with other actions.
- 3.5.** 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).
- 3.6.** 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.

4. Visibility

⁶ This plan will cover the financial period between the interim report and the next report.

<Contract number>

<Start date and end date of the reporting period>

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

The European Commission may wish to publicise the results (impact, outcomes, outputs) of actions. Do you have any objection to this report being published on the EuropeAid website? If so, please state your objections here.

Name of the contact person for the action:

.....

Signature:

Location:

Date report due:

Date report sent: