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**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.

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*List of acronyms used in the report*

**1. Description**

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- 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 groups<sup>1</sup> (if different) (including numbers of women and men):
- 1.9. Country(ies) in which the activities take place (if different from 1.7):

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<sup>1</sup> '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 action activities and its results

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### 2.1. Executive summary of the action

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

Referring to the updated final logical framework matrix<sup>2</sup> (see point 2.3. below), describe the level of achievement of the outcome(s) 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 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 Logical framework matrix 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).

### 2.2. Results and activities

#### A. RESULTS

*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 reports 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 report. All the monitoring and/or evaluation reports shall be submitted to the Commission 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 impact 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,<sup>3</sup> gender equality,<sup>4</sup> democracy, good governance, children's rights and indigenous peoples, youth, environmental sustainability<sup>5</sup> and combating HIV/AIDS (if there is a strong prevalence in the target country/region).

Referring to the final updated logframe matrix (see point 2.3. below) please comment the level of achievement of all the results on the basis of the corresponding current value of the indicators and all the related activities implemented during the reporting period.

- the level of achievement on the basis of the corresponding baseline, target and current value of the indicators, making reference to the assumptions and risks defined in the Logical framework

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

<sup>3</sup> Including those of people with disabilities. For more information, see 'Guidance note on disability and development' at [https://ec.europa.eu/europeaid/disability-inclusive-development-cooperation-guidance-note-eu-staff\\_en](https://ec.europa.eu/europeaid/disability-inclusive-development-cooperation-guidance-note-eu-staff_en)

<sup>4</sup> See Guidance on Gender equality at [https://ec.europa.eu/europeaid/toolkit-mainstreaming-gender-equality-ec-development-cooperation\\_en](https://ec.europa.eu/europeaid/toolkit-mainstreaming-gender-equality-ec-development-cooperation_en)

<sup>5</sup> See Guideline for environmental integration at [https://ec.europa.eu/europeaid/sectors/economic-growth/environment-and-green-economy/climate-change-and-environment\\_en](https://ec.europa.eu/europeaid/sectors/economic-growth/environment-and-green-economy/climate-change-and-environment_en)

- the activities covered and implemented. Activities should be linked to corresponding output(s) through clear numbering.

(...)

**Outcome – "<Title of the Outcome>"**

(...)

Comment on final status of indicators associated to Oc and explain any changes, especially any underperformance; refer to the indicators and assumptions in the Logframe:

**(Possibly) intermediary Outcome 1 (iOc1) – "<Title of intermediary Outcome 1>"**

(...)

**Output 1.1. (Op 1.1.) – "Title of Output 1.1. "**

(...)

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

## **B. ACTIVITIES**

### **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.

### **Activity 1.1.2.**

(...)

- 2.3.** 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 European Union has ended. Are there any follow up activities envisaged? What will ensure the sustainability of the action?

- 2.4.** The Logical framework (logframe) matrix should evolve during the Action project (i.e. the projects) lifetime: new lines can be added for listing new activities as well as new columns for intermediary targets (milestones) when it is relevant and values will be regularly updated in the column foreseen for reporting purpose (see "Current value"). The term "results" refers to the outputs, outcome(s) and impact of the Action.

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

	<b>Result chain</b>	<b>Indicator</b>	<b>Baseline (value &amp; reference year)</b>	<b>Target (value &amp; reference year)</b>	<b>Current value* (reference year) (* to be included in interim and final reports)</b>	<b>Source and mean of verification</b>	<b>Assumptions</b>
<b>Impact (Overall objective )</b>	<i>The broader, long-term change to which the action contributes 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.</i>	<i>Quantitative and/or qualitative variable that provides a simple and reliable mean to measure the achievement of the corresponding result To be presented, when relevant, disaggregated by sex, age, urban/rural, disability, etc.</i>	<i>The value of the indicator(s) prior to the intervention against which progress can be assessed or comparisons made. (Ideally, to be drawn from the partner's strategy)</i>	<i>The intended final value of the indicator(s). (Ideally, to be drawn from the partner's strategy )</i>	<i>The latest available value of the indicator(s) at the time of reporting (* to be updated in interim and final reports)</i>	<i>Ideally to be drawn from the partner's strategy.</i>	<i>Not applicable</i>
<b>Outcome (s) (Specific objective(s))</b>	<i>The main medium-term effect of the intervention focusing on behavioural and institutional changes resulting from the Action (It is good practice to have one specific objective only, however for large Actions, other short term outcomes can be included here)</i>	<i>(see definition above)</i>	<i>The value of the indicator(s) prior to the intervention against which progress can be assessed or comparisons made.</i>	<i>The intended final value of the indicator(s).</i>	<i>(same as above)</i>	<i>Sources of information and methods used to collect and report (including who and when/how frequently).</i>	<i>Factors outside project management's control that may influence on the impact-outcome(s) linkage.</i>

	<i>Result chain</i>	<i>Indicator</i>	<i>Baseline (value &amp; reference year)</i>	<i>Target (value &amp; reference year)</i>	<i>Current value* (reference year) (* to be included in interim and final reports)</i>	<i>Source and mean of verification</i>	<i>Assumptions</i>
<i>Outputs</i>	<i>The direct/tangible products (infrastructure, goods and services) delivered/generated by the intervention (*Outputs should in principle be linked to corresponding outcomes through clear numbering)</i>	<i>(same as above)</i>	<i>(same as above)</i>	<i>(same as above)</i>	<i>(same as above)</i>	<i>(same as above)</i>	<i>Factors outside project management's control that may influence on the other outcome(s)/outputs linkage.</i>

**2.5. Activity matrix**

<p><i>What are the key activities to be carried out to produce the intended outputs?</i></p> <p><i>(*activities should in principle be linked to corresponding output(s) through clear numbering)</i></p>	<p><b>Means</b> <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><b>Costs</b> <i>What are the action costs? How are they classified? (Breakdown in the Budget for the Action)</i></p>	<p><b>Assumptions</b> <i>Factors outside project management's control that may impact on the activities-outputs linkage.</i></p>
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**2.6.** Explain how the action has mainstreamed cross-cutting issues such as promotion of human rights,<sup>6</sup> gender equality,<sup>7</sup> democracy, good governance, children’s rights and indigenous peoples, environmental sustainability<sup>8</sup> and combating HIV/AIDS (if there is a strong prevalence in the target country/region)<sup>9</sup>.

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

**2.8.** What has your organisation or any actor involved in the action learned from the action and how has this learning been utilised and disseminated?

**2.9.** 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).

<sup>6</sup> Including those of people with disabilities. For more information, see ‘Guidance note on disability and development’ at [https://ec.europa.eu/europeaid/disability-inclusive-development-cooperation-guidance-note-eu-staff\\_en](https://ec.europa.eu/europeaid/disability-inclusive-development-cooperation-guidance-note-eu-staff_en)

<sup>7</sup> [https://ec.europa.eu/europeaid/toolkit-mainstreaming-gender-equality-ec-development-cooperation\\_en](https://ec.europa.eu/europeaid/toolkit-mainstreaming-gender-equality-ec-development-cooperation_en)

<sup>8</sup> Guidelines for environmental integration are available at: [https://ec.europa.eu/europeaid/sectors/economic-growth/environment-and-green-economy/climate-change-and-environment\\_en](https://ec.europa.eu/europeaid/sectors/economic-growth/environment-and-green-economy/climate-change-and-environment_en)

<sup>9</sup> Please refer to EC Guidelines on gender equality, disabilities, etc.

*Please state how the items produced are being distributed and to whom.*

- 2.10.** Please list all contracts (works, supplies, services) above EUR 60 000 awarded for the implementation of the action for the whole implementation period since the last interim report if any 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, including compliance with EU restrictive measures.

### **3. Beneficiaries/affiliated entities, trainees and relations with Government/other cooperation**

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- 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?
- 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?
- 3.8.** 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**

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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**

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

The European Commission may wish to publicise the results of actions. Do you have any objection to this report being published on the website of DG International Cooperation and Development ? If so, please state your objections here.

Name of the contact person for the action: .....

Signature: .....Location: .....

Date report due: .....Date report sent: .....