Annual Project Report

To be presented to the Norwegian Mission Society (NMS) and Digni

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| Project title | |  |
| Project number | NMS |  |
| Digni |  |
| Norad |  |
| Year of reporting | |  |
| Agreement period (yyyy-yyyy) | |  |
| Country | |  |
| Responsible organization/church (the partner) | |  |
| Project location/address | |  |
| Person responsible for the project (project leader/coordinator): | | |
| Name | |  |
| Address | |  |
| E-mail | |  |

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| **Information to Projects:**  This form is to be used for annual progress reports for governmental funded projects (Digni).  The purpose of the Annual Project Report (progress report) is to give a brief overview of status and to account for deviations and changes to the plans. The report should adhere to the results framework in the agreement with approved updates and should be accompanied by a copy of the latest approved results framework.  Revised accounts together with the audit report for the Project must be submitted separately in accordance with the agreement. If the Project includes other donors, consolidated accounts for the Project as a whole must be submitted.  Reporting and planning should be carried out by the Project Management. Both the narrative and the financial report must be dated and signed by the project leader and the accountant. The report should be approved by the project owner (Church, Synod, or organization), before being sent to NMS. |

# Progress Report

## Progress and Results

Based on the structure of the approved results framework, please describe progress towards achieving the objectives of the Project and analyse the change in indicator values for the reporting period. A copy of the approved results framework should be attached. If the results framework does not capture the true results of the project, please provide an additional list of significant results and a brief comment on these. Please include progress towards outcomes as well as activities.

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## Deviations and Changes

To what extent has the Project been implemented as planned? Give a brief account of deviations and changes that could affect achievement of the objectives and describe what has been done to deal with the deviations. Please also include any (significant) changes/deviation from the agreed budget. How will these affect the project in the future?

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## Risks

Which internal or external risk factors (identified previously in the risk analysis/matrix of the Project or new) have affected the implementation of the Project in particular? Please provide a brief comment only on the most significant risk factors or deviations and changes from the original risk analysis of the Project. Which mitigation efforts have you implemented this year? Was it sufficient? Which changes will be done in risk mitigation in the future?

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## Monitoring, Evaluation, Accountability and Learning

### Overview

Please include findings of regular monitoring conducted by the team. Please also give an overview of recent reviews/evaluations carried out in the Project.

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### Findings and Learnings

How did these findings contribute to learning and improvement of the Project? How has the recommendations/results been followed-up?

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### Covid-19 Effects on Monitoring and Evaluation

How was the monitoring and evaluation done in 2020 as COVID-19 affected the usual travel and follow up?

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## Financial Management/Project Management

### Follow-up from Last Year’s Management Letter

Please give an overview of the actions taken for improvement of financial management and implementation of the local auditor’s recommendations in the last years management letter.

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### Follow-up from Last Year’s Feedback Letter

Please give an overview of the actions taken for improvement and implementation of the recommendations in the last years feedback letter from NMS.

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### Covid-19 Effects on Management Routines

Have there been deviations in project management routines during the last year, due to COVID-19 restrictions and lock-down locally.

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## Covid-19

Because of the Covid-19 pandemic Norad has allowed project staff to spend time on other activities besides the project activities as per the approve project document. Please indicate approx. the time the different staff has used for other activities (not in PD) related to Covid-19 response or because the pandemic did not allow the staff to work as described in the PD (e.g. lock-down and travel restrictions in the country).

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# Crosscutting Issues

According to the NMS strategic plan, all projects supported by NMS are expected to mainstream the following issues in the project work. Please answer the following questions on how the project is working with these issues.

## Gender Equality

### Target Group

To what extent do you succeed to target women and men, girls, and boys in the project activities?

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### Decision Making Bodies

Are men and women equally represented in decision making bodies in the project/program? Please describe.

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## Conflict Sensitivity

### The Project’s Impact on Conflicts

What measures have been taken to reduce the project’s negative (or increase its positive) impact on (potential) conflicts?

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### Conflict’s Impact on the Project

External and internal conflicts (either within the organization, between organizations or in the project area)? Please describe how it has impacted the implementation of the project.

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## Environment Sustainability and Climate Change

What measures have been taken by the project to reduce its human footprint? (Ex. transport, energy, handling of waste, personal consumption)

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# Additional Comments

Please provide any additional comments to the annual project report in this space.

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# Success Stories

Please provide one or two success story from the project and at least one picture. Norway is bound by the GDPR law and therefore the story cannot have real names, locations etc. on the people.

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# Attestation

I am authorized to enter into legally binding agreements on behalf of the grant recipient, and attest that to the best of my knowledge and belief the information given in this report is correct.

Date:

Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: Name:

Title: Title: