Final Project Report

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

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| Project title | |  |
| Phase | |  |
| Project number | NMS |  |
| Digni |  |
| Norad |  |
| 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 | |  |
| Summary of planned achieved results | | Outcomes:  Indicators:  Targets: |

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| **Information to Projects:**  This form is to be used for final reports for governmental funded projects (Digni).  The purpose of the final report is to provide a full account of the results achieved in the Project period. The final report should be submitted for the last year of the Project, covering the entire Project period.  The reports should adhere to the results framework in the agreement with approved updates and must be accompanied by a copy of the latest approved results framework. The results given under section 2.1 and 2.2 should primarily refer to outcome-level results.  Based on the Final Reports and external evaluation reports, Digni will provide a summary and assessment of the results achieved in all completed projects in its annual report to Norad. For Digni to make full use of the Final Reports as a source of information, results achieved at outcome level must be accurately described and documented.  Audited 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. |

# General

## Input

Please provide an overview of the **project cost** and the Norad/Digni-share for each year.

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| --- | --- | --- | --- | --- | --- | --- |
|  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total |
| Norad/Digni |  |  |  |  |  |  |
| Own contribution |  |  |  |  |  |  |
| NMS contribution |  |  |  |  |  |  |
| Other donors/revenues |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |

## Narrative Summary

Please explain the major highlights and challenges occurred over the course of the project period.

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## Thematic Areas

Name the thematic areas for this project.

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# Results

The results given under section 2.1 and 2.2 should primarily refer to **outcome-level results**.

## Results Framework

A copy of the approved results framework must be attached with the final value for each indicator.

Projects must be able to refer to baseline data, evaluation results or in other ways document concretely the changes before/now. Quantify whenever possible. The main principle is that changes should be described as accurately as possible. All results reported should be verifiable.

### Progress Towards Achieving the 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.

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| Progress towards outcome 1:  Progress towards outcome 2: |

### Documentation of Results

Please explain how the results have been documented. Which tools have been used? Frequency?

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### Other Results

If the approved LFA does not capture the true results of the project, please provide a list of project results. Please note that these too must be documented.

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### Achieving the Planned Impact

To the extent possible, please assess the likelihood of achieving the planned impact of the Project.

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## Changes for Target Group

What do you consider to be the most significant changes achieved for the target group(s) through the project? Please provide a short summary. Please describe key factors and chain of events in achieving these changes.

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## Objectives not Achieved

In case the objectives were not achieved, please account briefly for the reasons behind this. Reflect on the handling of internal and external risk factors identified before and during implementation of the Project, including risks for financial irregularities.

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## Unanticipated Results

Has Project implementation had any unanticipated positive and/or negative results or consequences? Please describe and explain.

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## Strengthening Civil Society

Please make a short assessment of how the project has contributed to strengthening Civil Society. Please include concrete examples. Norad defines Civil society as the populations own way of organising themselves independent of family, the state and the marked. Civil society includes organisations (CSO, CBO, NGO, INGO), women's groups, religious groups, congregations, political parties, child and youth clubs.

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## Cost Efficiency

Please make a short assessment of cost efficiency, of how project implementation costs relate to achieved results (cost efficiency) using examples to illustrate.

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## Local Contribution

Please describe the local contribution to achieving the objectives of the project, whether being HR (staff or volunteers), financial, logistical, or other forms of contributions.

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# Cooperation, Sustainability and Lessons Learned

## Other Donors

Has the project been implemented in cooperation with other donors? If yes, please explain.

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## Cooperation with National Local Authorities

Has the project been implemented in cooperation with national local authorities? If yes, give a brief comment. To what extent has the project been in line with the development plans of national authorities? Please give a short assessment.

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## Sustainability

Will it be possible to sustain and strengthen the achieved projects results after the completion of the support period? Please give a short assessment.

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## Cross-cutting Issues

Please give a brief account of how the project has safeguarded the following cross-cutting issues. Give a brief comment on each one.

### Anti-Corruption

What has been done to strengthen anti-corruption measures?

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### The Environment and Vulnerability to Climate Change

What measures have been taken by the project to reduce the negative impact on the environment?

(For example, transport, energy, handling of waste, consumption of equipment and materials etc.)

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### Human Rights (Including the Rights of People with Disabilities)

Consider how the project engage in advocacy work and network/alliances to make duty-bearers accountable, for instance aimed at local authorities and traditional gatekeepers.

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### Women’s Rights and Gender Equality

#### Target Group

How many men, women, boys and girls did the project reach?

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#### Decision Making Bodies

How many men and women are represented in decision making bodies?

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## Lessons Learned

What have been the most important lessons learned in the project? Please describe and explain. Please assess both the activities and the administration of the project (monitoring, financial management, internal control and internal and external cooperation).

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## Internal and external factors affecting the project

Are there any internal and/or external factors that have affected the project in any significant way?

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## Evaluations

### Overview

Please list the evaluations that have been carried out in the project period.

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### Learning

How did these contribute to learning and improvement of the project or the church/NGO?

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## Remaining Challenges

Please give a short account of the remaining challenges related to the project. Please use bullet points, if possible.

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## Added Value

Describe the added value of the partnering Norwegian member organisation (the local organisation) as opposed to other NGOs and partners. Please be as concrete as possible. If possible, please use bullet points.

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# Finances

An audited financial report for the project, along with the audit report and auditors’ management letter 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.

## Deviations

Please comment and explain substantial deviations from the last approved annual budget.

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## Financial Management

How has the project worked with risk mitigation in financial management during the period: Made/updated manuals, internal control and routines? How has the recommendations in the Management letters been followed up?

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# Additional Comments

Please provide any additional comments to the final 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. of the people. Ensure that pictures that are being used also have the permission from the people in the picture.

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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: