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| Revision no:  02 | Replaces:  01 | Prepared by:  QAT | Approved by:  QAT | Date Approved  25.11.2021 |

Annual Project Report

To be presented to the Norwegian Mission Society (NMS)

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| Project Name |  |
| Responsible organisation |  |
| Reporting Year |  |
| Country |  |
| Project location(s) |  |
| Approved project period |  |
| **Person responsible for the project (project leader/coordinator)** | |
| Name |  |
| Address |  |
| Website |  |
| E-mail |  |
| Phone number |  |

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| **Information to projects:**   * This form is to be used when reporting to NMS for projects supported by NMS (except projects financed by Digni). * A financial report must be attached and sent to NMS. * After the conclusion of a project, a final project report shall be sent to NMS. * If the project is part of an institution (school, health institution, kindergarten, orphanage, etc.), please also answer the “Annual Report for Institution” format. * Reporting and planning should be carried out by the Project Management. The report should be approved by the project owner (Church, Synod, or organization), before being sent to NMS. * The report should relate to existing documents, e.g., Applications, Project Documents, annual plans etc. |

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| **Explanations for the terms used in the application:**   |  |  | | --- | --- | |  | | |  | Process under full control of the project management | |  | Process beyond control of the project management |   Usually, you need more than one input, activities and outputs are needed to reach an outcome. Please note that in the chain above, only outputs, outcomes and impact are considered results. Accomplishing an activity is not a result.  Examples:   1. A group of passionate Christians want to expand and receives money and a piece of land (input) to build a church to have weekly services (activity). They invite all the people in the village (activity) and 500 people come to the service weekly and hear the gospel (output), during the first year 100 of them come to faith or renewed faith and start sharing the gospel with others (outcome). 2. The government allocate money and staff (inputs) to hold seminars, trainings and to build schools (activities). The teachers trained and schools built (output) facilitates more children attending school (outcome). This increases the literacy in the country (impact).   All outputs and outcomes must be SMART:   |  |  |  | | --- | --- | --- | | S | Specific | Who, What, Where, When, Why? | | M | Measurable | How will you track the progress of the project? | | A | Achievable | Is it in your power to accomplish it? | | R | Relevant | Is the result worthwhile and will it meet the needs of the beneficiaries? | | T | Time-bound | When do you want to accomplish it? Is it realistic within the timeframe? |   To measure the achievement of an output and outcome it is necessary to define **indicators**. An indicator can be qualitative (description) or quantitative (number). The indicators are made to show the progress of the project and how close to achieving the goal and outcomes.  Examples:  *Output*: All the pastors in the church understand the Use Your Talents approach (UYT).  *Output indicator*: # of people with demonstrating an increase in knowledge after the training.  *Outcome*: The church provides equal opportunities for women and men  *Outcome indicators*: 1) Description of how the church have been able to lift the status of women in the congregations. 2) Portion of people in leadership position in the church who are women. |

# Status of the Project

Please refer to the plan in the application and/or the annual plan of the project.

## Input

### Financial Support Received from NMS

Please fill in the amount of financial support received from NMS last year.

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### Other Support from NMS

Have you received other forms of support from NMS during last year (technical, expats/missionaries, consultancy services, other)? If yes, which?

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### Partners Contribution

Please describe partners own contribution (own participation, voluntary activity, staff work, etc.)

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### Other Partners Contributions

Please fill inn amount and/or kind of financial support received from other partners during the year.

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## Deviations from plan

1.2.1 The “where”.

Has the local context changed? Are there new concerns in relation to conflict that has effects on the project? New political changes and directions? Has the location of the project changed compared to the plan? Please explain why.

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1.2.2 The “who”

Has the target group changed? If so, why? Have you changed planned targets during the year? If so, why?

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1.2.3 The “how”?

Have you had to adopt new strategies or new approaches to your methodologies and to achieve better your planned results? If so, why, and what are your new methods?

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## Progress Towards Achieving the Project Results

Please read the explanations on page 2 of this template to understand these questions.  
**Remember that this is the most important aspect of this report. Please attach the approved result framework from the application as an annexe.**

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| **Outcome** | **Outcome indicator** | **Progress and analysis on outcome indicators** | **Output** | **Output indicator** | **Progress and analysis on output indicators** |
| 1. | 1.1 | 1.1 | 1.A | 1.A.1 | 1.A.1 |
| 1.A.2 | 1.A.2 |
| 1.A.3 | 1.A.3 |
| 1.2 | 1.2 | 1.B | 1.B.1 | 1.B.1 |
| 1.B.2 | 1.B.2 |
| 1.B.3 | 1.B.3 |
| 1.3 | 1.3 | 1.C | 1.C.1 | 1.C.1 |
| 1.C.2 | 1.C.2 |
| 1.C.3 | 1.C.3 |
| 2. | 2.1 | 2.1 | 2.A | 2.A.1 | 2.A.1 |
| 2.A.2 | 2.A.2 |
| 2.A.3 | 2.A.3 |
| 2.2 | 2.2 | 2.B | 2.B.1 | 2.B.1 |
| 2.B.2 | 2.B.2 |
| 2.B.3 | 2.B.3 |
| 2.3 | 2.3 | 2.C | 2.C.1 | 2.C.1 |
| 2.C.2 | 2.C2 |
| 2.C.3 | 2.C.3 |
| 3 | 3.1 | 3.1 | 3.A | 3.A.1 | 3.A.1 |
| 3.A.2 | 3.A.2 |
| 3.A.3 | 3.A.3 |
| 3.2 | 3.2 | 3.B | 3.B.1 | 3.B.1 |
| 3.B.2 | 3.B.2 |
| 3.B.3 | 3.B.3 |
| 3.3 | 3.3 | 3.C | 3.C.1 | 3.C.1 |
| 3.C.2 | 3.C.2 |

## Monitoring and Learning

How has this project been monitored? What have been the findings from the monitoring systems and results?

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## Unexpected Results

Have there been any unexpected results, either positive and/or negative? If yes, please explain. This finding might be derived from any monitoring trips.

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# Financial Report

Please explain with a short narrative what you received, what you have used and any explanations to the underspending or overspending here.

In addition, a complete financial report comparing actual costs with the budget, must be submitted. Please explain the deviations. The NMS template must be used.

Finally, the report must be printed directly from the local accounting system (not copied into word or excel). This must be signed by the project accountant.

# Crosscutting Issues

According to 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 and Women Empowerment

### 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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### Other

How did this project work with gender issues in the reporting year? How were gender related issues dealt with?

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## Conflict Sensitivity

Please provide at least one example of how you adjusted your implementation due to considerations of conflict.

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## Environment Sustainability and 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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# Additional Information and Success Stories

## Vision

## How has this project work contributed towards the vision for your organization and NMS?

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## Please share a story

Please share a story and a picture from the project that may be used to present the work to our supporters and donors (on the NMS web page (www.nms.no), in a magazine or a newspaper). Also write any information you think will be of interest to NMS besides the content of this report.

If you have photos of interest, please forward it to us or attach it in the appendix. Note that if you use picture and real names, that you must have approval from the person. If the person is under the age of 18, a legal guardian must have approved.

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# Annual Plan for Current Year

Please present the annual plan for the current year. If there are any changes from the original application, please explain.

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Date:

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

Name: Name:

Title: Title: