Annual Report for Institutions

To be presented to the Norwegian Mission Society (NMS)

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| Name of institution |  |
| Name of organisation |  |
| Year of reporting |  |
| Person responsible at the institution | |
| Name |  |
| Address |  |
| E-mail |  |

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| In addition to the regular report template, all institutions supported by NMS need to report on the questions in this template. If any of the information occurs in both reports, it is ok to copy and paste.  All annual reports are to be sent to the field coordinator by the deadline.  For clarification:   * **Direct beneficiaries or users** refer to anyone either staying/living at the institution or in any other way making use of the facilities/services provided by the institution, such as students, pupils, patients, participants of trainings etc. * **Indirect beneficiaries** are all those who benefit from the service provided by the institution. For instance, the greater family, community, organization etc. * **Staff** also include people who are hired on temporary contracts, or short-term engagements. It also refers to both leaders and managers as well as all other workers at the institution. |

# Key Figures

## Direct Beneficiaries

What is the number of direct beneficiaries? (Differentiate between users who live at the institution and those who use facilities or services, and show the gender distribution)

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## Indirect Beneficiaries

What is the number of indirect beneficiaries? (Provide an estimation of how many people that are benefitting from the work of the institution. Greater family of learners and students, communities or other organizations supported through the work of the institution)

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## Staff

What is the number of staff? (Differentiate between leaders and other staff, and show the gender distribution)

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## Staff Trainings

What is the number of staff trained this year and type of training? (Differentiate between leaders and other staff, and show the gender distribution)

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# Safety Accommodations

## Security Measures

What security measures have been implemented in the previous year? (E.g., Fire drills, test or replacement of old fire extinguishers, training of guards etc.)

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## Training in Ethical Codes

Are all staff trained in relevant ethical codes for working at the institution? (For instance, if staff is informed about policies or signed a Code of Conduct to prevent sexual abuse and harassment)

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## Investigation of Sexual Harassments and Assault

Who investigates an allegation of sexual assault or sexual harassment if this occurs at the institution? Are all users informed about their right to report and the procedures to do this? (If there doesn’t already exist a system for this, please include some reflections on how this could be handled)

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# Financial Sustainability

## Local Contribution/Revenue

What are the plans for increasing local contribution – and how has this been implemented and followed up in the previous year? (Support from local congregations and organizations, businesses, individuals)

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## Other Donors

Are there any other donors supporting the institution? (Specify if it is through a specific project grant)

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## Partnering with National and Local Authorities

How is the institution partnering with national and local authorities?

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## Salary

Are salaries paid in due time and all employers liabilities such as taxes, insurance, pension covered? If not, how and when will these be payed? How many among the staff are paid by the government?

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## Debt

What kinds of debt does the institution have? To whom and what are the amount for each? How does the institution plan to pay or get rid of each of the debts?

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# Technical Sustainability

## Maintenance Plan

Does there exist a plan and procedure for maintaining buildings, premises and equipment – and how has this been implemented and followed up?

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## Training in use of Equipment and Facilities

Are staff and users given necessary training and information in proper use of equipment and facilities?

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# Management

Do you have any comments on the management of the institution? Any changes in the management of the institution that affects the project(s)? Please describe.

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# Financial Management

## Description of the Financial Management

Please describe shortly financial management of the institution. Who receives the money, how is it stored, who distributes the money etc.?

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## Financial Management Manual

Is there a financial management manual? If yes, when was it updated?

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## Internal Control

Is there any internal control system in place to ensure the manual and routines that are approved are followed? If yes, how does it work?

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## Anti-Corruption Policy

Is there anti-corruption policy? If yes, how is it used?

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Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date and place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_