Annual Project Report

To be presented to the Norwegian Mission Society (NMS)

|  |  |
| --- | --- |
| Project title |  |
| Project number |  |
| Year of reporting |  |
| Country |  |
| Responsible organization/ Church (the partner) |  |
| Project location(s) |  |
| Approved project period |  |
| **Person responsible for the project (project leader/coordinator)** | |
| Name |  |
| Address |  |
| Website |  |
| E-mail |  |
| Phone number |  |

|  |
| --- |
| **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 termination 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 do 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. |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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, activites and outputs are needed to reach an outcome.  Examples:   1. A group of passionate christians wants to expand and gets money and a piece of land (input) to build a church to have weely services (activity). They invite all the people in the village (activity) and 500 people comes to the service weekly and hears the gospel (output), during the first year 100 of them comes to faith or get renewed faith and start sharing the gospel with others (outcome). 2. A church gets money (input) to travel to villages and have sensitization campaigns on climate changes (activity). The villagers learn new techniques of how to protect the nature and reverse the desertification (output). They start implementing the new techniques (outcome) and manage to stop and reverse the desertification in 5 years (impact). 3. The government allocate money and staff (inputs) to hold seminars, trainings and to build schools (activities). The policy documents produced, and seminars held (output) help the educational authorities work more effective (outcome). 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? |   The project goal or impact does not have to be SMART. The impact might not be measurable within the project period and will usually not be reached by the project alone.  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*: Number of pastors trained in UYT.  *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.

|  |
| --- |
|  |

### 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?

|  |
| --- |
|  |

### Partners Contribution

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

|  |
| --- |
|  |

### Other Partners Contributions

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

|  |
| --- |
|  |

## Changes

Are there any changes made from the plan in the application (eg activities, target group, donors, outcomes)? Please describe and explain why these changes were made.

|  |
| --- |
|  |

## Progress Towards Achieving the Project Results

Please read the explanations on page 2 of this template in order to understand the questions.  
**Remember that this is the most important point in this report.**

### Results

What are the results so far in the project? Notwhat you did in the project in terms of activities, but how people or institutions started to do something different or something better after the implementation of the project activities. This should be linked to the outcomes in the application.

|  |
| --- |
|  |

### Assessment Towards Reaching the Outcomes

Please assess your project according to the project outcome/purpose. If the project has a 3-5-year plan, you should try to explain whether you are “on track” to meet the project results for the whole project period. Please refer to the project indicator(s) when answering this question.

|  |
| --- |
|  |

### Outputs

What are the achieved outputs in the project? Have people or organisations improved capacities, abilities, skills, systems, policies, OR is something created, built, or repaired?

|  |
| --- |
|  |

## Activities

Please give a description of the project activities this year. Please show clearly how the activities relate to the activity plan in the application. Are the activities you have carried out the same as the ones in the application.

|  |
| --- |
|  |

## Monitoring and Learning

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

|  |
| --- |
|  |

## 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.

|  |
| --- |
|  |

# Financial Report

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

In addition, 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 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 and Women Empowerment

### Target Group

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

|  |
| --- |
|  |

### Decision Making Bodies

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

|  |
| --- |
|  |

## Conflict Sensitivity

Has the project experienced any conflicts (either within the church/organization, between organizations or in the project area)? If yes, please describe the conflict and what consequences it had.

|  |
| --- |
|  |

## 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.)

|  |
| --- |
|  |

# Additional Information and Success Stories

Please share a story and a picture from the project that may be used to present the work of NMS 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.

|  |
| --- |
|  |

# 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.

|  |
| --- |
|  |

Date:

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

Name: Name:

Title: Title: