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**RESULTS REPORT AND FINAL REPORT FORM**

**(Reporting deadline: please refer to the agreement)**

**Reporting period year 20xx – year 20xx**

According to the reporting obligations in the general conditions in agreements under the NICFO CSO funding 2016-2020, the progress report for the last year of the support period shall include the period from the start of the support period to December 2019.

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. ‘Project’ (with a capital P) refers to the entire intervention covered by the agreement with Norad.

The reporting must be carried out at an overarching or aggregated level and show current trends and tendencies for the Project. The results given under points 2.1 and 2.2 should primarily refer to outcome-level results.

Reporting requirements are listed in the agreement with Norad. Normally reporting on a five-year agreement 2016–2020 will be as follows:

|  |  |
| --- | --- |
| **Agreement year** | **Reporting year – Type of report** |
| 2016 | 2017 – Progress Report |
| 2017 | 2018 – Progress Report |
| 2018 | 2019 – Progress Report |
| 2019 | 2020 – Results Report |
| 2020 | 2021 – Final Report |

For a five-year agreement the *Results Report* must include the results from the first four years of the agreement period. The reported results will be used by Norad in the assessment of the grant recipient’s application for a possible new agreement, if applicable.

The *Final Report* must cover the results of the entire duration of the agreement and is an update of the Results report.

For the type of report to be used in agreements with a different duration than four years, please refer to the agreement with Norad.

**Norad may ask for further reporting on selected thematic areas. This can vary from year to year, and information will be provided at** [www.norad.no](http://www.norad.no) **or come as a separate request.**

**1. General**

1.1 Name of grant recipient:

1.2 Norad agreement number:

1.3 Agreement period (yyyy-yyyy):

1.4 Reporting period (yyyy-yyyy):

1.5 The type of report submitted: *either* Results Report *or* Final Report:

1.6 In a short paragraph, please indicate how the Project is related to the UN Sustainable Development Goals (SDG).

**2. Results**

2.1 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 must be attached. To the extent possible, please assess the likelihood of achieving the planned impact of the Project.

2.2 Choose one or more representative example(s) of results at outcome level. Describe the chain of events leading to the result in line with the format and short guide on pages 5 and 6 below.

2.3 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. Have any of the identified risk factors had unintended negative consequences for any of the cross-cutting issues under point 3.2?

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

2.5 Please make a short assessment of the grant recipient’s added value (grant recipient’s contributions to local partners beyond funding).

2.6 Please make a short assessment of how the Project has contributed to strengthening Civil Society in the various Project countries. Please include concrete examples.

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

**3 Cooperation – Sustainability – Lessons Learned**

3.1 Has the Project been implemented in cooperation with other donors and/or national/local authorities? To what extent has the Project been in line with the plans of these authorities?

3.2 In addition to anything mentioned under point 2.3 above, please give a brief account of how the Project has safeguarded the following cross-cutting issues:

* **anti-corruption**
* **the environment and vulnerability to climate change**
* **human rights, including the rights of people with disabilities**
* **women’s rights and gender equality**

If relevant, briefly describe how the intentions of Security Council Resolution 1325 on women, peace and security have been safeguarded.

3.3 Will it be possible to sustain and strengthen the achieved Projects results after the completion of the support period (ref. 2.1 and 2.2 above)?

3.4 For the *Results Report* only:

What are the most important lessons learned in the Project so far? Should any parts of the Project be altered or improved in a possible new agreement period? Please describe and explain. Please also reflect on deviations and experiences during the Project period.

 For the *Final Report* only:

Reflecting on lessons learned throughout the Project period, please present an analysis of the Project’s theory of change.

# **4. Results monitoring and evaluations** Please provide an overview of any reviews/evaluations conducted during the year.

* How did these contribute to learning and improvement of the Project?
* Have external reviews/evaluations been sent to Norad’s evaluation database?
* Please state the type of evaluation – external/independent, internal or a mixture of external/internal.

**5. Overview of finances**

5.1 Overview of financial situation and expenditure

 For both tables, see *budget in the appendix to the agreement with approved updates*

*(amount in NOK 1000)*

*Table A – Overarching financial overview*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   |  (1) | (2) | (3) | (4) | (5) | (6) |
|   | **Approved total budget for agreement period**  | **Total expenditure to date**  | **Approved budget for reporting year**  | **Total expenditure in reporting year**  | **Deviation** **(3) - (4)** | **Deviation % (5) as % of (3)** |
|   | (yyyy−yyyy) | (state date) | (state year) | (state year) |  |  |
| Project costs – grant recipient\*) |   |   |   |   |   |   |
| Project costs – country office, if relevant |   |   |   |   |   |   |
| Project costs – regional/multilateral office, if relevant |  |  |  |  |  |  |
| Project costs – local partners |   |   |   |   |   |   |
| **= Total Project costs** |   |   |   |   |   |   |
| minus other external funding |   |   |   |   |   |   |
| = Project costs, *basis for calculation of grant recipient’s own contribution* |   |   |   |   |   |   |
| minus grant recipient’s own contribution (min. 10%) |   |   |   |   |   |   |
| **= Norad share of Project costs** |   |   |   |   |   |   |
| plus Norad contribution to adm. costs (up to 7% *of Norad share of Project costs*) |   |   |   |   |   |   |
| **= Total Norad grant**  |   |   |   |   |   |   |

\*) For Norwegian organisations this will correspond to expenditures in Norway

*Table B – Overview of Project expenditure for reporting year, distributed by project, country, region and programme/thematic areas\*\*)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   | (1) | (2) | (3) | (4) | (5) | (6) |
| ***The columns*** *refer to the reporting year****.*** The totals in Table B will correspond to some rows in columns (3) and (4) in Table A above.***The rows*** *refer to country/region or thematic area* | **Approved Project budget**  | **Total Project expenditure**  | **Total Norad grant**  | **Total expenditure of Norad grant**  | **Deviation in expenditure of Norad grant (3) - (4)** | **Deviation %****(5) as % of (3)** |
| Africa |   |   |   |   |   |   |
| Asia |   |   |   |   |   |   |
| Latin America |   |   |   |   |   |   |
| Global initiatives |   |   |   |   |   |   |
| Thematic area |   |   |   |   |   |   |
| **Total** |   |   |   |   |   |   |

\*\*)Organisations with agreements *without* subunits (generally smaller agreements) complete the table per project per country,

 Please use short project names.

 Organisations with agreements *with* subunits *either* complete total input per country and region *or* total input per

 programme/thematic area, but not both.

5.2 Please comment and explain any substantial deviations from the last approved annual

 budget.

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 must be submitted.

The accounts must follow the budget outline given in the annex to the agreement and show the grant recipient’s own contribution, the calculated administrative expenses (Norad contribution to administrative costs) and other costs related to the Project.

6 **Date and 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:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name/signature/electronic signature

Title

**What is a result?**

The focus should be on the effect on the target group and the impact. If a project has delivered the products and services that were planned, but without achieving any results/effects, it will be relevant to mention this - especially if this has led to lessons learned.

It may often be difficult to obtain good knowledge about results. Many development projects have unrealistic or poorly worded objectives that are far beyond the scope of what is feasible/possible to achieve in a project. Sufficient/adequate knowledge of the conditions before the project was initiated is often lacking. These kinds of issues should be included under lessons learned for future reference.

Hence: Did the vocational education initiative result in more young people getting work? Did people get improved access to nurses/health professionals after the implementation of the project/after the support period? Did the agricultural research and competence and capacity building lead to training of more agricultural experts and did these experts provide information on improved agricultural practices - and did that in turn lead to improved crops? Did support to human rights organisations lead to homosexual people getting improved access to healthcare and that specific rights were fulfilled? These are the stories we would like to portray in Norad’s results portal.

• The logic of the results chain can for example be:
Different types of advocacy effectuated à Law against discrimination adopted à Law followed up by the government à The marginalized are no longer discriminated against.

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All examples of results should be presented in the following way and contain the following elements:

**HEADING**: Max 59 characters incl. spaces. The heading should preferably have a SUBJECT, a VERB and an OBJECT (to highlight the actors and the activities). Please use the main result. The name of the country should not be included in the heading.

**INTRODUCTION**: This should be as short and concise as possible (preferably only one sentence), stating something specific about the problem, the project and the results. Quantify the results if possible.

**WHY**: One paragraph. Why was the project initiated - what was the original problem at that time? Quantify if possible (baseline data).

**WHAT**: One paragraph. What kind of project is it? What were the objectives? Explain the theory of change: What was the logic behind the project, why was this the right kind of project / the right kind of channel to deal with the problem? Who implemented the project?

**HOW MUCH**: Funding and time frame. The Norwegian share compared to other donors should be stated, if applicable – and preferably in Norwegian kroner.

**RESULTS**: The main content of the results example.
• What was the effect of the project? Were the results as planned? Please be sure to document the results.
• How do we know that the result can be attributed to this particular project?
• Please also add something about the relationship between resources used and the results achieved – did we achieve value for money?
• Describe any side effects: Were there other, unexpected results? Were there any negative effects of the project?

**LESSONS LEARNED / ASSESSMENTS**: This is voluntary, some bullet points with the lessons learned. Which factors were of particular importance for achieving the described results? What did you learn - what could have been done differently?

**SOURCES**: The sources should always be stated. This could be evaluations, reviews or annual reports. External sources (evaluations and reviews) give added weight, but it is also acceptable to gather/collect information from the partner or the project’s executive officer. If any documentation is available in a digital format, please add a link.

**PHOTOS**: Few things illustrate results better than pictures. Usually it should be possible to get hold of pictures if requested. Please be sure to check the copyright to the pictures and state the name of the photographers.

**PARTNERS**: All examples should be marked with country, theme (sector) and names of all involved partners.