|  |  |
| --- | --- |
| **Project number:** |  |
| **Reporting year:** |  |
| **Date of submission of report:** |  |

# OPC_Logga_CMYKPAO narrative REport template 2019-20

**Note:** A check list for the complete reporting (narrative, financial and audit) has been attached at the end of this template.

Please do not hesitate to contact your assigned Programme Manager at the Palme Center if you have any questions on reporting.

**SUBMISSION OF REPORTS**

|  |
| --- |
| Send the narrative report and the financial report **by e-mail** to [reporting@palmecenter.se](mailto:reporting@palmecenter.se) Write “Report, project number (X)” in the subject line.  Please note, if you have your own auditor (i.e. your project is not being audited by an auditor contracted directly by the Palme Center), the hardcopy of the audited financial report must also be sent **by post,** 1 signed original and 1 copy, to:  *The Olof Palme International Center*  *Box 836*  *SE - 101 36 Stockholm*  *Sweden*  **Note that there is an updated audit instruction for 2019. You’ll find the updated instruction here:**  **Dates for submission of the reports are:**   * **February 1st** (for partners directly supported by OPC) * **March 1st** (for other Swedish PAO) |

**Instructions for reporting**

This template has been designed for reporting on **results for the agreement period 2019 to 2020**. The purpose of the template is to document results and lessons learned, and to provide the Palme Center with the necessary information for reporting to Sida (Swedish International Development Cooperation Agency)

### Who should fill in the template and submit the report?

The template is to be filled in electronically by the implementing organisation in the project country and with the support of the Swedish organisation (when applicable).

The Palme Center’s contractual organisation is responsible for submitting the report to the Palme Center.

In programmes involving other Swedish PAO’s, the report should be filled in by the implementing organisation, whether this is a Swedish PAO or a local partner organisation.

### Necessary documents for reporting

The application is the underlying document for this report. When compiling the report make sure the following documents are available and utilized:

* Project application
* Budget
* Internal monitoring reports, evaluations and documents with project information.
* Result matrix

### The structure and logic behind the PAO narrative report template

This template has been developed to collect information about the many different aspects of your work.

*The template includes the following sections:*

* Progress towards your project/programme objectives
* Implementation of the project and lessons learned
* Sustainability
* Risk management
* Funds utilization
* Other comments and recommendations to the Palme Center

## PROJECT AND CONTACT INFORMATION

### About the Project

|  |  |
| --- | --- |
| **Project title:** |  |
| **Project number:** |  |
| **Project country:** |  |

### About the Implementing Organisation

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation:** |  | | |
| **Project manager:** |  | | |
| Telephone: |  | E-mail: |  |
| **Financial manager:** |  | | |
| Telephone: |  | E-mail: |  |
| **Other member/s:** |  | | |
| Telephone: |  | E-mail: |  |

### About the Swedish Member Organisation (if applicable) or other Swedish PAO

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation:** |  | | |
| **Project manager:** |  | | |
| Telephone: |  | E-mail: |  |
| **Financial manager:** |  | | |
| Telephone: |  | E-mail: |  |
| **Other member/s:** |  | | |
| Telephone: |  | E-mail |  |

# NARRATIVE REPORTING

**PROGRESS TOWARDS YOUR PROGRAMME OBJECTIVES**

This section is focusing on capturing the results of the year. The Palme Center use the results vocabulary of results achieved on output, outcome and impact levels. Here is a short explanation of what these words mean.

*Impact level:* Long-term effects, more permanent and on a higher societal level. For example, that a party has increased its influence in society and has contributed to positive change for development.

*Outcome level:* medium-term results in terms of changes in behaviour and relations of the parties or participants that the project relates to. For instance, that the parties change practices or that project participants increase their political participation.

*Output level:* Concrete short-term results of project activities. For example, increased knowledge or an increased ability to apply knowledge following a training course.

**Project activities and results**

1. List the activities carried out within the project during the year. Please add more rows if necessary.

**Activities carried out during the year**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of activity and number of activities implemented\*** | **Relate to intermediate objective** | **Direct output from activity** | **How was the results of the activity verified/evaluated\*\*?** | **Type of target group\*\*\*** | **No. of women**  **\*\*\*\*** | **No. of men\*\*\*\*** | **Total number of participants\*\*\*\*** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Total number of women and men reached\*\*\*\*: | | | | |  |  |  |
| Comments that you want to add regarding the information above, if any: No additional comments. | | | | | | | |

**Explanations on how to fill in “Project activities and results”**

\*For example trainings/workshops in different thematic areas, seminars, study circles, conferences, lectures, networks, public events, performance, campaigns, etc., necessary to reach the intermediate objectives. Also include activities connected to internal capacity building, planning, follow up and evaluation.

\*\* Concrete methods to follow up afterwards whether activities contributed to objectives, for example: questionnaires, interviews/meetings, statistics, pre/post tests, observations, other

\*\*\* As described in the application, for example: workers, organisation/party members, organisation representatives, students, young people, local level public officials, civil society organisation members and/or representatives, under-represented groups (specify), etc (keep in mind that several activities or types of activities can have the same individuals as participants.).

\*\*\*\* These columns refer to the number of unique participants for each type of activity. If the one person has participated in for example a series of three consecutive seminars on the theme of labour rights, the person can only be counted once. The figures do not have to be absolutely exact. In some cases, it may be necessary to make an estimate. The aim of these columns is to estimate approximately how many persons have been reached through the activities.

1. Please describe (in your own words) what **output and outcome** the project has contributed to during the year. Additionally, have there been any unexpected positive or negative changes/results?

*Please write here:*

1. How has the project activities contributed to the outcome stated in question 2?

*Please write here:*

1. Did you carry out all planned activities? If not; explain why there’s been deviations from the project plan and how it has affected the project and the fulfilment of objectives.

*Please write here:*

1. Describe how the project has contributed to intermediate **objective 1.**

*Please write here:*

1. Describe how the project has contributed to intermediate **objective 2**.

*Please write here:*

1. Describe how the project has contributed to intermediate **objective 3**.

*Please write here:*

**IMPLEMENTATION OF THE PROJECT AND LESSONS LEARNED**

In this section we want you to explain how steering and implementation issues have affected the results of the project. Put to paper your thoughts and reflections on the lessons learned and which experiences can be used in the future.

1. What do you think have been the most successful methods and strategies for achieving the programme objectives - and why do you think they worked out well? What did not work out so well?

*Please write here:*

1. Any updates in the organisation relevant for the project implementation?

*Please write here:*

1. Describe how you included the target group and other relevant actors in the planning, implementation and evaluation of the project.

*Please write here:*

1. Have there been any particular challenges in reaching the target group? Has the target group responded to your activities in the way that you hoped for? If not – why?

*Please write here:*

1. Has the project involved any Swedish participation, either through a member organisation or through expert participation? How has the project benefited from the Swedish participation?

*Please write here:*

**SUSTAINABILITY**

In this section we want you to comment on sustainability; how the results of your project can continue after our project co-operation has ended.

1. Describe how the results of your project can be sustainable. How do you plan your work in order to “maintain” achieved results? For example, how an increased representation of women and/or youth can remain after the project has ended or how the work for enhanced ideological clarity will continue after the project cooperation is phased out?

*Please write here:*

**RISK MANAGEMENT**

In this section we would like you to reflect on and evaluate, the projects risk management plan to reduce problems and threats.

1. Please look at the Risk Analysis from the project application. Which risks did you encounter? How did you handle them? Which unforeseen problems occurred in the project and how were they handled?

*Please write here:*

1. How will you reduce risks and threats in the future? Describe how you will adjust the project plan/project team/organisation to avoid similar problems for coming years. Can the Palme Center do anything to help or mitigate future risks?

*Please write here:*

**FUNDS UTILIZATION**

This section is a compliment to the financial reporting forms.

Kindly note below how you were able to use the funds released for the actual year. Figures should be consistent with the latest approved budget.

|  |  |  |
| --- | --- | --- |
| Approved budget | Actual costs | Balance (+/-) |

1. Is there any deviation/s which exceeded at least 10% of the budget posts? If so, explain the deviation. Please provide comments on major changes in the budget, even if these changes have already been approved in earlier correspondence. Please refer to such correspondence where relevant.

*Please write here:*

1. In case you have remaining funds and if approved by the Palme Center; how do you wish to use the remaining funds during the coming year? Kindly specify budget and activities. (Leave blank in case of full utilization of funds).

|  |  |
| --- | --- |
| Budget (based on remaining funds) | Planned activities for the coming year |

1. Any goods and services purchased? If any of these purchases exceeded Palme Center’s limits[[1]](#footnote-1) for procurement, kindly describe the procurement/s made.

*Please write here:*

1. Has there been any equipment (computers or other goods) purchased in the project? Please list the purchases below and explain how ownership of the purchased equipment is regulated after the project end.

*Please write here:*

## Other comments or recommendations to the Palme center

1. Additional information, comments or recommendations regarding the project or the relation to the Palme Center that you wish to share.

*Please write here:*

## Annex 1- Results Matrix

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Copy* the project objectives and  the intermediate objectives from  the approved LFA log frame. | *Copy* the indicators from the  approved LFA log frame. | *Copy* the baseline from the  approved LFA log frame. | Results of the project | How was the result measured?  (base this on the planned means  of verification from the project application) |
| **Project Objective** | **Indicators** | **Baseline** | **Results of the project** | **Means of verification** |
|  |  |  | | |
| **Intermediate Objective 1** | **Indicators** | **Baseline** | **Results of the project** | **Means of verification** |
| **Intermediate Objective 2** | **Indicators** | **Baseline** | **Results of the project** | **Means of verification** |
| **Intermediate Objective 3** | **Indicators** | **Baseline** | **Results of the project** | **Means of verification** |

## ANNEX 2: Check-list for reporting

Follow the steps of the check-list carefully. If any of these steps/documents are missing, your reporting is not complete. Please make sure to tick all the boxes before sending your report to the Palme Center.

**Check list for implementing organisation in the project/programme country**

|  |  |  |
| --- | --- | --- |
|  | | The *Narrative report* template has been filled in. |
|  | | The *Expenditure Specification* has been based on the approved budget for the financial year of the report, and is signed by an authorized signatory in the organisation as well as by the auditor. |
|  | | The form *Accounts in Local Currency* has been filled in and is attached. |
|  | | The *Auditor Report according to ISA 805* (according to the Palme Center audit instruction), is attached and has been signed by the auditor. |
|  | | *The Management Letter* (according to the Palme Center audit instruction) *and Management response* (if applicable), is attached and has been signed by the auditor. |
|  | | *A Certificate* verifying the title of the auditor (CPA, CA, or equivalent according to national law) is attached. |
|  |  | | |

1. *For services and goods in the amount between SEK 75 000 - SEK 284 000 at least three written price comparisons/quotations are required. NOTE! If the national laws (in the project country) requires for stricter procurement regulations, these are to be followed. For further information, please refer to Palme Center homepage.* [*www.palmecenter.se*](http://www.palmecenter.se)*.)* [↑](#footnote-ref-1)