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

# OPC_Logga_CMYKPAO narrative REport template 2016-18

**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 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***Dates for submission of the reports are:** * **February 1st** (for partners directly supported by OPC)
* **March 1st** (for Swedish OPC member organisations)
 |

**Instructions for reporting**

This template has been designed for reporting on **results for the agreement period 2016 to 2018**. 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 (either the implementing organisation in the project country or the Swedish organisation) is responsible for submitting the report to the Palme Center.

### 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
* Other relevant protocols, internal monitoring reports, evaluations and documents with project information.

### 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 objectives
* Progress towards the Palme Center Programme objectives
* Implementation of the project and lessons learned
* Sustainability
* Risk management
* Funds utilization
* Other comments and recommendations the Palme Center

## PROJECT AND CONTACT INFORMATION

### About the Project

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

### About the Implementing Organisation in the project country

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

### About the Swedish Member Organisation (if applicable)

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

# NARRATIVE REPORTING

**PROGRESS TOWARDS YOUR PROJECT 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 an organisation 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 people that the project relates to. Changes in their ability to participate in society, access to human rights, power and influence, etc.

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

1. Please describe (in your own words) which **positive changes/results** you think that this project has contributed to during the year. Have there been any unexpected positive or negative results? Refer to your project objectives. Please fill in the annex 1 “Result Matrix” if applicable to your project.

*Please write here:*

**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\*** | **Relate to intermediate objective** | **Number of activities implemented** | **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. Did you carry out all planned activities? If not; explain the deviations from the project plan and how it has affected the project and the fulfilment of objectives.

*Please write here:*

1. Out of the total number of participants, how many have increased their knowledge and capacity as a result of the training? Please state your means of verification.

*Please write here:*

**PROGRESS TOWARDS THE PALME CENTER PROGRAMME OBJECTIVES**

As every PAO-project is part of the Palme Center global program for democracy development, this section relates to your project’s contribution to the Palme Center programme objectives. Please respond to those of the questions, which are relevant for your project.

Please give examples on impact, outcome and output level if possible.

Please compare changes to previous years if possible.

1. Describe how the project cooperation has contributed to increased participation and **influence for women and young people** during the year. Please also describe **how you have worked**, internally and externally, for gender equality and non-discrimination within the project. For example:

What have been the main successes and difficulties?

Comment on the share of women and youth in leading and/or elected positions?

Are the statutes guaranteeing good representation of women and youth league?

To which degree are the women and youth leagues active in local level?

 Is the youth league and the women’s league participating (actively) in regional and international networks with likeminded parties?

Have there been any proposals for policy reforms that benefit women and youth at local department and/or national party level?

Any other signs of progress?

 *Please write here:*

1. Describe how the project has contributed to **increased openness, transparency and legitimacy.** For example:

Has the project contributed to increased external cooperation/networking

with other political parties/organisations and/or relevant stakeholders during the year?

Has cooperation with trade unions, civil society and likeminded political parties resulted in joint activities or political propositions?

Is the party participating (actively) in regional and international networks with likeminded parties?

Any other signs of progress?

 *Please write here:*

1. Describe how the project cooperation has contributed to **internal development and increased member/grassroot influence** within the party/organisations. For example:

Changes/tendencies to changes within the internal democratic structure of your organisation. Have there been any changes in influence of members/grassroots?

Internal elections, increased involvement by members in party operations, or increased influence by local branches?

Have local branches been established and are they active/well-functioning?

In what way can members/grassroots influence decisions?

Has the number of members increased?

Any other signs of progress?

 *Please write here:*

1. Describe how the project has contributed to **strengthened ideology and outreach**.

How have you worked internally and externally, with ideology and outreach?

Is there a lively policy debate internally within the party?

What is the development in the party’s ability to formulate and express political messages?

Has the project cooperation contributed to any proposals of policy within the party and/or externally?

If so, have any of the proposals been adapted?

Any other signs of progress?

*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. Any updates in the organisation relevant for the project implementation; staff changes, disruptions, successes, cooperation with other partners/donors?

*Please write here:*

1. What do you think have been the most effective methods for achieving the project objectives - and why you think they worked out well?

*Please write here:*

1. Which work methods and strategies were not so useful? Why?

*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. If the project involves a Swedish member organisation: Describe who you work together in the planning, implementation and evaluation of the project. What has been the **most important contribution from the Swedish member organisation** to the project during the project period? What have been the strengths and weaknesses of the partnership?

 *Please write here:*

1. Describe in what way the Palme Center has supported/contributed to the planning, implementation and evaluation of the project. What has been the **most important contribution from the Palme Center** during the project period? What have been the strengths and weaknesses of the partnership so far? Any recommendations for the future?

*Please write here:*

1. Looking back at the project – what are your overall conclusions from working with the project, and what are the most important lessons learnt? What have been most important success factors and obstacles according to your view? What experience would you like to share with the Palme Center and other organisations currently setting up similar development projects?

*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 Analyse 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 total latest approved budget? 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), 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. |
|  | All the documents mentioned above have been submitted to the Swedish OPC member organisation (only when the Swedish OPC member organisation is the contracting partner to the Palme Center). |
|  |  |

**Checklist for attached documents for the Swedish member organisation (if applicable). This checklist is to be completed by the Swedish organisation before submitting the report to the Palme Center)**

|  |  |
| --- | --- |
|  | The *Narrative report* received from the partner organisation has been reviewed, complemented (if needed) and signed by the authorized signatories in the Swedish organisation. |
|  | 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 Swedish kronor* has been filled in and is attached.  |
|  | 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), is attached and has been signed by the auditor. |
|  | *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)