|  |  |
| --- | --- |
| **Project number:** |  |
| **Date:** |  |

# OPC_Logga_CMYKcso narrative REport template 2016-19

**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.

**NARRATIVE REPORTING**

|  |
| --- |
| The **Narrative report** shall to be sent by **e-mail in word-format** to:**reporting@palmecenter.se** *Please mark the email “****Reporting, project number [X****]”.* No hard copy is required. |

**FINANCIAL REPORTING**

|  |
| --- |
| All **Financial reporting** documents are to be sent by post in two versions, 1 signed original and 1 copy, to:**The Olof Palme International Center**Box 836SE - 101 36 StockholmSweden |

**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 2019**. 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 member organisation (when applicable).

The Palme Center´s contractual organisation (either the implementing organisation in the project country or the Swedish member organisation) is responsible for submitting the report to the Palme Center.

### Necessary documents for reporting

The application for 2016-2019 is the underlying document for this report. When compiling the report make sure the following documents are available and utilized:

* Project application for the period 2016-2019 including budgets.
* Programme matrix (appendix t0 this form)
* Other relevant protocols, internal monitoring reports, evaluations and documents with project information from this project period.

### The structure and logic behind the CSO 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:*

* Results
* Sustainability of results
* Implementation of activities, steering and administration of project
* Funds utilization
* Risk management
* Cross-cutting issues
* Organisational development
* Project partnership and communication

## 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

## Results 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 or the target group 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. Progress towards the objectives of the Burma programme

Please comment on the Programme Result Matrix (see appendix). What positive changes/results do you think that this project has had when looking at the specific programme indicators? Please give examples on impact, outcome and output level if possible.

*Please write here:*

1. Are there any examples of policies, laws and amendments pushed by your organization and your beneficiaries that has been recognized by relevant decision-makers on a local, state and/or national level during the year? If yes, please describe how your organization/project has contributed.

 *Please write here*:

1. How many people (men/women) have benefitted from your organizations legal support to human rights victims in 2016? Please indicate if the legal support has been included in this specific project or not.

 *Please write here*:

1. Describe your organisations visibility in media during the year. How many times has your organisation been mentioned, or a representative from your organisation been interviewed, by national and/or international media during the year?

 *Please write here*:

1. Are there any examples of increased internal democracy[[1]](#footnote-1)[1] within your organisation during the year? If yes, please describe what.

 *Please write here*:

1. Has your organisation contributed to improved cooperation and coordination with the democracy movement in Burma and in exile? If yes, please describe how.

 *Please write here*:

**Results**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *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 results 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** |

Comment on the results

Please reflect on the Projects result table above. Furthermore, document any unexpected negative or positive results.

*Please write here:*

**SUSTAINABILITY OF RESULTS**

Describe how the results of your project can be sustainable (continue after your project cooperation has ended)? For example, changes in legislation, increased awareness among target groups.

 *Please write here:*

**IMPLEMENTATION OF ACTIVITIES AND STEERING OF THE PROJECT**

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.

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:*

Which work methods and strategies were not so useful?

*Please write here:*

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

*Please write here:*

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:*

## Project activities

List the activities carried out during the year within the frame of the project in the table below.

### Activities carried out

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of activity\*** | **Relate to intermediate objective no**  |  **No of activities**  | **How was the results of the activity verified/evaluated\*\*?** | **Type of target group** | **No of women \*\*\*\*** | **No of men \*\*\*\*** | **Total number of participants\*\*\*\*** |
| 1.  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |  |
| 9. |  |  |  |  |  |  |  |
| 10. |  |  |  |  |  |  |  |
| **Grand total (total number of women, men and participants)** |  |  |  |

**Explanations on how to fill in “Project Activities” matrix**

\*For example trainings/workshops in specific subjects, seminars, study circles, conferences, networks, public events, performance, campaigns. Remember to include activities connected to internal capacity building like planning, follow up and evaluation.

\*\* How do you follow up afterwards whether activities contributed to objectives, for example: questionnaires, interviews/meetings, statistics, pre/post tests, observations.

\*\*\* As described in the application, for example: workers, organisation/party members, students, young people, local level public officials, under-represented groups

\*\*\*\* 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.

*Please write here:*

1. How do you think the deviations have affected the project and the fulfilment of objectives?

*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 there is a planned continuation for next year, how do you wish to use the 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 |

1. Any goods and services purchased? If any of these purchases exceeded Palme Center’s limits\* 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:*

 *\* 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)*.)*

**RISK MANAGEMENT**

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

1. **Please look at the Risk Matrix from the project application**. Which of the risks listed in the matrix 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 solve challenges?

*Please write here:*

## Cross-cutting Issues

There are a number of aspects that are especially important in contributing to the Palme Center's overall goal of a world of peaceful societies based on democratic ideals and in which everyone is considered equal and given the same rights. In this section we want you to reflect and share on how you have worked with the cross-cutting issues of gender equality, environmental issues and sustainable development, anti-corruption and, if applicable, HIV and AIDS during the past year.

**Gender equality** **and** **non-discrimination**

A) Describe how you have worked for both gender equality and non-discrimination in your community/society? Please give examples.

B) Describe how you have worked for both gender equality and non-discrimination in your organisation? (For example changes in gender balance, responsibilities for men and women within your organisation, participation of discriminated groups etc).

 *Please write here:*

1. Environmental and Climate issues

Has your project, organisation and/or target group in any way been affected by issues related to environmental and climate change. If yes –How have this been handled?

Has your project tried to influence or contribute to an improved environment? If yes– describe how? Any results achieved? (for example by political action, information campaigns, trainings, internal capacity development of staff, development of policy documents etc).

*Please write here:*

1. Anti-corruption

Has your project or organisation worked with anti-corruption in societal level? If yes -describe how? Any results achieved? (For example has the project been used to promote increased popular accountability from the government/policymakers/ decision makers with regards issues on corruption?)

(Please comment on your internal work to prevent corruption within the project/organisation in section “Risk Management” below.)

*Please write here:*

1. Peace and Conflict Sensitivity

Describe how you have worked to prevent conflict and promote peace (how you have worked with conflict sensitivity) within your project. What have been the outstanding successes and main difficulties? Any results achieved? Any examples/success storied you would like to share?

**ORGANISATIONAL DEVELOPMENT**

In this section we would like you to describe in what way the project has been able to contribute to organisational development within your organisation. For instance, has there been capacity building within your staff organisation, better working methods, increased internal democracy, development of transparent steering documents or democratic mechanisms for decision making, developed processes and routines? If your organisation is member based, do you receive more income from membership fees? Do you have more (or more active) members?

1. Describe how the project cooperation has contributed to an internal organisational development during the year.

*Please write here:*

 Describe how the project has contributed to increased external cooperation/networking with other organisations and/or relevant stakeholders within the framework of this project during the year.

*Please write here:*

**PROJECT COMMUNICATION AND PARTNERSHIP**

In this section please describe how the project has applied communication internally (project group in Sweden and your organisation) and what have been the strengths and weaknesses of the partnership.

If the project involves a Swedish member organisation: Describe in what way the Swedish member organisations has been included 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? What have been the weaknesses of the partnership?

*Please write here:*

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:*

Please write down any additional information, comments or recommendations regarding the project or with regards to the collaboration and relationship with the Palme Center that you wish to share.

*Please write here:*

## Appendix: 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 2015, 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, 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. [1] **Examples of democratic practices:** regular board meetings, annual meetings where the members elect the board, registered members, structures membership list, democratic involvement of the participants in the activities and planning of the activities, annual organisational reports, meeting minutes, meeting agendas are sent out to all involved before the meeting. Organisational statues in place (constitution), organisational chart. [↑](#footnote-ref-1)