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

# annual narrative report template 2023

**Note:** A checklist for the complete reporting (narrative, financial and audit) has been attached at the end of this template. Please contact your Programme Manager at the Palme Center if you have any questions.

## HOW TO SUBMIT THE REPORT

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| The narrative and the financial report shall be sent by **e-mail in Word format** to:  [**reporting@palmecenter.se**](mailto:reporting@palmecenter.se) with a cc: to your Programme Manager at Palme Center.  Please mark the email “Reporting, project number [X]”.**No hard copy is required**.  NOTE! Confidential project reports must be submitted in the manner agreed with the Programme Manager at the Palme Center. |

## DATES FOR SUBMISSION

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| --- |
| **February 1st** (for partners directly supported by the Palme Center)  **March 1st** (for Swedish member organisations) |

## INSTRUCTIONS FOR REPORTING

The purpose of this report is to document changes, results and lessons learned, and to provide the Palme Center with the necessary information for reporting to Sida[[1]](#footnote-2).

## WHO SHOULD FILL IN THE TEMPLATE AND SUBMIT THE REPORT?

The template is to be filled in electronically by the partner organisation in the country of implementation and with the support of the Swedish member organisation (when there is one). 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

When compiling the report make sure the following documents are used:

* Your application for the period 2020-24 including budget, project log frame (if any) and the latest updated annual work plan.
* Programme log frame (download from [Palme Resource Center](https://www.palmecenter.se/resourcecenter/forms/) or get it from your Programme Manager)
* Other relevant documents such as protocols, internal monitoring reports, minutes from dialogue meetings and evaluation reports etc.

## INFORMATION ABOUT THE COOPERATION

|  |  |  |
| --- | --- | --- |
| **Local organisation (PO)** |  | |
| **Swedish organisation (MO)** *(when there is one)* |  | |
| **Programme** | Asia  Eastern Europe  MENA | Southern Africa  Trade Union  Western Balkans |
| **Country/ies of implementation** |  | |
| **Political priority/ies which you contribute to** | Countering the threats to democracy and human rights  Advancing equality and worker’s rights – building new alliances and pushing progressive politics  Sustainability through a just transition – countering climate change  Promoting peace and dialogue – mitigating armed conflict and social tensions  Opposing the backlash – increasing gender equality | |

## 1. CHANGES IN THE CONTEXT

**1.1 Describe any changes in the surrounding context[[2]](#footnote-3) that have affected your work and target group during the year.**

Please write here:

**1.2 Did you have to change your strategies, methods, or activities because of changes in your organisation or local context? Describe how.**

Please write here:

## 2. BEHAVIOURAL CHANGES

**2.1 Relating to the Programme log frame, describe what behavioural changes you have observed and how your organisation/project has contributed to these? (Refer to the indicator number in the Programme log frame[[3]](#footnote-4)!)**

* **Decision makers**: Please write here
* **Actors working in cooperation**:Please write here
* **Rights holders**: Please write here

**2.2 Describe unexpected behavioural changes, positive or negative, that are not included in the Programme log frame.**

Please write here:

## 3. ORGANISATIONAL DEVELOPMENT AND LESSONS LEARNED

**3.1 Describe the internal development[[4]](#footnote-5) within your organisation during the year.**

Please write here:

**3.2Describe lessons learned during the year (for example in connection to results or organisational development) and possible adaptations because of these learnings.**

Please write here:

## 4. ACTIVITIES (OPTIONAL FOR CORE-SUPPORT PARTNERS)

**List the activities carried out during the year within the frame of the cooperation with the Palme Center in the table below. Please look at your latest annual work plan and budget when filling this out. Add more rows if necessary.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity[[5]](#footnote-6)** | **Number of activities held** | **Which behavioural change indicator/s did the activity contribute to?  See Programme log frame and refer to indicator number!** | **Outcomes of the activity** | **How were the outcomes verified/evaluated[[6]](#footnote-7)?** | **Target group[[7]](#footnote-8)** | **No of women** | **No of**  **men** | **No of non-binary persons** | **Total number of participants** |
|  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |
| **Grand total (total number of women, men, and non-binary persons)** | | | | | |  |  |  |  |
| **How many of these do you assess to be unique participants[[8]](#footnote-9)?** | | | | | |  |  |  |  |

## 5. USE OF FUNDS

**5.1** **Fill the fields below. The figures should be consistent with the latest approved budget.**

|  |  |  |
| --- | --- | --- |
| **Approved budget in SEK** | **Actual costs in SEK** | **Balance (+/-)** |
|  |  |  |

**5.2 Are there any deviations which exceeded 10 percent of the total latest approved budget? If so, explain them.** Please comment on major changes in the budget, even if these changes have already been approved in earlier correspondence. Do refer to such correspondence when relevant.

Please write here:

**5.3 Have any goods and services been purchased?** If any of these purchases exceeded the Palme Center’s limits for procurement[[9]](#footnote-10), kindly describe the procurement/s made.

Please write here:

**5.4** **Has any equipment (computers or other goods) been purchased in the project?** Please list the purchases below and explain how ownership will be regulated when the project ends.

Please write here:

## INTEGRATED PERSPECTIVES

**This is where you reflect on and share how you have integrated the four perspectives.** Consider how you have integrated the perspectives in your context analysis, risk management, objectives and behavioural change indicators, activities and budgets as well as in your organisation. **Please give examples!**

## 6.1 Gender equality and non-discrimination

**Describe how you have integrated gender equality and non-discrimination.** (For example, how have you ensured gender balance or equal representation on other grounds such as ethnicity and sexual orientation in your activities and organisation? Have you developed a gender/non-discrimination policy and action plan and what are the results?)

Please write here:

## 6.2 Environment and Climate

**Describe how you have integrated environment and climate.** (For example, which climate and environmental issues affect your target groups, and how have you addressed these issues—in information campaigns, trainings etc? How have you worked with this perspective in your organisation; through policies, capacity development, etc?)

Please write here:

## 6.3 Conflict Sensitivity

Conflicts in society impact us as an organisation and our programmes. Also, what we try to achieve and how we do it affects the society around us such as relationships between local actors, power structures and conflict dynamics.

**a) Describe if and how your work has been impacted by conflicts in society. How have you worked to prevent and/or mitigate these negative effects?**

Please write here:

**b) Describe if and how your project has had any negative impacts on conflicts in society? How have you worked to prevent and/or mitigate these unintended negative effects?**

Please write here:

## 6.4 Anti-corruption

**a) Have you worked to prevent corruption in society? If yes, describe how. Any results achieved?** (For example, holding the government/other decision makers accountable.)

Please write here:

**b) How have you worked to prevent corruption in your organisation?** (Also include this in the section “Risk Management” below).

Please write here:

## RISK MANAGEMENT

In this section we would like you to reflect on risk management **so far during the project period**.

**7.1 Has new information or experiences affected your risk analysis or made you identify new risks? If so, describe these.**

Please write here:

**7.2 Has risk treatment measures been added or strengthened? If so, describe these.**

Please write here:

**7.3 Please attach your updated Risk Matrix to the report.**

## PARTNERSHIP

**8.1 What has been the most important contribution from the Swedish member organisation (if you have one) during the year? Any recommendations for the future?**

Please write here:

**8.2 What has been the most important contribution from the Palme Center during the year? Any recommendations for the future?**

Please write here:

**8.3 Describe your experience of the Palme Center’s Dialogue Meetings, Partners’ Network Meetings and/or trainings. Is there any other capacity development support you need?**

Please write here:

## APPENDIX: CHECKLIST FOR REPORTING

Follow the steps 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!

Checklist for the implementing organisation (PO) in the programme country

|  |  |
| --- | --- |
|  | The Narrative report template has been filled in. |
|  | The Expenditure specification has been based on the approved budget for the reporting financial year and is signed by an authorised signatory in the organisation as well as by the auditor. |
|  | The Auditor’s Report according to ISA 805 (according to the Palme Center audit instruction), is attached and has been signed by the auditor including Report on factual findings (ISRS/SNT 4400). |
|  | The Management Letter (according to the Palme Center audit instruction) is attached and has been signed by the auditor. |
|  | The Management Response is attached and has been signed by the authorised signatory for the organisation. |
|  | A certificate verifying the title of the auditor (CPA, CA, or equivalent according to national law) is attached. |

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

|  |  |
| --- | --- |
|  | The Narrative report received from the PO has been reviewed, complemented (if needed) and signed by the authorised signatories in the Swedish organisation. |
|  | The Expenditure specification has been based on the approved budget for the reporting financial year and is signed by an authorised signatory in the organisation as well as by the auditor. |
|  | A copy of the Audit report from the local partner is attached. |
|  | The Auditor’s Report according to ISA 805 (according to the Palme Center audit instruction), is attached and has been signed by the auditor including Report on factual findings (ISRS/SNT 4400). |
|  | The Management Letter (according to the Palme Center audit instruction) is attached and has been signed by the auditor. |
|  | The Management Response is attached and has been signed by the authorised signatory for the organisation. |
|  | A certificate verifying the title of the auditor (CPA, CA, or equivalent according to national law) is attached. |

1. Swedish International Development Agency [↑](#footnote-ref-2)
2. For example, social, political, economic or legal changes. [↑](#footnote-ref-3)
3. Download the Programme log frame from the [Palme Resource Center](https://www.palmecenter.se/resourcecenter/forms/) or get it from your Programme Manager. [↑](#footnote-ref-4)
4. For example, changes in internal democratic structures/methods, capacity building of staff, policies, number of members etc. [↑](#footnote-ref-5)
5. For example, trainings/workshops, seminars, study circles, conferences, networking events, public events, performance, campaigns. Remember to include activities connected to internal capacity building. [↑](#footnote-ref-6)
6. How did you follow up afterwards whether your activities contributed to the desired outcomes? Did you use questionnaires, interviews/meetings, statistics, pre/posttests, observations? [↑](#footnote-ref-7)
7. For example, workers, farmers, youth, students, members, MPs etc. [↑](#footnote-ref-8)
8. Some people might attend several activities and will hence be counted twice or more. Unique participants = the number of individuals that have attended one or more of your activities during the year. [↑](#footnote-ref-9)
9. For services and goods at a value between SEK 75 000 - SEK 284 000, at least three written price comparisons/quotations are required. For further information, please refer to the Palme Center Procurement guidelines at <https://www.palmecenter.se/resourcecenter/forms/> under "Financial reporting”. NOTE! If the national laws (in the project country) require stricter procurement regulations, these are to be followed. [↑](#footnote-ref-10)