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Logo NGO

**Interim Report No.**

**Name of Partner:**

**Project Name:**

**Reference Number (Gz. AA):**

**Project Country:**

**Project Area (if applicable):**

**Reporting Period:**

**Project Start Date:**

**Project Planned End Date:**

**Subsidy Amount:**       €

**Funds requested up to now:**       €

**Date:**

**Modality of assistance:**

*Only for intermediate reports of multi-year projects, the information then refers to the previous year.*

Please estimate the value of cash, vouchers and/or in-kind assistance transferred to recipients as well as, if possible, the value of services delivered to recipients.

|  |  |
| --- | --- |
| **Total value** | **Financial year 20** |
| of cash transferred to recipients | € |
| of voucher-based assistance provided to recipients | € |
| of in-kind assistance given to recipients | € |
| of services delivered to recipients | € |

Additionally, please estimate the related programme costs for each modality. Use your own definition of “programme costs” and briefly explain what you count as such and what not.

|  |  |
| --- | --- |
| **Related programme costs** | **Financial Year 20** |
| for cash transferred to recipients | € |
| for voucher-based assistance provided to recipients | € |
| for in-kind assistance given to recipients | € |
| for services delivered to recipients | € |

**Narrative Reporting** [[1]](#footnote-1)

*Please note: The narrative interim report should not exceed 2-3 pages.*

**1. Overall Performance:** Write about the project/program so far. Include information about how successful it is and what results are achieved. Write about the objectives of the project/program, and whether or not it is meeting these. Include information about its effect on the different needs of women, men, boys, girls, and vulnerable people.

*Instructions for partners (please delete these below before you submit your report):*

• Write about the project/program as a whole but only as an overview. Include information about how progress has been made. Make sure you write about the context of the project, why it was needed, and its original aims.

• It is important to include information about how you found out about the needs of vulnerable people, and how you made sure the project took their needs into account. Explain how gender considerations were taken into consideration in this project, and how they were mainstreamed in project implementation.

For example, were men and women involved in the project design and implementation in a comparable way? Unless the project was specifically targeted at one group, how did you ensure that men and women benefit from the project in a comparable way? How did you ensure that the needs and capabilities of persons with disabilities were addressed?

• Please briefly describe your approach to protection. How did you identify risks for affected populations? Which actions did you take to avoid or minimize risks for people?

• This question is different from question 3, “Measuring Results”. Here, make sure you give an overview about the project/program in general and in relation to its objectives. Your answer to question 3 on “Measuring Results” is where you should write about results in more detail.

• As you are writing an interim report, only write a little about the project/program as a whole. You can write about how you think the project/program will perform in the future. Include information about progress that has been made since the last interim report. You can mention important achievements, problems you have had, or any other information which has affected the project or its results.

**2. Changes and Amendments:** Briefly explain any changes to the project/program from the original plan (whether in the implementation plan, activities, measures, or outcomes), and explain why you needed to make them, for example because of a change in needs or in the overall situation.

*Instructions for partners (please delete these below before you submit your report):*

• Explain any changes or amendments to the original proposal or project/program plan, and the reasons why you made them. This might include a discussion of how the humanitarian context has changed, changes in the needs of the beneficiaries, or other challenges or problems you had that meant the implementation plan, activities, indicators, or outcomes had to be changed. If a change was requested and approved by the donor, please mention it.

• Give recommendations for improving the design of the project/program or adapting the program to address these changes, including any changes to program goals, implementation plan, specific activities, indicators, or proposed outcomes.

**3. Measuring Results:** Describe the progress in achieving the outputs, outcomes and associated targets in the project proposal, according to the milestones or indicators that were established. Please use the logframe given in the original proposal.

*Instructions for partners (please delete these below before you submit your report):*

• Write about the outputs, outcomes, or results achieved. How much progress has been made towards the targets you identified for each indicator in the original proposal? Specifically write about whether the targets were met in time, and explain why key targets or milestones were not met, and any differences between the expected results and the actual results. Explain the sources of measurement and verification used.

• You should asses the results for each objective or outcome set out in the original performance plan, in both narrative and logframe form.

**4. Risk Management:** Describe how risks to the project or program were identified, managed, and mitigated, including any operational, security, financial, personnel management or other relevant risks.

(Suggested length: 1/2 page)

*Instructions for partners (please delete the instructions below before you submit your report):*

• Update the risk management analysis included in the initial proposal. Were the right risks identified? What new risks were there that you did not expect? What did you do to mitigate or address the risks you identified? Did this work?

• Write about external risks from the overall environment, and internal risks, for example, related to financial or personnel management issues. This might include risks of sexual exploitation and abuse of beneficiaries by project staff, corruption, conflicts of interest, loss of or harm to project staff, and loss of or harm to project/program materials or resources, for example. If you project/program takes place in an insecure environment, make sure you write about security risks, including how the security situation evolved over the course of the project/program and how this affected project activities

**5. Visibility**: Describe how the support for this project/program was made public. If any visibility or acknowledgement plans which were outlined in the proposal were not conducted, explain why, and what you will do instead.

*Instructions for partners (please delete the instructions below before you submit your report):*

• If you have attached photos or illustrations of visibility, you do not need to write much.

• If you are writing about visibility plans that were adapted or things you did not do, explain if the donor gave prior approval and the date of your request for approval.

**Financial Reporting**

1. **Financial Summary:**

Provide the financial overview as of the end of the reporting period, including deviations from the initial budget plan**.**

* If required according to the allocation agreement, attach a statement of account for the funds which were granted for the project/programme in the previous budget year.

**2. Budgetary Adjustments:**

Are there relevant changes to the budget that need approval? Will budget lines be overspent by 20%? Are new budget lines necessary? Please give reasons.

1. The questions and the wording of the narrative reporting sections are based on the 8+3 harmonised reporting template, which has been developed as a result of the Grand Bargain. By using the 8+3 template, the German Federal Foreign Office implements its Grand Bargain commitment to simplify and harmonise reporting requirements for its partners. [↑](#footnote-ref-1)