1. **INSTRUCTIONS**

* Template valid only for Semi-annual Narrative Reporting
* Semi-annual Narrative Report (SNR) to be submitted only once a year after the first 6 months implementation period. All questions in the template to be answered.
* Refer to the QPRG for M&R for detailed timelines, steps and responsibilities.
* Most important is to keep the report clear, concise, brief as possible and only as detailed as necessary. Limit number of pages as much as possible (Section III. NARRATIVE REPORT should ideally not exceed 5-10 pages).
* Delete the guidance under each question before submitting the report.
* The template can be adjusted by the Country Office (CO) as might be needed. Questions can be added or modified in line with donor needs.

# **PROJECT DETAILS**

* Complete the following table with respective project details (copy-paste as appropriate from last report):

|  |  |
| --- | --- |
| Project ID | <Insert the project ID as assigned in ProMIS> |
| Project Name | <Insert the project name as assigned in ProMIS> |
| Project Location | <Insert the Region/Country and City/Town/Administrative area where project is located> |
| Project Duration | <Insert the project Start date and End date (dd.mm.yyyy)> |
| Total approved budget amount (in EUR) | <Insert the total approved budget amount for the project, including any additional funds to the initial approved budget, as provided by CBM during the project period> |
| Total budget expenditure amount (in EUR) | <Insert the latest total budget expenditure amount in relation to the approved budget amount entered above> |
| Contract Partner | <Insert the name(s) of the partner(s) that has / have signed the contract with CBM> |
| Other Implementing Partners | <Insert the names of any other non-contractual partners involved in the project (if any)> |
| Responsible person at Partner / Project | <Insert the name and job title of the report writer/contact person at the Partner/Project> |
| Date of report submission | <Insert the date of report submission to CBM> |
| Responsible person at CBM | <**To be filled by CBM**. Insert name and job title of the responsible contact person for the report at Country Office/Regional Hub Office> |

1. **NARRATIVE REPORT**

# **Summary of Results Achievements**

* List and report on the key Results achieved during the reporting period as included in the project logframe, with reference to the indicators. Focus on the changes (intentional or unintentional) that have come about as a result of implementation of activities.
* Describe the targets achieved and the main beneficiaries.
* List and report on key Results not achieved and provide reasons.
* Indicate any major adjustments in results (and targets) that took place or are planned for the next 6 months period. Specify if any approval for changes has been sought from CBM.

# **Narrative Reporting on Activity Implementation**

* Which activities were planned to be implemented in the first six months (Q1 and Q2)? Please list down the Activity Name and Number only.
* Using the list above, please report on the activities implemented during the last 6 months. Describe if any targets were achieved or explain any variance in achieved versus planned activities in the reporting period. Explain who the main beneficiaries/ participants were.

# **Challenges and Lessons Learned**

* Complete the table below with any significant internal or external project/organizational challenges encountered during the reporting period, including the lessons learned.
* Also include any solutions that you plan to implement in the next reporting period.

|  |  |
| --- | --- |
| Challenge | Lessons learned / solutions |
| <Insert> | <Insert> |
| <Insert> | <Insert> |
| <Insert> | <Insert> |

# **Changes in Implementation Plan and Personnel (if applicable)**

* Specify any changes;

1. to the implementation plan (strategies, timelines, targets or key results) including if any approval for changes has been sought from CBM,
2. in personnel at the organization’s senior management level or changes in key positions related to the project implementation.
3. **Risk Update**

* Report if any of the risks identified during the project design have materialized or changed. Refer to the existing Project Risk Register.

1. **Activity Forecast**

* Which activities are planned to be implemented in the next 6 months (Q3 and Q4)? Please list down the Activity Name and Number only.

# **Photos**

* Use this space to paste any latest photos with captions, news items etc. related to the project.
* Ensure that written consent has been obtained from all identifiable people in the photos. If needed, Consent Forms for filling in and signing can be requested from CBM at any time.

# **COMMENTS FROM CBM OFFICE**

* This question is mandatory for the CBM Office responsible for supervision of the project. In case the question cannot be filled, the reason why has to be specified here. The reporting here should be entered in ProMIS Project page Log tab. Any identified key actions following the review of the report should be entered in ProMIS Project page Tasks tab.
* Briefly comment on the overall quality of project implementation and reporting. Describe whether the project is/was implemented as planned and is/was completed on schedule.
* Refer to the latest Project Status Review in ProMIS Project Overview Page.
* What were key findings and recommendations from the last CBM project visits? Report how the Partner has responded to the findings / recommendations and any support provided by CBM.

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