NARRATIVE REPORT FORM FOR PROJECTS FINANCED THROUGH THE FONS CATALÀ DE COOPERACIÓ

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| --- | --- | --- | --- | --- |
| 1. **BASIC PROJECT DETAILS** | | | | |
| Project number: | | | | |
| **Project title:** | | | | |
| **Sustainable Development Goal(s) addressed by the project:** | | | | |
| **Geographical location:** | | | | |
| **Effective start date of the project:** |  | **End date of the project:** | |  |
| **Reporting period:** | |  | | |
| **Date of preparation of the report:** | |  | | |
| **Amount financed by the Fons Català de Cooperació:** | | | **€** | |
| **Institution/organisation responsible for producing this report:** | | | | |
| **Representative of the organisation:** | | | | |
| **Position:** | | | | |
| **Person in charge of the project:** | | | | |
| **Position in the organisation:** | | | | |
| **Telephone:** | | | | |
| **E-mail:** | | | | |
| **Person in charge of preparing this report:** | | | | |
| **Position in the organisation:** | | | | |
| **Telephone:** | | | | |
| **E-mail:** | | | | |

1. **LIST OF REQUIRED DOCUMENTS**

* Report form (this form), signed and filled in (preferably in Catalan). The report must also be submitted in Word format.
* Sources of verification and other annexes (e.g. images, any materials produced, copies of published materials, etc.). Images must be submitted in JPG format.
* Financial report submitted in Excel format.
* Scanned copies of invoices, receipts, or any other supporting documents of expenditure and respective proof of payment.
* Supporting documents for transfers of funds to the local partner and for local currency exchange operations carried out, to justify the exchange rates applied.
* Statement of compliance for the submission of the financial report of projects financed through the Fons Català de Cooperació.

1. **DESCRIPTION OF THE PROJECT AND OF THE IMPLEMENTATION MECHANISM** (one page maximum)

Please describe the evolution of the context and the mechanisms put in place during the reporting period to implement the project. Please describe what has been done during the reporting period. If applicable, explain any changes made in relation to the approved project.

**3.1 DESCRIPTION AND LEVEL OF INVOLVEMENT OF RIGHTS-HOLDER, RESPONSIBILITY-BEARER, AND DUTY-BEARER PERSONS AND ORGANISATIONS**

|  |  |
| --- | --- |
| **DESCRIPTION** | |
| **Rights-holders** |  |
| **Responsibility-bearers** |  |
| **Duty-bearers** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rights-holders | **No. of women** | **No. of men** | **No. of non-binary persons** | **TOTAL** |
|  |  |  |  |
| Responsibility-bearers | **No. of women** | **No. of men** | **No. of non-binary persons** | **TOTAL** |
|  |  |  |  |
| Duty-bearers | **No. of women** | **No. of men** | **No. of non-binary persons** | **TOTAL** |
|  |  |  |  |
| **TOTAL NO. OF PARTICIPANTS** | | | |  |

1. **DESCRIPTION OF THE INTERVENTION** (based on the initial logical framework matrix of the project)

**4.1 OBJECTIVES AND RESULTS** (please add as many cells as necessary)

|  |  |
| --- | --- |
| **Overall objective:** | |
| **Planned indicators of the overall objective:** | **Sources of verification:** |

|  |  |  |
| --- | --- | --- |
| **Specific target 1:** | | |
| **Planned indicators:** | **Targets met:** | **Sources of verification:** |

|  |  |  |
| --- | --- | --- |
| **Planned result 1.1:** | | |
| **Planned indicators:** | **Targets met:** | **Sources of verification:** |

|  |  |  |
| --- | --- | --- |
| **Planned result 1.2:** | | |
| **Planned indicators:** | **Targets met:** | **Sources of verification:** |

|  |  |  |
| --- | --- | --- |
| **Specific target 2:** | | |
| **Planned indicators:** | **Targets met:** | **Sources of verification:** |

|  |  |  |
| --- | --- | --- |
| **Planned result 2.1:** | | |
| **Planned indicators:** | **Targets met:** | **Sources of verification:** |

|  |  |  |
| --- | --- | --- |
| **Planned result 2.2:** | | |
| **Planned indicators:** | **Targets met:** | **Sources of verification:** |

**4.2 PLANNED ACTIVITIES AND LEVEL OF IMPLEMENTATION** (please add as many cells as necessary)

|  |
| --- |
| **Activity 1.1.1:** |
| **Description of the activity carried out and remarks:** |

|  |
| --- |
| **Activity 1.1.2:** |
| **Description of the activity carried out and remarks:** |

|  |
| --- |
| **Activity 2.1.1:** |
| **Description of the activity carried out and remarks:** |

|  |
| --- |
| **Activity 2.1.2:** |
| **Description of the activity carried out and remarks:** |

**Summary of the status of the activities and level of implementation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Planned activities** | **Status of the activities (with respect to the schedule)** | | | | **Level of implementation (%)** |
| **Cancelled** | **Behind schedule** | **On schedule** | **Ahead of schedule** |
| 1.1.1 |  |  |  |  |  |
| 1.1.2 |  |  |  |  |  |
|  |  |  |  |  |  |
| 2.1.1 |  |  |  |  |  |
| 2.1.2 |  |  |  |  |  |

**4.3 Changes to the activity schedule:**

**4.4 Other objectives met:**

**4.5 Other activities carried out:**

1. **AWARENESS RAISING** (one page maximum)

Please describe the awareness-raising actions related to the project, both in the north and in the south, including those that were carried out, those that are planned, and those that have not been carried out.

1. **PROJECT DISSEMINATION** (one page maximum)

Please describe the dissemination and communication actions carried out to publicise the project, including those that were carried out, those that are planned, and those that have not been carried out.

1. **ASSESSMENT OF THE PROGRESS OF THE PROJECT AND REMARKS**

**7.1 Assessment of the objectives, results, and activities achieved and not achieved**

Assessment of the activities carried out regarding the results and the specific targets set and to the changes made during project implementation.

Please explain how the project has contributed to increasing the capabilities of the rights-holders.

**7.2 Assessment of the level of involvement of stakeholder groups involved in the implementation of the project**

Assessment of the level of involvement of stakeholder groups involved in the implementation of the project.

Please pay particular attention to explaining the difficulties or barriers that have arisen and the measures, mechanisms, and/or spaces (planned and unplanned) that have facilitated the participation of women and vulnerable population groups in each phase of the project.

**7.3 Contribution to the realisation of human rights and women’s rights**

Please explain the human rights violations targeted by the project and how it has contributed to the realisation of the human rights of women and vulnerable groups.

**7.4 Contribution to Sustainable Development Goals**

Please explain how the project has contributed to the advancement of the SDGs (identify which ones).

**7.5 Impact (changes and effects)**

Please identify the impacts or effects of the project (e.g. on the beneficiary population, the community, the economic environment, gender, the environment, etc.).

|  |  |  |
| --- | --- | --- |
|  | **Positive** | **Negative** |
| **Planned** |  |  |
| **Unplanned** |  |  |

**7.6 Description of the resources used in the framework of the project (human, material, and financial resources)**

If applicable, please explain any changes made to the resources originally planned in the approved budget.

**7.7 Feasibility and sustainability**

Please describe the feasibility of the project in terms of technical, institutional, and methodological resources during its implementation and of the sustainability of the project beyond the end of external financing, considering financial, economic, institutional, and socio-cultural aspects.

Please explain the commitment of the stakeholder groups, authorities (public, traditional, etc.) or other representative institutions to the objectives of the project.

Please explain the key factors (internal and/or external to the project) that may support or threaten the sustainability of the project.

**7.8 Assumptions and external factors**

Please assess the assumptions made in the initial project and describe the external factors that have affected the development of the project.

**7.9 Strengths and weaknesses identified in the course of the project**

Please describe the most noteworthy aspects, both positive and negative, that allow conclusions to be drawn for the future or corrections to be made on the spot, as well as any aspects that may contribute to improving the impact and results of the project.

1. **OVERALL ASSESSMENT OF PROJECT DEVELOPMENT AND FUTURE PROSPECTS** (one page maximum)
2. **LIST OF SOURCES OF VERIFICATION AND OTHER ANNEXES**

Please compile a list of sources of verification and other annexes.

The list must include at least the planned sources of verification (based on the logical framework of the initial project). In addition, the organisation may provide a copy of all annexes and additional information deemed necessary.

A sample of the dissemination and communication materials of the project must also be included, as well as photos that are representative of the activities carried out (maximum of 10 photos in JPG format).

Sources of verification

Other annexes