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| The purpose of the Narrative Reports (Progress or Final) is to summarize the operational, administrative and substantive activities undertaken to implement UNDEF funded projects. In order to provide a complete picture of project implementation activities, please provide specific examples and anecdotes and attach supplementary materials (as per section 14). UNDEF will compare the information provided in this report with the signed project document and other materials on file. Please explain in full any changes in project implementation vis-à-vis the signed project. UNDEF will review the report and will request additional information as needed**.**  The report should be no more than fifteen pages, excluding annexes and must be submitted to the UNDEF Secretariat by email ([democracyfund@un.org](mailto:Democracyfund@un.org)) no later than one month following the completion of each milestone event and the end of the project (for the final narrative report, FNR).  Moreover, all projects are required to submit a Financial Utilization Report (FUR) after having completed each Milestone (2 and 3) and a Final Financial Utilization Report (FFUR) no later than three months after the completion of the project. | |
| **1. General Information** | |
| **Milestone 2  Milestone 3**  **Final** | |
| **Project Title:** | |
| **UNDEF Project Number:** | **Report Date:** |
| **Project Location:**    Global  Regional  Local | **Please specify target countries for global/regional projects; or target areas of the country for local projects:** |
| **Project Duration:** | **Project Extension:** Yes  No |
| **Project Start Date:** | **Project End Date:** |
| **Implementing Agency:** | |
| **Implementing Partner(s):** | |
| **Target group(s)/beneficiaries:** | |
| **Project Objective:** | |

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| **2. Summary of the Project’s Financial STatus (in US dollars)** | | |
| **a) Amount of the UNDEF grant:** | | |
| **b) Funds disbursed by UNDEF:** | | |
| **c) Amount utilized from received funds (see b):** | | |
| **d) Remaining balance from disbursed funds (see b):** | | |
| **Any comments on the financial status (e.g., UNDEF-approved budget revision, significant deviations from the original budget allocations, over/under-expenditures):** | | |
| **3. Management Actions** | | |
| **Please indicate, where applicable, the actions undertaken to manage the project. Please indicate the functions of the management team.** | | |
| **Recruitment of Staff:** | | |
| **Procurement of Equipment:** | | |
| **Partnership Agreements:** | | |
| **Set up of Monitoring or Steering Committees:** | | |
| **Other Management Actions:** | | |
| **Please provide information on any shortcomings, delays or changes in the management actions, (e.g. turnover in staffing or relocation of project offices/activities), and remedial actions taken to overcome these challenges.** | | |
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| **4. BASELINE DATA** | | |
| **Please summarize the baseline data collected after the project’s start and describe the way they were collected (if not already detailed in the project document). Please use bullet points.** | | |
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| **5. ACTIVITIES Undertaken AND OUTPUTS** | | |
| **Please outline the outputs that have been undertaken. UNDEF will use this to compare it to the outputs outlined in the signed project document. The description should include the title of the output, its location and date, the activities undertaken and, where applicable, the number of participants.**  **Please provide both quantitative data (e.g. number of participants) and qualitative data (description of activity) for each output. NUMBERS SHOULD CORRESPOND WITH THE PROJECT DOCUMENT.**  **Make reference under each output to the relevant Annexes (Ex. Annex 1.1 - for output 1.1: Training Manual; Annex 1.2 - for output 1.2: Survey report etc.). Include all Annexes in section 14 below.**  **To add more rows as needed (in Word, go to table 🡪 insert 🡪 rows below).** | | |
| **Outputs** | | |
| **Output 1.1:**  Intended:  Actual: | | |
| **Overview and comments on achievements under Output 1.1:** | | |
| **Output 1.2:**  Intended:  Actual: | | |
| **Overview and comments on achievements under Output 1.2:** | | |
| ***Inserts rows as needed*** | | |
| **6. Outcomes** | | |
| **Milestone 2 Milestone 3** **Final** | | |
| **Please describe the results made in achieving the outcomes in a manner that can be compared to the projected outcomes and target indicators in the signed project document (Annex I - Results Framework)**  **Add more rows as needed (to do this go to table 🡪 insert 🡪 rows below).** | | |
| **Outcome 1:** | | |
| Target Indicator 1.1 | | Results: |
| Target Indicator 1.2 | | Results: |
| **Comments on achievements under Outcome 1:** | | |
| **Outcome 2:** | | |  | Comments on Results: | | |
| Target Indicator 2.1 | | Results: |
| Target Indicator 2.2 | | Results: |
| **Comments on achievements under Outcome 2:** | | |
| **Outcome 3:** | | |  | |  |
| Target Indicator 3.1 | Results: | |
| Target Indicator 3.2 | Results: | |
| **Comments on achievements under Outcome 3:** | | |
| **7. Project Schedule Changes** | | |
| **Please outline any significant changes in the project document and any impacts on the project schedule. Explain the reasons for any changes. If a project extension was approved include here the justification for the delays in implementation.** | | |
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| **8.** **Constraints or Issues AFFECTING IMPLEMENTATION** | | |
| **Please explain any constraints or issues which have affected implementation. Please be as specific and concise as possible.** | | |
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| **9. SUCCESSES AND ACHIEVEMENTS** | | |
| **Please outline the project’s major successes and achievements. Be as specific and concise as possible.** | | |
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| **10. MEDIA COVERAGE, PUBLIC OUTREACH AND UNDEF VISIBILITY** | | |
| **Please list all media coverage of project activities (newspaper, television, radio, internet), as well as the date of publication or broadcast, and relevant web links. As per your commitment in the approved project document, please provide examples of items featuring UNDEF (including its logo when appropriate).**  **Include key documents from this section in the list of Annexes in section 14.** | | |
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| |  | | --- | | **11. IMPACT STORY** | | **Please draft a story (1 page max) that could potentially be published on UNDEF's website or used for other purposes. This story should highlight a CONCRETE positive impact emanating from the project. It can be a change brought about as a result of the project (e.g. a legal reform that the project advocated for; citizens monitoring local government investments for the first time etc.) or a personal story (e.g. young woman runs for local elections after youth leadership training; local journalist reporting on corruption issue leads to a solution etc.)**  ***(Include here one related picture only – ideally with UNDEF logo/branding visible)*** | | | |
| **12. ANY OTHER REMARKS** (highlights, brief anecdotes, etc.) | | |
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| **13. NEXT STEPS** (complete whether this is a progress report or final) | | |
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| **14. ANNEXES: DOCUMENTS, MATERIALS AND PUBLICATIONS** | | |
| **Please LIST and ATTACH all documents, materials and publications mentioned in section 5 and 10, as well as any other relevant information regarding project implementation (e.g. curriculum outline, training evaluation, conference/workshop programs and reports, pictures of events, press clippings, etc.). These documents can either be sent by email or on a disc by post (as part of the project costs).**  **List all annexes with a numerical reference linking them to the relevant output:**   * **Annex 1.1: xxxx** * **Annex 1.2: xxxx** | | |
| **14. SIGNATURE** | | |
| **Implementing Agency** | | |
| **Name and Title of the organizational head:** | | |
| **Signature:** | | |
| **Date:** | | |