|  |
| --- |
| The purpose of the Project Narrative Report (Midterm 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 11, page 5). 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) no later than:* Mid-term report – 13 months after project start date
* Final report - 1 month after project completion of CSOP projects

In addition, all projects are required to submit a Financial Utilization Report (FUR) after having reached milestones 2 and 3 and after end of the project (no later than 3 months after the completion of the project) |
| **1. General Information** |
| [ ] **MIDTERM PROGRESS** [ ] **FINAL** |
| **UNDEF Project Number:** | **Project Type:** [ ] CSOP  |
| **Project Title:** | **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:**       **Months**  | **Project extension:** [ ] Yes [ ]  No  |
| **Project Start Date:** | **Project End Date:** |
| **Implementing Agency:**  |
| **Target group(s)/beneficiaries:**  |
| **Implementing Partner(s):**  |

|  |
| --- |
| **2. Summary of the Project’s Financial STatus (in US dollars)** |
| **a) Amount of the UNDEF grant:** | **c) Amount utilized from received funds (see b) :** |
| **b) Funds disbursed by UNDEF:** | **d) Remaining balance from disbursed funds (see b):** |
| **Co-financing, if applicable (matching, parallel, etc.):** |
| **Any comments on the financial status (e.g., 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.**  |
|  |
| **4. BASELINE DATA** |
| **Please summarize the baseline data collected after the project’s start, and describe the manner in which they were collected (if not already detailed in the project document). Please use bullet points** |
|  |
| **5. ACTIVITIES Undertaken AND OUTPUTS** |
| **Please outline the key outputs and activities that have been undertaken. UNDEF will use this to compare it to the activities outlined in the Annex I Results Based Framework of the signed project document. The description should include the title of the activity, its location and date, the topics covered 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 and corresponding activity (ies). NUMBERS SHOULD CORRESPOND WITH THE PROJECT DOCUMENT.** **Make reference under each activity to the relevant Annexes (Ex. Annex 1: Training Manual; Annex 2: Survey report etc.). Include all Annexes in section 12 below.****To add more rows as needed (in Word, go to table 🡪 insert 🡪 rows below).**  |
| **Outputs** | **Activities** |
| **Output 1.1:** Intended: Actual: Overview of output achievement status (provide a brief paragraph): | **Activities:** Intended 1.1.1 : *(Mention the activity title and key details such as numbers of workshops/participants planned)*Actual.1.1 : *(briefly state if the activity has been achieved and justify any deviation from the original plan)*Intended 1.1.2: Actual: Intended 1.1.3: Actual 1.1.3:  |
| **Output 1.2 :** Intended: Actual: Overview of output achievement status (provide a brief paragraph): | **Activities:** Intended 1.2.1: Actual:Intended 1.2.2: Actual:Intended 1.2.3: Actual:  |
| **6. Outcomes** |
| [ ]  **In Progress** [ ]  **Final**  |
| **Please describe the results made in achieving the outcomes in a manner that can be compared to the projected outcomes and outcome indicators in the signed project document (Results Framework)** **Add more rows as needed (to do this go to table 🡪 insert 🡪 rows below).**  |
| **Outcome 1:**  |
| Target:1.1 | Results: | Comments on Results: |
| Target:1.2 | Results: | Comments on Results: |
| **Comments on achievements under Outcome 1:**  |
| **Outcome 2:**  |
| Target:2.1  | Results: | Comments on Results: |
| Target:2.2 | Results: | Comments on Results: |
| **Comments on achievements under Outcome 2:**  |
| **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.**  |
|  |
| **8.** **Constraints or Issues AFFECTING IMPLEMENTATION** |
| **Please explain any constraints or issues which have affected implementation. Please be as specific and concise as possible.**  |
|  |
| **9. SUCCESSES AND ACHIEVEMENTS** |
| **Please outline the project’s major successes and achievements. Be as specific and concise as possible.**  |
|  |
| **10. MEDIA COVERAGE AND PUBLIC OUTREACH** |
| **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. Include key documents from this section in the list of Annexes in section 12.** |
|  |
| **11. ANY OTHER REMARKS** (highlights, brief anecdotes, etc.) |
|  |
| **12. ANNEXES: DOCUMENTS, MATERIALS AND PUBLICATIONS** |
| **Please LIST and ATTACH all documents, materials and publications mentioned in section 5 and 10as 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: xxxx**
* **Annex 2: xxxx**
 |
| **13. 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.)*** |
| **14. SIGNATURE** |
| **Implementing Agency** |
| **Name and Title of the organizational head:**  |
| **Signature:** |
| **Date:** |
| **Do you have any objection to this report, or part of it, being published?**[ ]  **Yes** [ ]  **No** |