# Individual Project / Framework Programme / Strategic Partnership[[1]](#footnote-2)

# *Interim / Final* *Report[[2]](#footnote-3)*

**Via e-mail to** [zivilgesellschaft-international@ada.gv.at](mailto:zivilgesellschaft-international@ada.gv.at)

***The blue comments serve as guidance for writing the report. Please delete them once you have filled in the required information****.*

## Project / Programme N°      /

**Project / Programme** **title**:

|  |  |
| --- | --- |
| Contract partner in Austria | Local project partner(s) *– please add further partner(s) if applicable* |
| Name: | Name: |
| Address: | Address: |
| Telephone, e-mail: | Telephone, e-mail: |
| Project / programme officer, contact: | Project / programme officer, contact: |

|  |  |
| --- | --- |
| Country/countries: | Region/locality: |
| Duration:  from: start date of the project / programme | to: end date of the project / programme |
| Reallocation(s): (if applicable) Indicate if and when there has been a budget reallocation. | Extension of programme until: (if applicable)  State if ADA has approved any project / programme extension |
| Reporting period: (exact dates) | Date of presentation: Indicate the day of  report submission, i.e. when you finished writing the report and sent it to ADA |

## Financial statement per (date) (euros)

|  |  |  |  |
| --- | --- | --- | --- |
| Total costs  Project / programme budget | Cleared items  Already spent budget that has been approved by ADA (for the first report there is none) | Submitted for  examination  Expenditures submitted to ADA for approval with present report | Open items  Budget left to be spend, i.e. budget left after the reporting period of the submitted report(s) |

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Date and signature

## Date, author(s) of report:

## Brief description of *project / programme* progress[[3]](#footnote-4) (German, max. 2 pages)

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*Please summarise the most important aspects regarding progress of implementation according to the topics above. Please note that you have the chance to elaborate all points in more detail below.*

**Summary on**

* Project / programme outcome achieved / progress that has been made towards the achievement of the outcome
* Outputs achieved / progress towards outputs
* Change processes effected
* Target groups, including numbers of direct and indirect beneficiaries, reached to date
* Overview of activities carried out
* Risks / steering measures identified (if applicable)

*Please include a list of abbreviations.*

## Detailed description of *project / programme* progress

*Narrative Report: For the following points of the report, please observe the limit of max. 20 pages for Individual Projects and 30 pages for Framework Programmes and Strategic Partnerships (excluding photos and annexes)!* *Please note that progress by indicators according to the LogFrame including activities carried out should be documented in Annex 1.*

# Project / programme outcome achieved / discernible impact

## Target groups reached

Direct and indirect beneficiaries reached (summary)

## Activities implemented

Activities implemented during the reporting period and, if applicable, reasons for deviation from the implementation schedule (summary)

*Please note: point 1.c) is only mandatory for Framework Programmes and Strategic Partnerships. For Individual Projects, please delete.*

## Results achieved with regard to

* Capacity Development
* Advocacy
* Cooperation with local partner(s) (type of partnership, strengths / weaknesses in cooperation, etc.)
* Cooperation with other organisations: synergies, information exchange, etc.
* Networking and co-operation with relevant stakeholders (e.g. Local authorities / ministries: policy level coordination, lobbying, etc.)
* Systematic knowledge management
* Added value of programme approach

# Lessons learned / outlook

*Here you can indicate what progress has been made to date and what steps / actions are still required to achieve the desired situation of the target group at the end of the project / programme.*

* Experience from implementation of project / programme
* Outlook for next reporting period
* Outlook regarding medium- and long-term sustainability of the project / programme
* Outlook for target groups / beneficiaries after the end of the project / programme

# Challenges encountered and modifications

*Although you already listed “reasons for deviations” and “steering measures” in Annex 1, this section gives you the possibility of elaborating on them and providing more detail on challenges and how you handle them.*

* Challenges in implementing the project / programme and impact on project / programme as a whole (e.g. delays (need for project/ programme extension), organisational and budgetary constraints, (internal) organisational changes)
* Change in external circumstances / conditions (such as changes in the government and political turmoil, which (could) directly affect the project / programme´s objectives)
* Required changes for project / programme planning (Describe how you are coping or are planning to cope with this, or describe potential further steps.)

# Risk Management

*Please note: This should be a narrative description. Please also refer to the risk register (Annex 1) for an update regarding risk management.*

* Did the original risk assessment and the risk management measures (as per project / programme document) prove adequate?
* What is the status of implementation of the measures? How effective were they?
* Which unintended effects by the project / programme might put at risk the required environmental, gender and social standards (see “Environmental, Gender and Social Impact Management Manual”)? How will these risks be monitored and managed? What is your current risk assessment for project / programme?

# Sustainability / capacity development

*Explain how you plan to make sure that the effects of the project / programme activities will last beyond the end of the project / programme according to the following points:*

* Sustainable impact on the local context
* Specific measures to develop local capacities
* “Exit strategies” in place
* If applicable: Financial sustainability and management beyond project of newly created structures

# Monitoring / learning exercise

* How and by whom have monitoring and/or learning activities (including field monitoring visits, learning exercises or workshops, etc.) been carried out?
* Which learnings were gained from these activities?

# Evaluation

*Please briefly outline progress regarding preparation or carrying out an evaluation, if applicable. If no evaluation is planned, please delete.*

*Please note that within the framework of every programme and project evaluation, the following reports must be submitted to and agreed upon by the ADA Programme and Project Manager: Terms of Reference (ToR), Inception Report (IR), Evaluation Report (ER) and Results Assessment Form (RAF). For structure and content requirements for these reports see ADA Guidelines for Programme and Project Evaluations[[4]](#footnote-5) (ADA, 2019:44-53).*

# Visibility and public awareness raising locally and in Austria

Public awareness raising activities carried out in connection with the *project / programme*

* List of hyperlinks or annexes
* Examples: documentation in the form of photographs, newspaper articles, examples for folders, list of conferences (place, date, topic, who attended), TV/Radio broadcast (channel/station, date, topic, etc.)
* Please ensure documentation of the use of the ADA-Logo

# Other points

* Short stories of direct beneficiaries (success stories etc.), short videos and photos (resolution 300 dpi or more, including information regarding copyright) will be appreciated. Please ensure to provide relevant information (e.g. name of the person being interviewed, etc.).
* Please note that these may published on the ADA website, social media channels or elsewhere.

# Annexes:

1. Progress Report Logical Framework, Updated Risk Register, etc.
2. Etc. (please list accordingly)

1. Please delete inapplicable items throughout the document [↑](#footnote-ref-2)
2. 2 Please delete as applicable [↑](#footnote-ref-3)
3. The brief description must be submitted in German. The other parts of the report and any additions should be written in English. Consultation with the unit Civil Society International and Humanitarian Aid (ZGI&HUHI) is required for documents in other languages. [↑](#footnote-ref-4)
4. ADA (2020). ADA Guidelines for Programme and Project Evaluations.

   <https://www.entwicklung.at/fileadmin/user_upload/Dokumente/Evaluierung/Evaluierungs_Leitfaeden/Guidelines_for_Programme_and_Project_Evaluations_ADA_2020.pdf> [↑](#footnote-ref-5)