**ANNEX IV**

**NARRATIVE REPORT TEMPLATE**

**[project title]**

1. This report must be completed and signed by the coordinator’s contact person.
2. The information contained therein must correspond to the financial information contained in the financial report.
3. You can add any paragraphs you consider necessary.
4. The contracting authority shall reject reports which are incomplete or have not been correctly filled in.
5. Answer all questions in order to cover the reference period, as specified in paragraph 1.6.

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***List of acronyms used in the report***

1. **Description**
   1. Name of grant contract coordinator:
   2. Name and role of contact person:
   3. Name of the action’s beneficiary(ies) and affiliated entity(ies):
   4. Action name:
   5. Contract number:
   6. <Start and end date of the reference period>
   7. Target country(ies) or region(s):
   8. Final beneficiaries and/or target-groups[[1]](#footnote-1) (if different) (including the number of men and women):
   9. Country(ies) where the activities shall be carried out (if different from 1.7):
2. **Evaluation of the implementation of the action’s activities and its results**
   1. **Action summary**

Provide an overview of the action’s implementation during the reporting period (maximum half a page). In the case of the final report, the overview shall cover the action’s entire implementation period.

With reference to the updated logical framework matrix[[2]](#footnote-2) (see paragraph 2.3 below), describe and comment on the degree of achievement of the output(s), if this is relevant at this stage, as well as the probability of reaching the final goal(s) related to the action’s final output(s).

Briefly explain whether changes should be, or have already been, made to the intervention logic and the logical framework matrix, and provide a justification for those changes (the full explanation should be provided in section 2.2 for the relevant item: outputs, products, activities). What is the likelihood of reaching final goal(s) in terms of future impact (specify).

* 1. **Results and activities**

A. RESULTS

*The descriptive report must be based on the monitoring and evaluation system defined using the logical framework matrix as the starting point. Therefore, the descriptive report should be the starting point for all the indicators defined in the logical framework. Monitoring and/or evaluation reports relating to the implementation of the action must be used and mentioned in the descriptive reports.*

How do you evaluate the action’s results so far? Include your observations on the performance and achievement of products, outputs and impacts, and indicate whether the action had unexpected positive or negative results.

Explain how the action integrated cross-cutting issues such as the promotion of human rights, gender equality, democracy, good governance, children's rights, the rights of indigenous populations, environmental sustainability and the fight against HIV/AIDS (if there is a strong prevalence of the disease in the target country/region).

For the logical framework matrix (see paragraph 2.3 below), please provide comments on each level of results (product, outputs, impact), on the degree of achievement of all results based on the current value of the corresponding indicators, as well as all related activities performed during the reference period. In the case of the final report, the overview shall cover the action’s entire implementation period.

- the degree of achievement based on the reference level, target and current value of the corresponding indicators, with reference to the assumptions and risks defined in the logical framework;

- the activities covered and performed. Activities should be linked to the corresponding products by means of clear numbering systems.

In the event of poor performance, please explain the reasons and corrective measures taken.

**Output (O) - “<Achievement designation >”**

<comment on the current status of indicators related to the achievement and justify any changes, particularly in the case of shortcomings; please refer to the assumptions outlined in the logical framework>

**(Possible) intermediate output 1 (iO 1) — “<Interim Achievement Designation 1 >”**

**(…)**

**Product 1.1. (Re 1.1.)**

**(…)**

<Taking into account the assessment of the results above, describe all topics and activities covered and carried out. >

B. ACTIVITIES

**Activity 1.1.1.**

<please explain any issues (e.g. delays, cancellations, postponement of activities) which may have arisen and how they were resolved> (if applicable)

<please indicate any risks that may have compromised the execution of some activities and explain how they were addressed> (if applicable)

**Activity 1.1.2.**

**<…>**

* 1. **Updated logical framework matrix**

The logical framework matrix should evolve over the lifetime of the action (that is, the projects): new rows may be added to include new activities, as well as new columns for interim goals (milestones), if relevant, and values shall be periodically updated in the column dedicated to reporting information (see ‘Current value’). The term ‘outputs’ refers to the action’s products, outputs and impact.

The logical framework may be revised if necessary (in accordance with the provisions of the general conditions).

|  | ***Results chain*** | ***Indicator*** | ***Reference level***  ***(reference amount and year)*** | ***Goal***  ***(reference amount and year)*** | ***Current amount\****  ***(reference year)***  ***(\* to be included in interim and final reports)*** | ***Source and means of verification*** | ***Hypotheses*** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Impact (Overall objective)*** | *The broader and long-term change that the action shall contribute towards at national, regional or sectoral level, in the global political, social, economic and environmental context, as a result of the intervention of all actors and stakeholders.* | *Quantitative and/or qualitative variable which provides a simple and reliable method of measuring the progress of the corresponding result*  *To be presented, if applicable, broken down by gender, age, urban/rural area, disability, etc.* | *The value of the indicator(s) before the intervention against which progress can be evaluated or comparisons made.*  *(Ideally, from the partner's strategy, if there is one)* | *Final target value for the indicator(s).*  *Ideally, from the partner's strategy, if there is one* | *The most recent available values for the indicator(s) at the time of report submission*  *(\* to be included in interim and final reports)* | *Ideally, from the partner's strategy, if there is one* | *Not applicable* |
| ***Output(s) (Specific objective(s))*** | *The main medium-term effect of the intervention, focusing on behavioural and institutional changes resulting from the action*  *(t is considered good practice to have only one specific objective, however, for large actions, other short-term outputs may be included here)* | *(see definition above)* | *The value of the indicator(s) before the intervention against which progress can be evaluated or comparisons made.* | *Final target value for the indicator(s).* | *(see above)* | *Sources of information and methods used for its collection and reporting (including who and when/how often).* | *Factors that escape the control of project management likely to have repercussions on the impact/output(s) pair.* |
| ***Products*** | *Direct/tangible products (infrastructures, goods and services) resulting/arising from the intervention*  *(\*In principle, products should be linked to the corresponding outputs by means of clear numbering)* | *(see above)* | *(see above)* | *(see above)* | *(see above)* | *(see above)* | *Factors that escape the control of project management likely to have repercussions on the output(s)/products pair.* |

* 1. **Activity matrix**

|  |  |  |
| --- | --- | --- |
| *What are the main activities to be carried out to achieve the intended products?*  *(\*Activities must be linked to the corresponding products through clear numbering mechanisms)* | ***Means***  *What are the political, technical, financial, human and material resources needed to implement these activities, for example, personnel, equipment, supplies, operating facilities, etc.*  ***Costs***  *What are the costs of the action? How are they classified? (breakdown in action budget)* | ***Assumptions***  *Factors that escape the control of project management likely to have repercussions on the activities/products pair.* |

* 1. **Provide an updated action plan for future project activities**[[3]](#footnote-3)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** | | | | | | | | | | | | | | |
|  | Semester 1 | | | | | | | Semester 2 | | | | | |  |
| Activity | | Month 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Implementing organisation |
| *Example* | | *Example* |  |  |  |  |  |  |  |  |  |  |  | *Example* |
| Preparation of Activity 1 (name) | |  |  |  |  |  |  |  |  |  |  |  |  | Beneficiary or affiliated entity 1 |
| Execution of Activity 1 (name) | |  |  |  |  |  |  |  |  |  |  |  |  | Beneficiary or affiliated entity 1 |
| Preparation of activity 2 (title) | |  |  |  |  |  |  |  |  |  |  |  |  | Beneficiary or affiliated entity 2 |
| Etc. | |  |  |  |  |  |  |  |  |  |  |  |  |  |
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1. **Beneficiaries/affiliated entities and other types of cooperation**
   1. How to evaluate the relationship between this grant’s beneficiaries/affiliated entities (that is, those who signed the mandate for the coordinator or the affiliated entity’s declaration)? Provide specific information about each beneficiary/affiliated entity.
   2. How to evaluate the relationship between your organization and the public entities of the countries where the action is implemented? How did this relationship affect the action?
   3. If relevant, describe your relationship with other organizations that are involved in the implementation of the action:

* Contractor(s) (if applicable)
* Final beneficiaries and target groups
* Other third parties involved (including other donors, other government agencies or local government bodies, NGOs, etc.)
  1. Where relevant, please highlight any links and synergies you have established with other actions.
  2. If your organization has previously benefited from grants from Camões, I.P. intended for the same target group, to what extent has this action reinforced/complemented the previous actions? (List all relevant previous grants).

1. **Visibility**

How was the visibility of Camões, I.P.’s and the EU’s contributions secured in the action?

**5. Place where records, accounts and supporting documents are kept[[4]](#footnote-4)**

Use a table to indicate the place where records, accounts and supporting documents are kept for each beneficiary and affiliated entity entitled to incur expenses.

Name of contact person for action: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. ‘Target groups’ means groups/entities for which the project shall have a direct and positive impact with regards to its objectives; ‘final beneficiaries’ means recipients benefiting from a long-term project whether it is the general population or a broad sector. [↑](#footnote-ref-1)
2. The relevant terminology (i.e. outputs, deliverables, indicators, etc.) is defined in the logical framework matrix template attached to the Guidelines for Applicants. [↑](#footnote-ref-2)
3. This plan should cover the financial period between the interim report and the following report. If it is the final report, this action plan should not be presented. [↑](#footnote-ref-3)
4. To be filled in only for the final report. [↑](#footnote-ref-4)