**ANNEX VI**

**FINAL NARRATIVE REPORT**

|  |
| --- |
| **Instructions to fill in this template – please remove this box**   1. *This report must be completed and signed by the contact person appointed by the coordinator as indicated in section 1.2 of this template.* ***You can obtain this form at the website where the call was published or directly from the contracting authority.*** 2. *The information provided below must correspond to the financial information that appears in the financial report.* 3. *Please follow the instructions provided making sure that all elements requested are clearly described.* 4. *In some instances, the instructions are provided in the form of questions. Please answer them referring to the entire duration of the action as specified in section 1.6.* 5. *Please expand the paragraphs as necessary.* 6. ***Please refer to the special conditions of the grant contract and related addendum (if any) and send one copy of the report to each address mentioned.*** 7. *The contracting authority will reject any incomplete or badly completed reports.* 8. *Please note that the proof of the transfers of ownership referred to in Article 7.6 of the general conditions must be attached to this final report. [[1]](#footnote-2)* |

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# List of acronyms used in the report

|  |  |
| --- | --- |
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|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# Key information on the action

## Name of the coordinator of the grant contract

< Copy/paste as per grant contract or latest addendum >

## Name and title of the contact person

< Copy/paste as per grant contract or latest addendum >

## Name of co-beneficiary(ies) and affiliated entity(ies) in the action

< Copy/paste as per grant contract or latest addendum >

## Title of the action and acronym, if appropriate

< Copy/paste as per grant contract or latest addendum >

## Contract number

< Copy/paste as per grant contract or latest addendum >

## Start date and end date of the action

< From DD-MM-YYYY to DD-MM-YYYY >

## Specific country(ies), region(s), area(s), municipality(ies) or town(s) whose population benefitted from the action

< Copy/paste as per grant contract or latest addendum >

## Final beneficiaries and/or target groups (if different) (specifying gender if possible)

< Copy/paste as per grant contract or latest addendum >

## Country(ies) in which the activities take place (if different from 1.7)

< Copy/paste as per grant contract or latest addendum >

## Reference number of the call

<…>

## Total contract value

<…>

## Thematic priority, specific objective and, where applicable, expected result/output of the call under which the application was funded

<…>

# Assessment of the implementation of action activities and its results

## Executive summary

*This section provides an overview of the implementation of the action for the whole duration of the project, referring to the addendums of the contract if applicable.*

*Referring to the results chain as provided in the logical framework matrix, please describe succinctly the level of achievement (full, partial, null) per result (impact/outcomes/outputs) as listed in the results chain and their effects on the target groups and/or final beneficiaries (if different) and the situation in the target areas which the action addressed.*

*Please explain if the intervention logic has proved to be valid, including with the possible changes and their justifications presented in earlier reports, and comment the likelihood of reaching the final target(s) related to the impact in the timeframe specified in the logframe (see targets for each impact indicator in the logframe).*

*Please explain briefly if any change was needed and approved during implementation to the intervention logic and to the logical framework matrix, giving the justification for such changes (complete explanation should be placed in section 2.2.2 under the relevant level considered: impact, outcomes, and outputs). Please specify how such changes have been agreed with the contracting authority and refer to the necessary exchange of notes and/or amendments to the grant contract. In case the action is financed entirely or partly via financing not linked to costs, such changes must have been subject of an amendment to the grant contract as per Article 9.3 of the General Conditions.*

<…>

## Activities and results

### Activities carried out

*Please describe the activities carried out during the whole implementation period of the action in detail. Making reference to the Activities Matrix of the grant contract as updated in section 2.2.3. below, please describe the activities implemented during the whole period of implementation clustered by output. Please describe particularly the activities that were carried out in the period after the last approved interim report.*

*Following the structure provided below, please describe how the activities implemented throughout the overall implementation period of the action supported the achievement of the output to which they are related to.*

*In case of financial support to third parties is allowed, please include a comprehensive and detailed description of the award and implementation of any financial support given, including: (i) the selection procedure, (ii) the recipients (categories of recipients in case of natural persons, or full legal name of recipients in case of legal persons); (iii) the results achieved; (iv) the problems encountered and solutions found; (v) the activities carried out as well as, if necessary, a timetable of the activities which still need to be carried out.*

<…>

**Activity 1.1.1. related to Output 1.1**

< (if applicable) please explain any problem (e.g. delay, cancellation, postponement of activities) which have arisen and how they have been addressed>

*< (if applicable) please list any risk that might have jeopardised the realisation of some activities and explain how they have been tackled.>*

<…>

**Activity 1.1.2. related to output 1.1**

*<…>*

### Results (outputs, outcomes, impact) achieved

*This section of the final narrative report must describe accurately the level of achievement of the results (impact, outcomes, outputs) as foreseen in the grant contract (and relevant addendum). Following the hierarchy of results spelled out in the logical framework (as reproduced and updated in section 2.2.4), please provide information on the level of achievement of each result (outputs, outcomes, impact) from the beginning to the end of the implementation period of the action. The degree of progress for each result is measured by the “current value” for each indicator, against the baseline and target values in the logframe attached to the grant contract (Annex I)*

*In case relevant, monitoring and/or evaluation reports relating to the performance of the action shall be used and mentioned in the final report. Any available monitoring and/or evaluation reports shall be submitted to the contracting authority together with this final narrative report.*

*Following the structure below (per outputs, outcomes, impact), please provide a narrative description per result (outputs, outcomes, impact) with related indicators and fill in the table provided per result (outputs, outcomes, impact). Please also mention if there are any unforeseen positive or negative effects that have materialised during and by the end of the implementation of the action.*

***Outputs***

*< Please provide a narrative description of the progresses made towards the achievement of the outputs by the end of the implementation period according to the instructions above and fill in the table on outputs >*

*In case of underperformance (i.e. partial or null achievement of the target per indicator), please explain the reasons and the corrective measures taken to address that during implementation. Please also mention how the contracting authority was informed during implementation about the underperformance.*

*In the case of financing not linked to costs, the non-achievement (or under-achievement) of results (outputs and outcomes) measured via pre-agreed indicators leads to a proportionate reduction in payment as agreed in the grant contract. If the assessment of the achievement of the results reported concludes that such results claimed as achieved have – in fact – not been achieved or have been only partially achieved, the related payment may be reduced. The proportionate reduction of payment is performed according to the methodology specified in Annex I.*

*Therefore, in the case of financing not linked to costs (FNLC) the information and evidence provided in the final report will form the basis to validate (or not) the results (outputs in this section of the narrative final report) and as such, should be as detailed as agreed in the grant contract, including:*

* *a clear narrative description of the level of the achievement of the outputs (with cross-references to the supporting documents) and of the challenges encountered as well as any deviations from previously agreed standards set in relation to the indicators selected for the measurement of the outputs;*
* *attach to the interim report any supporting document that allows to validate the progresses made towards the achievement of the outputs. Where outputs are linked with renovations or equipment, examples of documents to be provided/annexed could include (not exhaustive list): Bills of Quantity, Acts of Completion, the Acts of Acceptance, etc.; where outputs are linked to capacity development, examples of documents to be provided/annexed could include (not exhaustive list): attendance sheets and documentation related to performance assessments / evaluations, etc.;*
* *among the supporting documents, where relevant, accounting documents are to be provided (see article 14.bis.3 subparagraph 3 of the General Conditions).*

| **OUTPUTS** | |
| --- | --- |
| **Output 1:** < Insert name of the output as per Logframe > | |
| Indicator 1 to output 1 | < Name of the indicator as per Logframe > |
| Indicator 1 target value with target year | < Indicator target value by YYYY as per Logframe > |
| Sources of data for the values of indicator 1 | < List of docs counting as source of data as per Logframe > |
| < If relevant: technical specifications/standards to describe the indicator as per grant contract (i.e. in Appendix to the grant contract) > |
| Current value of indicator 1 by end of implementation of the action | < Indicator current value with year as per Logframe updated in section 2.2.4 > |
| Financing not linked to costs  (Please remove this row for indicator 1 if the indicator is not in the budget and marked FNLC in the Logframe) | Copy/paste the maximum amount that correspond to indicator 1 as per budget  < EUR > |
| Copy/paste the amounts agreed in the grant contract in case of partial achievement  < … > |
| < Repeat as many rows as many indicators related to output 1 as per Logframe> |  |
|  |  |
| **Output 2:** < Insert name of the output as per Logframe > | |
| < Repeat as many rows as many indicators related to output 2 as per Logframe> |  |
|  |  |

**Outcomes**

*Please provide a narrative description of the progresses made towards the achievement of the outcomes by end of implementation of the action according to the instructions above and fill in the table on outcomes.*

*In case of underperformance (i.e. partial or null achievement of the target per indicator), please explain the reasons and the corrective measures taken to address that during implementation. Please also mention how the contracting authority was informed during implementation about the underperformance.*

*In the case of financing not linked to costs, the non-achievement (or under-achievement) of results measured via pre-agreed indicators leads to a proportionate reduction in payment as agreed in the grant contract. If the assessment of the achievement of the results reported concludes that such results claimed as achieved have – in fact – not been achieved or have been only partially achieved, the related payment may be reduced. The proportionate reduction of payment is performed according to the methodology specified in Annex I.*

*Therefore, in the case of financing not linked to costs (FNLC) the information and evidence provided in the final report will form the basis to validate (or not) the results (outcomes in this section of the narrative report) and as such, should be as detailed as agreed in the grant contract, including:*

* *a clear narrative description of the level of the achievement of the outcomes (with cross-references to the supporting documents) and of the challenges encountered as well as any deviations from previously agreed standards set in relation to the indicators selected for the measurement of outcomes;*
* *attach to the interim report any supporting document that allows to validate the reported progresses made towards the achievement of the outcomes;*
* *among the supporting documents, where relevant, accounting documents are to be provided (see article 14.bis.3 of the General Conditions).*

| **OUTCOMES** | |
| --- | --- |
| **Outcome 1:** < Insert name of the outcome as per Logframe > | |
| Indicator 1 to outcome 1 | < Name of the indicator as per Logframe > |
| Indicator 1 target value with target year | < Indicator target value by YYYY as per Logframe > |
| Source of data for the values of indicator 1 | < List of docs counting as source of data as per Logframe > |
| < If relevant: technical specifications/standards to describe the indicator as per grant contract (e.g. in Appendix to the grant contract) > |
| Current value of indicator 1 by end of implementation of the action | < Indicator current value with year as per Logframe updated in section 2.2.4 > |
| Financing not linked to costs  (Please remove this row for indicator 1 if the indicator is not in the Budget and marked FNLC in the Logframe) | Copy/paste the maximum amount that correspond to indicator 1 as per budget  < EUR > |
| Copy/paste the amounts agreed in the grant contract in case of partial achievement  < … > |
| < Repeat as many rows as many indicators related to output 1 as per Logframe> |  |
|  |  |
| **Outcome 2:** < Insert name of the outcome as per Logframe > | |
| < Repeat as many rows as many indicators related to outcome 2 as per Logframe> |  |
|  |  |

**Impact**

*Please provide a narrative description of the progresses made towards the achievement of the impact by the end of the implementation of the action following the instructions above and filling in the table on impact.*

*In case of underperformance (i.e. partial or null achievement of the target per indicator), please explain the reasons and the corrective measures taken to address that during implementation. Please also mention how the contracting authority was informed during implementation about the underperformance.*

*Please also mention if there are any unforeseen positive or negative effects that have materialised during and by the end of the implementation of the action on the target groups and/or final beneficiaries (if different from target groups).*

| **IMPACT** | |
| --- | --- |
| **Impact:** < Insert name of the output as per Logframe > | |
| Indicator 1 to impact | < Name of the indicator as per Logframe > |
| Indicator 1 target value with target year | < Indicator target value by YYYY as per Logframe > |
| Source of data for the values of indicator 1 | < List of docs counting as source of data as per Logframe > |
| < If relevant: technical specifications/standards to describe the indicator as per grant contract (i.e. in Appendix to the grant contract) > |
| Current value of indicator 1 by the end of implementation of the action | < Indicator current value with year as per Logframe updated in section 2.2.4 > |
| < Repeat as many rows as many indicators related to impact as per Logframe> |  |

### Activities matrix updated

*Please provide an update of the activities matrix taking as starting point the one included in the grant contract and related addenda (if any).*

| **Output** | **Activities** | **Indicative inputs and amounts** | **Assumptions** |
| --- | --- | --- | --- |
| Output 1 | Activities related to output 1 as per grant contract | Inputs and amounts as per grant contract | Assumptions as per grant contract |
|  |  |  |
|  |  |  |
| Output 2 | Activities related to output 2 as per grant contract | Inputs and amounts as per grant contract | Assumptions as per grant contract |
|  |  |  |  |
| Output 3 | Activities related to output 3 as per grant contract | Inputs and amounts as per grant contract | Assumptions as per grant contract |
| *Add as many outputs in the grant contract* |  |  |  |

### Logical framework (logframe) matrix updated

The logical framework (logframe) matrix **as attached to the grant contract** (and modified during implementation according to the provisions of Article 9.3 and 9.4 of the General Conditions) should have been used as a monitoring and reporting tool of the expected results (outputs, outcomes, impact) during implementation via the interim reports as well as at end of the implementation via this final report. In occasion of the final report the beneficiary has to fill in the column “Current value” for each indicator of the Logframe – including those that were already updated in the interim reports.

*In case of actions making use of financing not linked to costs (as per article 14.bis of the General Conditions), the amendment(s) that emerged from any change in the results and indicators linked to the Budget (Annex C) are to be included in the final report.*

*Please provide the name and the contact details of the contact person appointed by the beneficiary to update the Logframe for the purpose of the final report as per article 4.2 of the Special Conditions* <name, e-mail address>.

| ***Results*** | ***Results chain*** | ***Indicator*** | ***FNLC indicator*** | ***Unit of measure*** | ***Baseline***  ***(value & reference year)*** | ***Target***  ***(value & reference year)*** | ***Current value and year (final report)*** | ***Sources of data)*** | ***Assumptions*** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Impact** | Copy/paste the impact statement as per original Logframe or as formally amended during implementation | Copy/paste Impact indicator 1 | Copy/paste from grant contract / addendum | Copy/paste from grant contract / addendum | Copy/paste baseline for impact indicator 1 | Copy/paste target for impact indicator 1 | Provide current value for impact indicator 1 | Copy/paste sources of data for impact indicator 1 | *Not applicable* |
| Copy/paste Impact indicator 2 | Copy/paste from grant contract / addendum | Copy/paste from grant contract / addendum | Copy/paste baseline for impact indicator 2 | Target for impact indicator 2 | Provide current value for impact indicator 2 | Copy/paste sources of data for impact indicator 2 |
| Copy/paste Impact indicator # | Copy/paste from grant contract / addendum | Copy/paste from grant contract / addendum | Copy/paste baseline for impact indicator # | Target for impact indicator # | Provide current value for impact indicator # | Copy/paste sources of data for impact indicator # |
| **Outcomes** | **Outcome 1**  Copy/paste the Outcome 1 statement as per original Logframe or as formally amended during implementation | Copy/paste 1.1 – Indicator 1 to Outcome 1 | Copy/paste from grant contract / addendum | Copy/paste from grant contract / addendum | Copy/paste 1.1 – Baseline for indicator 1.1 | Copy/paste 1.1 – Target for Indicator 1.1 | Provide 1.1 – Current value for indicator 1.1 | Copy/paste 1.1 – Source of data for indicator 1.1 | Copy/paste from Logframe |
| (…) | (…) | (…) | (…) | (…) | (…) | (…) | Copy/paste from Logframe |
| **Outcome 2**  Copy/paste the Outcome 2 statement as per original Logframe or as formally amended during implementation. | Copy/paste 2.1 – Indicator to outcome 2 | Copy/paste from grant contract / addendum | Copy/paste from grant contract / addendum | 2.1 – Baseline for indicator 2.1 (same unit of measure) | 2.1 – Target for Indicator 2.1 *(same unit of measure)* | 2.1 – Current value for indicator 2.1 *(same unit of measure)* | Copy/paste 2.1 – Source of data for indicator 2.1 | Copy/paste from Logframe |
| (…) | (…) | (…) | (…) | (…) | (…) | (…) | Copy/paste from Logframe |
| **Outputs** | Copy/paste the 1.1 Output 1 related to Outcome 1 statement as per original Logframe or as formally amended during implementation. | Copy/paste 1.1.1 Indicator 1 to Output 1 | Copy/paste from grant contract / addendum | Copy/paste from grant contract / addendum | Copy/paste 1.1.1 – Baseline for indicator 1.1.1 | Copy/paste 1.1.1 – Target for Indicator 1.1.1 | Provide 1.1.1 – Current value for indicator 1.1.1 | Copy/paste 1.1.1 – Source of data for indicator 1.1 |  |
| (…) | (…) | (…) | (…) | (…) | (…) | (…) |  |
| Copy/paste the 1.2 Output 1 related to Outcome 1 statement as per original Logframe or as formally amended during implementation. | (…) | (…) | (…) | (…) | (…) | (…) | (…) |  |
| (…) |  |  | (…) | (…) | (…) | (…) |  |
| Copy/paste the 2.1 Output 1 related to Outcome 2 statement as per original Logframe or as formally amended during implementation. | (…) | (…) | (…) | (…) | (…) | (…) | (…) |  |
| (…) | (…) | (…) | (…) | (…) | (…) | (…) |  |
| (…) | (…) | (…) | (…) | (…) | (…) | (…) |  |
| Copy/paste the 2.2 Output 2 related to Outcome 2 statement as per original Logframe or as formally amended during implementation. | (…) | (…) | (…) | (…) | (…) | (…) | (…) |  |
| (…) | (…) | (…) | (…) | (…) | (…) | (…) |  |
| (…) | (…) | (…) | (…) | (…) | (…) | (…) |  |

### Measures against sexual exploitation abuse and harassment

*Where relevant, please provide any update to the self-evaluation questionnaire on SEA-H and related list of envisaged measures to improve the SEA-H policy within the organisation.*

<…>

### Lessons learned

*Retrospectively, please describe what has worked and what did not as expected. Please describe the lessons learned by the beneficiaries and or other entities involved in the implementation of the action. Evidence of learning could also come from monitoring and evaluations carried out in the framework of this action. How such learnings have been utilised and disseminated?*

<…>

### Sustainability

*In terms of sustainability, and making reference to the sustainability section in Annex I of the grant contract, please elaborate if the sustainability features are still in place and what is the expectation in terms of sustainability (financial, institutional, policy level, and environmental).*

*Please describe if the action will continue after the support from the European Union has ended. Are there any follow up activities envisaged? What will ensure the sustainability of the action?*

<…>

### Monitoring

*How and by whom have the activities been monitored/evaluated? Please summarise the results of the feedback received from the beneficiaries and others.*

<…>

### Cross-cutting issues

*Explain how the action has mainstreamed cross-cutting issues such as capacity building of local and regional authorities, promotion of minority and human rights,[[2]](#footnote-3) gender equality and equal opportunities,[[3]](#footnote-4) democracy, good governance, children’s rights, support to youth and environmental sustainability[[4]](#footnote-5) .*

<…>

### Project impact on key programme objective

*Explain how the action has contributed or is going to contribute to intensifying neighbourly relations[[5]](#footnote-6), creating sustainable partnerships for socio-economic development and/or the removal of obstacles to this development, as well as how you can measure or demonstrate this at this stage.*

<…>

### Award of contracts under secondary procurement

*Please list all contracts (works, supplies, services) above EUR 20 000 awarded for the implementation of the action for the whole implementation period of the action (including the ones listed in the approved interim reports), giving for each contract the amount, the name of the contractor and a brief description on how the contractor was selected, including compliance with EU restrictive measures.*

<…>

### Publications

*Please list all materials (and number of copies) produced during the action on any format. Please enclose a copy of each item that was not already provided in the interim reports. Please state how the items produced were distributed and to whom.*

<…>

# Beneficiaries/affiliated entities, trainees and other cooperation

## Collaboration between the beneficiaries/affiliated entities

*How do you assess the relationship between the beneficiaries/affiliated entities of this grant contract (i.e. those having signed the mandate for the coordinator or an affiliated entity statement)? Please provide specific information for each beneficiary/affiliated entity.*

Is the above agreement between the signatories to the grant contract to continue? If so, how? If not, why?

<…>

## Collaboration/dialogue with State authorities

How would you assess the relationship between your organisation and State authorities in the action countries? How has this relationship affected the action?

<…>

## Collaboration with other organisations

Where applicable, describe your relationship with any other organisations involved in implementing the action:

* Associate(s) (if any)
* Contractor(s) (if any)
* Final beneficiaries and target groups
* Other third parties involved (including other donors, other government agencies or local government units, NGOs, etc.)

<…>

## Synergies with other actions

*Where applicable, outline any links and synergies you have developed with other actions.*

<…>

## Synergies with previous similar actions

*If your organisation has received previous EU grants in view of strengthening the same target group, in how far has this action been able to build upon/complement the previous one(s)? (List all previous relevant EU grants).*

<…>

## Traineeships

*Where applicable, include a traineeship report on each traineeship which ended in the reporting period to be prepared by the trainee including the result of the traineeship and assessment of the qualifications obtained by the trainee with a view to his/her future employment.*

<…>

## Cooperation with the contracting authority

*How do you evaluate cooperation with the services of the contracting authority? Did the assigned operational and financial team followed to the extent possible the implementation of the action supporting the beneficiaries?*

<…>

# Visibility

*How was the visibility of the EU contribution ensured in the action?*

<…>

**The European Commission may wish to publicise the results (impact, outcomes, outputs) and deliverables** **of the action. Do you have any objection to this report being published on the website of the European Commission? If yes, please state your objections here.**

<YES/NO…>

**The CBC structures of the programme may wish to publicise photographs, logos and results of your project. Do you have any objection to them being published on the website of the programme? If so, please state your objections here.**

<YES/NO…>.

# Location of records, accounting and supporting documents

*Please provide in a table the location of records, accounting and supporting documents for each beneficiary and affiliated entity entitled to incur costs.*

*Please note in the case of financing not linked to costs, the accounting and supporting documents are going to be the basis to validate the achievement of the results reported in this final report.*

| **Records/Accounting/Supporting documents** | **Location** |
| --- | --- |
| < name type of document > |  |
| < name type of document > |  |
| < name type of document > |  |
| Add as many rows as needed |  |

# Comments, suggestions and improvements

*Please indicate the major challenges you faced during the project implementation and include your suggestions for improving the CBC programme implementation.*

<…>

# Declaration on Honour

**I hereby certify that the information contained in the reports (narrative, financial, contractual expenditure verification report, detailed breakdown of expenditure, third party assessment, as applicable) and any other submitted information is full, reliable and true, and is substantiated by adequate supporting documents that can be checked.**

**I hereby certify that the costs declared have been incurred in accordance with this contract and that they can be considered as eligible in accordance with the contract.**

# Signature

|  |  |
| --- | --- |
| **Name of the contact person for the action:** |  |
| **Signature:** |  |
| **Location:** |  |
| **Date report due:** |  |
| **Date report sent:** |  |

# Annex 1 – Ex-post survey section

1. Project Results

|  |
| --- |
| To which extent did you manage to achieve the planned results and thus contribute towards the achievement of the objective set? (*please tick the relevant box*) |
| more than expected  as expected  less than expected  not at all  N/A or cannot define |

1. Project Activities

|  |  |
| --- | --- |
| 2.1 Were all planned activities implemented? | |
| yes  no | |
| If not, please provide an explanation: | |
|  | |
| 2.2 Were the outputs of the project achieved at a reasonable cost within the limits of the contract budget? (*please tick the relevant box*) | |
| more efficiently than envisaged  just as envisaged  not at all  N/A or cannot define | |
| 2.3 Please indicate if there were any budget amendments requiring an addendum. | |
| yes  no  only small changes requiring a notification letter | |
| If yes, please provide a simple and short explanation of the reason and implications (e.g.: budget, implementation period, description of the action) | |
|  | |
| 2.4 How were you adapting to changes in the activity plan and what remedial actions did you take? *(please tick one or more of the relevant boxes)* | |
|  | Checking and assessing the environment of the project, including any risks and assumptions originally set in the Log frame matrix |
|  | Monthly meetings to discuss the activity plan and introduce corrections |
|  | Strict control of procurement processes to avoid time slippage and re-launching |
|  | Open communication with the Contracting Authorities when serious matters could become an obstacle to the activity plan |
|  | Other (please specify): |
|  |  |

1. Sustainability

|  |
| --- |
| 3.1 How have the objectives/results attained by the project influenced national, regional or local policies? (Please describe in which way the results achieved by the implementation of your project are still visible and effective today) |
|  |
| 3.2 How will the relationship with your cross-border partners be maintained? (Please describe in which way) |
|  |
| 3.3 How did you manage to network with institutions/organisations which did not take part in the project’s realization directly? (Please describe in which way you succeeded to do this) |
|  |
| 3.4 How were your relations with policy makers at national, regional and/or local level in the Action countries? (If you managed to include the policy makers into the implementation of your activities please describe in which way this was done) How has this relationship affected the Action? |
|  |
| 3.5 Have some project activities continued after the end of the contract or have some similar initiatives taken place afterwards? (If yes, please provide an explanation about what was done, how it became possible, where the necessary financial resources were found) |
|  |
| 3.6 Is accessibility (availability) of all relevant project outputs/results ensured to the target groups? |
|  |
| 3.7 Has any of the project beneficiary organisations been subject to some form of reorganisation/merger? Have any of them ceased to exist as a legal entity? If yes, how the reorganisation/merger was conducted and who is the legal successor of the beneficiary (please add the new contact details)? |
|  |
| 3.8 Will you institution/organisation use the partnership established through this project in preparation and implementation of future projects? If so, how? If not, why? |
|  |

1. Project impact on key programme objective

|  |  |
| --- | --- |
| 4.1 Thanks to your project, what changes took place in the CBC eligible area? | |
|  | |
| 4.2 Which of these changes mentioned under 2.5.1. is the most important in your opinion? | |
|  | |
| 4.3 Why is it important? | |
|  | |
| 4.4 Taking into account your answer under 2.5.3., has this important change made a difference in *(please tick one or more of the answers offered)* | |
|  | your organisation? |
|  | the target group? |
|  | the target area? |
|  | the final beneficiaries? |
|  | Other (please specify): |
| Please explain briefly the difference made: | |

1. Monitoring

|  |  |  |  |
| --- | --- | --- | --- |
| 5.1 How did you use indicators to monitor the success of your project or measure the achievement of results and objectives? *(please tick one or more of the answers)*. *Please mind the term “outcome” is very often referred as “result”.* | | | |
|  | We were not paying much attention to the indicators *(please elaborate further)*: | | |
|  | | |
|  | We measured outputs resulting from the implementation of the activities and compared it to our indicators *(please elaborate further)*: | | |
|  | | |
|  | We measured outputs and outcomes made and compared them to our indicators *(please elaborate further):* | | |
|  | | |
|  | We measured outputs and outcomes made, compared them to our indicators and revised them accordingly *(please elaborate further)*: | | |
|  | | |
|  | We measured outputs and outcomes made, compared them to the programme indicators and revised our indicators accordingly *(please elaborate further)*: | | |
|  | | |
|  | Other *(please specify)*: | | |
|  | | |
| 5.2 Which internal monitoring mechanisms did you put in place for to ensure progress on objectives/results and sound financial management? *(please tick one or more of the answers)* | | | |
|  | Regular meetings/discussions |  | A special information system based on the collection of statistics |
|  | Clear roles and separation of duties |  | Regular internal reports |
|  | Regular exchange of e-mails |  | Engagement of monitoring experts |
|  | Organisation of workshops |  | Use of special accounting software |
|  | Excel tables for financial monitoring |  | External accounting services |
|  | Other (please specify): | | |
|  |  | | |

1. Lessons learnt

|  |  |
| --- | --- |
| 6.1 Did you have experience with the implementation of EU-funded grants under any other CBC programme? | |
| yes  no | |
| If yes, please write down under which programme(-s) | |
|  | |
| 6.2 Did you participate in any networking event (e.g. partners’ search forums) organised prior to the submission of your application? | |
| yes  no | |
| If yes, please provide a simple and short explanation of the type of event and who the organiser was | |
|  | |
| 6.3 Did you participate in any capacity building event (e.g. PCM for grant applicants, practical project implementation, procurement, etc.) organised prior to the submission of your application or during the period of implementation of your contract? | |
| yes  no | |
| If yes, please provide a simple and short explanation of the type of event and who the organiser was | |
|  | |
| 6.4 Who initiated the discussion on the project idea? (please tick one or more relevant boxes) | |
| My cross-border partner  An independent consultant  A private company  We did it as it was part of our strategy/action plan  Other (please specify below): | |
|  | |
| 6.5 How did you establish the cross-border partnership? (please tick one or more relevant boxes) | |
| A cross-border partner was the initiator  An organisation/institution from our own country was the initiator  Naturally, since we had a long term relation with the partner(-s)  We found the partner(-s) in a forum organised by the JTS of the programme  Other (please specify below) | |
|  | |
| 6.6 During the preparation of the project application (concept note or full application), we were assisted by (please tick one or more relevant boxes) | |
| A consultant  An operating structure  The JTS of the programme  Our own internal staff  Somebody else (please specify below) | |
|  | |
| 6.7 During the preparation of our application, we had a hard time with (please tick one or more relevant boxes) | |
| the communication with partners  resources to travel to the neighbouring country(ies) for discussing the details of the application  unclear guidelines for applicants  unclear instructions or advice from the operating structures  unclear instructions or advice from the JTS (main office and antenna) of the programme  unclear instructions or advice from the contracting authority | |
| 6.8 At the submission of the application (concept note or full application), we faced problems with (please tick one or more relevant boxes) | |
| the communication with partners  putting together all the inputs (e.g. declarations o statements) from the partner(-s)  the delivery of the application at the place of submission  the electronic system for the online submission (where applicable)  something else (please specify below) | |
|  | |
| 6.9 During the preparation of our application, we had a hard time as mentioned in question 2.8.6. above because of (please tick one or more relevant boxes) | |
| ignorance  misunderstanding  arrogance  unavailability  language barriers  national/ethnic or any other form of intolerance  something else (please specify) | |
|  | |
| 6.10 During the implementation of the project, most of our problems were related to (please assign scores from 1 to 7 to the problems below, receiving 1 the most important and 7 the least important) | |
| unclear or insufficiently detailed procedures  language barrier  very complex procedures for implementation  lack of knowledgeable staff within my organisation/institution on legal or financial matters  weak capacity amongst tenderers for the preparation of bids in English language  very complicated reporting  something else (please specify below) | |
|  | |
| 6.11 During the implementation of the project, we received most assistance from *(*please tick one or more relevant boxes*)* | |
| the consultant engaged for project management  the operating structures or managing authority of the programme  the joint technical secretariat (main office and antenna) of the programme  the contracting authority(ies)  the first level control unit  somebody else (please specify below) | |
|  | |
| 6.12 During the implementation of the project, we had a bad experience working with (please tick one or more relevant boxes*)* | |
| the consultant engaged for project management  the operating structures or managing authority of the programme  the joint technical secretariat (main office and antenna) of the programme  the contracting authority(ies)  the first level control office  the audit authority under the programme with EU Member States  the audit authority of any of the participating countries  the company recruited for the expenditure verification  somebody else (please specify below) | |
|  | |
| 6.13 Taking into account your answer for question 2.8.12., which were the main causes of your bad experience? *(*please tick one or more relevant boxes*)* | |
| ignorance  misunderstanding  arrogance  unavailability  language barriers  national/ethnic or any other form of intolerance  something else (please specify below) | |
|  | |
| 6.14 We took advantage of our participation in the CBC programme for *(*please tick one or more relevant boxes*)* | |
| solving problems that we faced in our work  getting acquainted, understanding and incorporating European standards and values in the domains of our work  promoting European integration in our territory  improving our cooperation/communication with our neighbours  enhancing the understanding of our needs and those of our partners  advancing the life conditions of the population in our territory  fostering the quality of services that we provide  reinforcing the capacity of our staff for future participation in EU-funded programmes  fighting any form of discrimination  ensuring the sustainability of our organisation/institution during the period of implementation of the project  something else (please specify below) | |
|  | |
| 6.15 What would you consider as an example of good practice in the way your project was managed and that you would recommend for other beneficiaries? *(*please tick one or more of the answers*)* | |
|  | We involved the local population in the design and/or in the implementation of the project (please elaborate further): |
|  |
|  | We continuously consulted with partners, associates, target groups’ leaders and policy makers on the project’s progress (please elaborate further): |
|  |
|  | We used all possible communication means to inform the target groups about the results of our project (please elaborate further): |
|  |
|  | We have left behind, after the end of the period of implementation, a follow-up system to continue measuring the project’s impact (please elaborate further): |
|  |
|  | We had some problems with the cash flow, but we applied a strict control of the financial dynamics of the project and managed to put things in track (please elaborate further): |
|  |
|  | We thought we could successfully finish the project without having to interact with policy makers, but we understood that this was a handicap and we changed our attitude (please elaborate further): |
|  |
|  | Other (please specify): |
|  |

1. Award of contracts under secondary procurement

|  |
| --- |
| Please explain what happened with the assets purchased with the project funds (kept, sold, transferred to some other organisation, etc.) |
|  |

1. Beneficiaries/affiliated entities and other cooperation

|  |  |
| --- | --- |
| What would you change or introduce to make the relations between partners in a project mutually rewarding? *(*please tick one or more of the answers*)* | |
|  | A well developed and detailed partnership agreement to be signed before the action commences |
|  | All problems must be discussed openly and without delay |
|  | Nobody feels less important in the partnership |
|  | The grant recipient transfers funds to their country partners on time |
|  | All opinions are listened to and if appropriate incorporated in the activity plan |
|  | Other (please specify): |
|  |  |

1. Location of records, accounting and supporting documents

|  |
| --- |
| Have all the relevant project documents been delivered to the responsible authorities and adequately stored for the upcoming 5/7 years (after the final payment)? |
|  |

1. Strategic orientation of future CBC calls and programmes

|  |
| --- |
| 10.1 Do you think that the thematic priorities of future calls should have a more restricted scope? |
| yes  no |
| If yes, please provide a short explanation: |
|  |
| 10.2 Do you think that the specific objectives of the call should be more focused? |
| yes  no |
| If no, please provide a short explanation: |
|  |
| 10.3 Do you think that the availability of more EU funding per CBC call for proposals will increase the impact of the programme? |
| yes  no |
| Please provide a short explanation: |
|  |
| 10.4 Which of the following EU grant size ranges you would consider optimal for the partnerships in which your organisation/institution could participate? |
| below € 50 000  between € 50 000 and € 100 000  between € 100 000 and € 250 000  between € 250 000 and € 500 000  between € 500 000 and € 1 million  more than € 1 million  something else (please specify below): |
|  |
| 10.5 Would you also consider strategic project calls as a possibility? |
| yes  no |
| If yes, please check below what could be appropriate for you |
| Only calls for strategic projects  a combination of usual calls but for small scale projects with call/s for strategic project/s  something else (please specify below): |
|  |
| 10.6 Would it help you to establish a partnership and plan the preparation of a project proposal if the contracting authority of the CBC programme would publish in advance a work plan including the launch of all calls with their thematic priorities and specific objectives? |
| yes  no |
| 10.7 Currently the maximum percentage of co-financing that the EU can offer under the CBC programmes is 85 % of the total eligible costs of the operation. If this percentage were 80 %, would your organisation/institution be in a position to apply? |
| yes  no |
| Please provide a short explanation: |
|  |

1. Please delete the instructions shaded in grey at the upper part of this page and other sections below when the report is completed, as well as the footnotes. [↑](#footnote-ref-2)
2. Including those of people with disabilities. For more information, see ‘Guidance note on disability and development’ at<https://europa.eu/capacity4dev/disability-and-development-network/dashboard> [↑](#footnote-ref-3)
3. See Guidance on Gender equality at <https://europa.eu/capacity4dev/results-and-indicators/gender-equality> [↑](#footnote-ref-4)
4. See Guidelines for environmental integration at: <https://europa.eu/capacity4dev/public-environment-climate/documents/environmental-integration-handbook-ec-development-co-operation-0> [↑](#footnote-ref-5)
5. A key aspect of CBC is to bring together partners across different jurisdictions to build common understanding and approaches. Please try to elaborate on the cooperation between the project partners taking into account the following five dimensions of cooperation: (1) strategic leadership and catalyst: articulating and communicating development needs in the programme area, opportunities and solutions to partners and stakeholders in the programme area and elsewhere; (2) strategic influence: carrying out or stimulating activity that defines the distinctive roles of partners, gets them to commit to shared strategic objectives and to behave and allocate their resources accordingly; (3) Leverage: providing/securing financial and other initiatives to mobilise partner and stakeholder resources – equipment and people, as well as funding; (4) synergy: using organisational capacity, knowledge and expertise to improve information exchange and knowledge transfer and coordination and/or integration of the design and delivery of interventions between partners; and (5) engagement: setting up the mechanisms and incentives for the more effective and deliberative engagement of stakeholders in the design and delivery of programme. (cf. Interact: Approaches, ToR and methods of impact evaluation, September 2016, pg. 27). [↑](#footnote-ref-6)