

**Interim report n° XX**

**Reporting period: JJ/MM/AAAA to JJ/MM/AAAA**

**Project name: xx**

**Author: Organization – Name**

**BEST 2.0+-2020-2023**

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Guidelines (to be removed from the actual report)

\*\*\* This section is intended to guide you in preparing your interim report. Please delete it before submitting the final version of your report. \*\*\*

Format and content

* The report must **include** all the important information relevant to this reporting period, with a strong focus on the **project’s achievements**. The information provided must be **accurate and complete**.
* The report must **avoid duplicated information** across the content of the different sections.
* When describing the achievements, please make sure that you provide **tangible and verifiable information.**
* Please include **as much supporting material in the annexes,** i.e. photos, maps, graphs, communication tools, etc.to document all the deliverables.
* Please include an informed **logframe** as annex 1.
* The content of this report should reflect **the financial information** for the same period.

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1. General information

|  |  |
| --- | --- |
| **Project title:** |  |
| **Project reference:** |  |
| **Region:** |  |
| **Name of coordinating beneficiary:** |  |
| **Project start date and end date:** |  |
| **Start and end dates of the reporting period:** |  |
| **Total project budget (€):** |  |
| **Names of co-beneficiaries:** |  |
| **Report submission date:** |  |
| **Name of project contact person:** |  |
| **Email address of contact person:** |  |

1. Self-assessment

*Select the status of the project at the end of the period:*
[ ]  **Project on track - satisfactory implementation of all activities.**[ ]  **Project delayed – a few delays and problems had an impact on the implementation of some activities.**[ ]  **Project at risk - major problems had an impact on the implementation of many activities, and call into question the feasibility of the project.**

*N.B: In the event that the initially planned project needs to be readjusted (changes in the logical framework: activities, deliverables and milestones, as well as indicators), please contact your regional focal point.*

Comments

*List here the reasons supporting your assessment on the project status.*

1. List of Acronyms and Abbreviations

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1. Summary

In just one page, please give a general overview of the project implementation in the period reported on. Please always take your logical framework as reference.

* **Outputs**

Describe briefly the **activities and achievements** made during the reporting period **as per your logical framework.** If applicable, describe as well any additional activities undertaken that were not initially planned in your project proposal and that have contributed to the project progress.

* **Challenges**

Describe briefly the **challenges** you may have encountered in the implementation of your activities during the period reported on, and **the mitigation measures** put in place in order to meet them.

* **Takeaways**

Describe briefly the **main takeaways** from the period reported on. I.e. what has worked well, what could have been planned differently, what you have learnt the most from, what might have triggered delays, etc.

1. Project progress

Please add in this section **all the expected results** that are relevant to this reporting period. Please **follow the structure** defined below for result No 1 and number the subsequent sections accordingly, i.e. Expected result No 5.1, Expected result No 5.3, Expected result No 5.4, etc.

* 1. Expected result No 1: xxxx

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Outputs** | **Indicator(s) as per logframe** | **Targets as per your logframe** | **Targets achieved in this reporting period** | **Means of verification for this reporting period** | **Overall progress in the reporting period** |
| **Result No 1:** | Please complete | Please complete | Please complete the progress towards the targets set in your logframe | Please complete the MoV for the reporting period | Please choose between: as planned / slightly delayed / very delayed. If the project is not on track, please explain the reasons why. |

 Status as of submission of this report

List and describe in this section of the report **the progress made in achieving Result No 1** with relation to the bullet points listed below (from 1.1 to 1.7).

1.1 Relevant **project activities** in relation to result No 1, including:

* A full description of the activity, e.g. meetings, field visits, etc.
* The purpose of the activity;
* People involved in it.
* *N.B: Please add the documents in PDF format in Annex 1 of the report.*

*Please insert in this box the answer to point 1.1. Please use Calibri (body) size 11 in blue.*

1.2 Relevant **communication, visibility and promotional activities** in relation to result No 1, including:

* A full description of the type and purpose of the activity;
* The groups targeted by the different communication actions;
* Supporting documents developed (brochures, flyers, exhibitions, video, website, press articles, etc.), including quantitative details in terms of distribution.
* *N.B: Please add the documents in PDF format in Annex 2 of the report.*

*Please insert in this box the answer to point 1.2. Please use Calibri (body) size 11 in blue.*

1.3 Relevant **capacity building** in relation to result No 1, including:

* A full description of the type and purpose of the activity, e.g. institutional, organizational, etc.
* An explanation about how the relevant territory/region has profited from this capacity building, whether it being sustainable financing, human resources management, project management, partnership building, etc.
* Facts and figures attesting the capacity building activities being carried out, i.e. number of people targeted, number of people finally involved, etc.

*Please insert in this box the answer to point 1.3. Please use Calibri (body) size 11 in blue.*

1.4 **Stakeholder engagement** in relation to result No 1, including:

* A description of the stakeholder;
* The relationship you have with them;
* The extent to which they have been involved in your project;
* The expectations you have from their involvement in the project;
* Any lessons learned following their engagement in the project.

*Please insert in this box the answer to point 1.4. Please use Calibri (body) size 11 in blue.*

1.5 Any **challenges** relevant to result No 1**,** including:

* A full description of the challenge;
* To what extent it affected the progress of the project, as described in your proposal.
* How they were met.

*Please insert in this box the answer to point 1.5. Please use Calibri (body) size 11 in blue.*

1.6 Relevant **deviations, risks and mitigation measures** put in place (if applicable), including:

* A full description of any deviation or risk;
* To what extent it affected the progress of the project, as described in your proposal.
* A full description of any mitigation measures put in place.

*Please insert in this box the answer to point 1.6. Please use Calibri (body) size 11 in blue.*

1.7 **Environmental and Social Management System**. Describe here, if applicable, the social and environmental risks related to this result and specify the adopted measures to overcome them.

*Please insert in this box the answer to point 1.7. Please use Calibri (body) size 11 in blue.*

1.8 **Takeaways or lessons learnt relevant to result No 1**.

*Please insert in this box the answer to point 1.8. Please use Calibri (body) size 11 in blue.*

**Before you finish this section, please remember:**

* If there are any **delays in the planned activities** or any **differences between the work expected** under the initial technical description (Annex 1.1 of your grant agreement) and the work actually carried out, **please clearly explain why** in the box below.

*Please insert in this box the answer. Please use Calibri (body) size 11 in blue.*

* Please inform the logframe accordingly included in Annex 1 of this report.
* **Illustrate the project activities** with any material that will support the narrative of your report, i.e. photos, maps, videos, database, etc. This material must be included in Annex 2 of this report, it must be well referenced to and correctly credited.
* **Add copies of the communication activities**, e.g. brochures, flyers, exhibitions, video, website links, press articles, etc.). in PDF format in Annex 3 of this report. This material must be included in Annex 3 of this report and must be well referenced to and correctly credited.
	1. Expected result No 2 xxxx

Please follow exactly the same format as for result No 1.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Outputs** | **Indicator(s) as per logframe** | **Targets as per your logframe** | **Targets achieved in this reporting period** | **Means of verification for this reporting period** | **Overall progress in the reporting period** |
| **Result No 2:** | Please complete | Please complete | Please complete the progress towards the targets set in your logframe | Please complete the MoV for the reporting period | Please choose and between: as planned / slightly delayed / very delayed. If the project is not on track, please explain the reasons why. |

Status as of submission of this report

List and describe in this section of the report **the progress made in achieving Result No 2** with relation to the bullet points listed below (from 2.1 to 2.7).

2.1 Relevant **project activities** in relation to result No 2, including:

* A full description of the activity, e.g. meetings, field visits, etc.
* The purpose of the activity;
* People involved in it.
* *N.B: Please add the documents in PDF format in Annex 1 of the report.*

*Please insert in this box the answer to point 2.1. Please use Calibri (body) size 11 in blue.*

2.2 Relevant **communication, visibility and promotional activities** in relation to result No 2, including:

* A full description of the type and purpose of the activity;
* The groups targeted by the different communication actions;
* Supporting documents developed (brochures, flyers, exhibitions, video, website, press articles, etc.), including quantitative details in terms of distribution.
* *N.B: Please add the documents in PDF format in Annex 2 of the report.*

*Please insert in this box the answer to point 2.2. Please use Calibri (body) size 11 in blue.*

2.3 Relevant **capacity building** in relation to result No 2, including:

* A full description of the type and purpose of the activity, e.g. institutional, organizational, etc.
* An explanation about how the relevant territory/region has profited from this capacity building, whether it being sustainable financing, human resources management, project management, partnership building, etc.
* Facts and figures attesting the capacity building activities being carried out, i.e. number of people targeted, number of people finally involved, etc.

*Please insert in this box the answer to point 2.3. Please use Calibri (body) size 11 in blue.*

2.4 **Stakeholder engagement** in relation to result No 2, including:

* A description of the stakeholder;
* The relationship you have with them;
* The extent to which they have been involved in your project;
* The expectations you have from their involvement in the project;
* Any lessons learned following their engagement in the project.

*Please insert in this box the answer to point 2.4. Please use Calibri (body) size 11 in blue.*

2.5 Any **challenges** relevant to result No 1**,** including:

* A full description of the challenge;
* To what extent it affected the progress of the project, as described in your proposal.
* How they were met.

*Please insert in this box the answer to point 2.5. Please use Calibri (body) size 11 in blue.*

2.6 Relevant **deviations, risks and mitigation measures** put in place (if applicable), including:

* A full description of any deviation or risk;
* To what extent it affected the progress of the project, as described in your proposal.
* A full description of any mitigation measures put in place.

*Please insert in this box the answer to point 2.6. Please use Calibri (body) size 11 in blue.*

2.7 **Environmental and Social Management System**. Describe here, if applicable, the social and environmental risks related to this result and specify the adopted measures to overcome them.

*Please insert in this box the answer to point 2.7. Please use Calibri (body) size 11 in blue.*

2.8 **Takeaways or lesson learnt relevant to result No 2**.

*Please insert in this box the answer to point 2.8. Please use Calibri (body) size 11 in blue.*

**Before you finish this section, please remember:**

* If there are any **delays in the planned activities contributing to Result No 2** or any **differences between the work expected** under the initial technical description (Annex 1.1 of your grant agreement) and the work actually carried out, **please clearly explain why** in the box below**.**

*Please insert in this box the answer. Please use Calibri (body) size 11 in blue.*

* Please inform the logframe accordingly included in Annex 1 of this report.
* **Illustrate the project activities** with any material that will support the narrative of your report, i.e. photos, maps, videos, database, etc. This material must be included in Annex 2 of this report, it must be well referenced to and correctly credited.
* **Add copies of the communication activities**, e.g. brochures, flyers, exhibitions, video, website links, press articles, etc.). in PDF format in Annex 3 of this report. This material must be included in Annex 3 of this report and must be well referenced to and correctly credited.
	1. Expected result No 3 xxxx

Please follow exactly the same format as for result No 1.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Outputs** | **Indicator(s) as per logframe** | **Targets as per your logframe** | **Targets achieved in this reporting period** | **Means of verification for this reporting period** | **Overall progress in the reporting period** |
| **Result No 3:** | Please complete | Please complete | Please complete the progress towards the targets set in your logframe | Please complete the MoV for the reporting period | Please choose between: as planned / slightly delayed / very delayed. If the project is not on track, please explain the reasons why. |

Status as of submission of this report

1. ANNEXES

Annex 1: Logframe with information relevant to this reporting period

Annex 2: Photos of activities and results (featuring legends and credits)

Annex 3: Copies of communication and visibility activities (publications, articles, brochures, etc.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Annex 1: Logical framework |  |  |  |  |  |
| Date: Please insert date of report submission |  |  |  |  |  |
| **Outcome (Specific Objective)**Behavioural and institutional changes resulting from the project | **Indicator(s)** | **Baseline** | **Targets as per initial logframe** | \*Targets relevant to this reporting period  | \*\* Means of verification relevant to this reporting period |
| If at this point of the project, you have made some progress to achieving the outcome, please explain it here. |  |  |  |  |  |
| **Outputs**Tangible results delivered by the project in this reporting period | **Indicator(s)** | **Baseline** | **Targets as per initial logframe** | \*Targets relevant to this reporting period | \*\*Means of verification relevant to this reporting period |
| **Result 1:** |  |  |  |  |  |
| **Result 2:** |  |  |  |  |  |
| **Result 3:** |  |  |  |  |  |
| **Result 4:** |  |  |  |  |  |

* Please fill in the targets and the means of verification of this reporting period, as it will help us evaluate the progress being made towards the targets set in your initial logframe.