

**Final report covering the project: 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 the final report. Please delete it before submitting the final version of your report. \*\*\*

Format and content

* The report must **include** all the essential information relevant **to the project**, not just the last 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 as possible 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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Etc.

General information

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

List of Acronyms and Abbreviations

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1. Final project overview

Please give a quick and general overview of the following elements:

* **Main outputs**
* **Main challenges**
* **Main lessons learned**

2. Final impact of the project

In this section, please detail, explain and elaborate on the changes that have been made possible by the project and what effects have been produced. To fill in this section, please refer back to the expected effects or specific objectives that you defined in your logical framework.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Specific objective** | **Indicators as per initial logframe** | **Targets as per initial logframe** | **Final targets achieved** | **Means of Verification** | **Final status (fully achieved/ partially achieved /not performed)** |
|  |  |  |  |  |  |

2.1. Describe the effects/changes observed in relation to your logical framework.

2.2 What are the key elements that allowed the achievement of this/these objective(s) or, on the contrary, what prevented their achievement?

2.3 Did the project have positive or negative effects that you had not anticipated? If so, which ones?

2.4 What lessons have you learned from this experience?

3. Work accomplished as per the project’s envisaged results

In this section, please describe the work carried out for each expected result, following the structure of your logical framework. Please add as many subsections as results included in your log frame.

3.1 About Result No 1: (XXXX)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Outputs** | **Indicator(s) as per logframe** | **Targets as per your initial logframe** | **Final targets achieved** | **Means of verification** | **Final status (fully achieved/ partially achieved /not performed)** |
| **Result No 1:** |  |  |  |  |  |

In this report section, list and describe **the progress made in achieving Result No 1** as per the bullet points listed below.

**3.1.1 All** **project technical activities** linked to result No 1, including:

* A complete description of the activity, e.g. meetings, field visits, etc.
* The purpose of the activity;
* People involved in it.

*xxxxxxxx*

**3.1.2** **All** **communication, visibility and promotional activities** linked to result No 1, including:

* A complete 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 3 of the report.*

*xxxxxxxx*

**3.1.3 All** **capacity building carried out** linked to result No 1, including:

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

*xxxxxxxxx*

**3.1.4** **Stakeholder engagement** linked 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.

*xxxxxxxxx*

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

* A complete description of the challenge;
* To what extent it affected the progress of the project, as described in your proposal;

*xxxxxxxxxx*

**3.1.6 Relevant** **mitigation measures** put in place (if applicable), including:

* A complete description of any mitigation measures put in place.

*xxxxxxxxxx*

**3.1.7** **Environmental and Social Management System**.

If applicable, describe the social and environmental risks related to this result and specify the adopted measures to overcome them.

*xxxxxxx*

**3.1.8 Activities associated with result No 1 that could not be carried out.**

*xxxxxxx*

**3.1.9 Final takeaways or lessons learnt relevant to result No 1**.

*xxxxxxx*

3.2 About Result No 2 (XXXX)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Outputs** | **Indicator(s) as per initial logframe** | **Targets as per initial logframe** | **Final targets achieved** | **Means of verification** | **Final status (fully achieved/ partially achieved /not performed)** |
| **Result No 2:** |  |  |  |  |  |

In this section of the report, list and describe **the progress made in achieving Result No 2** in relation to the bullet points listed below.

**3.2.1 All** **project technical activities** linked to result No 2, including:

* A complete description of the activity, e.g. meetings, field visits, etc.
* The purpose of the activity;
* People involved in it.

*xxxxxxx*

**3.2.2** **All** **communication, visibility and promotional activities** linked to result No 2, including:

* A complete 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 3 of the report.*

*xxxxxxxx*

**3.2.3 All** **capacity building carried out** linked to result No 2, including:

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

*xxxxxxxx*

**3.2.4** **Stakeholder engagement** linked 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.

*xxxxxxx*

**3.2.5 Any** **challenges** relevant to result No 2**,** including:

* A complete description of the challenge;
* To what extent it affected the progress of the project, as described in your proposal;

*xxxxxxx*

**3.2.6 Relevant** **mitigation measures** put in place (if applicable), including:

* A complete description of any mitigation measures put in place.

*xxxxxxx*

**3.2.7** **Environmental and Social Management System**.

If applicable, describe the social and environmental risks related to this result and specify the adopted measures to overcome them.

*xxxxxxxx*

**3.2.8 Activities associated to result No 2 that could not be carried out.**

*xxxxxxxx*

**3.2.9 Final takeaways or lessons learnt relevant to result No 2**.

*xxxxxxxx*

About Result No 3 (XXXX)

Etc.

4. Project’s lessons learnt & recommendations

Please describe the main lessons learned and recommendations of your project as regards:

The project’s **technical activities**

*xxxxxxxxx*

The project’s **capacity-building activities**

*xxxxxxxxx*

The project’s **stakeholder engagement**

*xxxxxxxx*

The project’s **communication and dissemination activities**

*xxxxxxxx*

The project’s main **challenges and relevant mitigation measures**

*xxxxxxxx*

The project’s **sustainability, legacy and replication potential**

*xxxxxxxx*

5. Annexes

Annex 5.1: Project’s final logical framework

Annex 5.2: Photos of activities (featuring legends and credits)

Annex 5.3: Copies of communication and visibility activities (publications, articles, brochures, etc.)

Etc.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Annex 1: Final logical framework |  |  |  |  |  |  |
| Date: Please insert the date of report submission |  |  |  |  |  |  |
| **Outcome (Specific Objective)**  Behavioural and institutional changes resulting from the project | **Indicators as per initial logframe** | **Baseline** | **Targets as per initial logframe** | **Final targets** **achieved** | **Means of verification** | **Final status (fully achieved/ partially achieved /not performed)** |
|  |  |  |  |  |  |  |
| **Outputs**  Tangible results delivered by the project | **Indicator(s) as per initial logframe** | **Baseline** | **Intended targets** | **Final targets met** | **Means of verification** | **Final status (fully achieved/ partially achieved /not performed)** |
| **Result 1:** |  |  |  |  |  |  |
| **Result 2:** |  |  |  |  |  |  |
| **Result 3:** |  |  |  |  |  |  |
| **Result 4:** |  |  |  |  |  |  |