

<Contract number>

<Start date and end date of the reporting period>

ANNEX VI INTERIM NARRATIVE REPORT

- This report must be completed and signed by the contact person of the Coordinator.
- The information provided below must correspond to the financial information that appears in the financial report.
- Please complete the report using a typewriter or computer (*you can find this form at the following address <Specify>*).
- Please expand the paragraphs as necessary.
- *Please refer to the Special Conditions of your grant contract and send one copy of the report to each address mentioned.*
- The Contracting Authority will reject any incomplete or badly completed reports.
- The answer to all questions must cover the reporting period as specified in point 1.6.

Table of contents

List of acronyms used in the report

1. Description

- 1.1. Name of Coordinator of the grant contract:
- 1.2. Name and title of the contact person:
- 1.3. Name of beneficiary(ies) and affiliated entity(ies) in the Action:
- 1.4. Title of the Action:
- 1.5. Contract number:
- 1.6. Start date and end date of the reporting period:
- 1.7. Target country(ies) or region(s):
- 1.8. Final beneficiaries &/or target groups¹ (if different) (including numbers of women and men):
- 1.9. Country(ies) in which the activities take place (if different from 1.7):

¹ “Target groups” are the groups/entities who will be directly positively affected by the project at the Project Purpose level, and “final beneficiaries” are those who will benefit from the project in the long term at the level of the society or sector at large.

<Contract number>

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2. Assessment of implementation of Action activities

2.1. Executive summary of the Action

Please give a global overview of the Action's implementation for the reporting period (no more than ½ page).

Referring to the updated logical framework matrix² (see point 2.3. below), please describe and comment the level of achievement of the outcome(s), if it is relevant at this stage and the likeliness of reaching the final target(s) related to the outcome(s) at the end of the Action.

Please explain if the intervention logic is still valid and justify any possible change.

Please indicate any modification that should be brought to the logframe matrix and explain briefly why (complete explanation should be placed in the following section under the relevant level considered (outcomes, outputs, activities)).

2.2. Results and Activities

A. RESULTS

What is your assessment of the results of the Action so far? Include observations on the performance and the achievement of outputs, outcomes and impacts and whether the Action has had any unforeseen positive or negative results.

Referring to the updated logframe matrix (see point 2.3. below) please comment the level of achievement of all the results on the basis of the corresponding current value of the indicators and all the related activities implemented during the reporting period..

Outcome _v (Oc) – "<Title of Outcome>"

<comment on current status of indicators associated to Oc_v and explain any changes, especially any underperformance; refer to assumptions in the Logframe>

(possibly) intermediary Outcome ₁ (iOc ₁) - "<Title of intermediary Outcome₁>"

(...)

Output 1.1. (Op 1.1.)

(...)

<Following the above assessment of results, please elaborate on all the topics/activities covered and implemented. >

B. ACTIVITIES

Activity 1.1.1.

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

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² The relevant terminology (i.e. outputs, outcome, indicators etc.) is defined in the logical framework matrix template attached to the guidelines for applicants (annex e3d).

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<Contract number>

<Start date and end date of the reporting period>

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

Activity 1.1.2.

<...>

2.3. Logframe matrix updated

Submit an updated version of the Logframe matrix, highlighting the changes eventually introduced.

<u>Results chain</u>		Indicators	Baseline	Current value	Targets (incl. reference year)			Sources and means of verification	Assumptions
			reference year	reference date	Y1	Y2	Y3		
Overall objective: Impact									
Specific objective(s): Outcome(s)	Oc								
	iOc1 iOc2								
Outputs	Op 1.1. Op 1.2 Op 2.1 Op 2.2								
Activities	A 1.1.1. A 1.1.2 A 2.1.1. ...								

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<Please list all contracts (works, supplies, services) above €60000 awarded for the implementation of the action during the reporting period, giving for each contract the amount, the name of the contractor and a brief description on how the contractor was selected.>

2.4. Please provide an updated action plan for the future activities of the project³

Year													
Activity	Half-year 1						Half-year 2						Implementing body
	Month 1	2	3	4	5	6	7	8	9	10	11	12	
Example	example												Example
Preparation Activity 1 (title)													Beneficiary or affiliated entity 1
Execution Activity 1 (title)													Beneficiary of affiliated entity 1

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³ This plan will cover the financial period between the interim report and the next report.

<Contract number>

<Start date and end date of the reporting period>

[illegible]

3. Beneficiaries/affiliated entities and other Cooperation

- 3.1. 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 the affiliated entity statement)? Please provide specific information for each beneficiary/affiliated entity.
- 3.2. How would you assess the relationship between your organisation and State authorities in the Action countries? How has this relationship affected the Action?
- 3.3. 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.)
- 3.4. Where applicable, outline any links and synergies you have developed with other actions.
- 3.5. 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).

4. Visibility

How is the visibility of the EU contribution being ensured in the Action?

The European Commission may wish to publicise the results of Actions. Do you have any objection to this report being published on the EuropeAid website? If so, please state your objections here.

Name of the contact person for the Action:

.....

Signature:

Location:

Date report due:

Date report sent: