**ANNEX VI**

**Final Narrative Report Template (MPF)**

1. *Please complete and submit this report by the set deadline.*
2. ***Please fill in the white cells only.[[1]](#footnote-2)***
3. *Please ensure that the information provided in this report aligns with the financial information in the financial report.*
4. *Please add or expand cells to accommodate additional detail as necessary, while generally keeping answers brief.*
5. *The Contracting Authority reserves the right to reject any incomplete or incorrectly completed reports.*
6. *If applicable, please do not forget to attach to this report the proof of the transfers of ownership referred to in Article 7.5 of the General Conditions.*
7. **Contractual information**

|  |  |
| --- | --- |
| **1.1 Name of Coordinator (Organisation) in the Grant Contract**  |  |
| **1.2 Name(s) of Co-Beneficiary Organisation(s) in the Grant Contract** |  |
| **1.3 Title of the Action** |  |
| **1.4 Grant Contract number** |  |
| **1.5 Start date and end date of the Action** | dd/mm/yyyy – dd/mm/yyyy |
| **1.6 Reporting period** | dd/mm/yyyy – dd/mm/yyyy |
| **1.7 Country(ies) in which the activities take place** |  |

1. **Assessment of implementation of Action activities**

|  |
| --- |
| **2.1 Executive summary of the Action** *(max. 1 page)**Please provide an overview of the progress made towards Action’s objectives over the entire duration of the Action, with key highlights including any substantive changes to the Action context that create additional challenges or provide new opportunities.*  |
|  |

**2.2 Overall level of achievement**

Please fill in the below white cells only, in line with the instructions provided.

| **Objectives and Outputs** | **Indicator** | **Target** | **Data for this period** | **Total for Action** | **Progress overview** |
| --- | --- | --- | --- | --- | --- |
| *As per log frame* | *As per log frame* | *As per log frame* | *Please add indicator data for this period[[2]](#footnote-3)*  | *Please add cumulative indicator data for the Action overall* | *Please provide the information requested below* |
| **Overall Objective — Title (as per log frame)** |  |  |  |  | Please provide a brief overview of progress against indicators and/or achievement of targets, as well as unforeseen results (positive or negative) |
|  |  |  |  |  |
|  |  |  |  |  |
| **Specific Objective / Outcome 1 — Title (as per log frame)** |  |  |  |  | Please provide a brief overview of progress against indicators and/or achievement of targets, as well as unforeseen results (positive or negative). |
|  |  |  |  |  |
|  |  |  |  |  |
| Output 1.1 (as per log frame) |  |  |  |  | Please provide a brief description of the activities carried out under this output during this reporting period (whenever applicable, please indicate date, location and no. of participants) |
|  |  |  |  |  |
|  |  |  |  |  |
| Output 1.2 (as per log frame) |  |  |  |  | Please provide a brief description of the activities carried out under this output during this reporting period (whenever applicable, please indicate date, location and no. of participants) |
|  |  |  |  |  |
|  |  |  |  |  |
| **Specific Objective / Outcome 2 — Title (as per log frame)** |  |  |  |  | Please provide a brief overview of progress against indicators and/or achievement of targets, as well as unforeseen results (positive or negative). |
|  |  |  |  |  |
|  |  |  |  |  |
| **Output 2.1**  |  |  |  |  | Please provide a brief description of the activities carried out under this output during this reporting period (whenever applicable, please indicate date, location and no. of participants) |
|  |  |  |  |  |
| **Specific Objective / Outcome 3 — Title (as per log frame)** |  |  |  |  | Please provide a brief overview of progress against indicators and/or achievement of targets, as well as unforeseen results (positive or negative). |
|  |  |  |  |  |
| **Output 3.1** |  |  |  |  | Please provide a brief description of the activities carried out under this output during this reporting period (whenever applicable, please indicate date, location and no. of participants) |
|  |  |  |  |  |

|  |
| --- |
| **2.3 Considering all Specific Objectives, what do you consider the Action’s biggest successes or achievements? (You can include up to five successes or achievements.)** |
|  |
| **2.4 Please describe any unforeseen positive or negative results. Please include any new opportunities that have arisen during the Action, including in relation to successful activities (for example, opportunities to expand or scale up).** |
|  |
| **2.5 Please list any constraints, barriers or challenges – e.g. changes to member state or partner country policies and practices, Action operating context, situation of the target group, validity of key assumptions – as well as facilitators that affected implementation or effectiveness of some activities and explain how they were tackled or used to support implementation.****For Strand D (labour mobility) Actions, and if applicable, please also:*** **Identify possible contributions to economic or trade relations, as well as business opportunities between the participating countries emerging as a consequence of Action activities;**
* **Describe how the applicable migration procedures have hindered or supported the Action;**
* **Highlight if the Action had any influence on migration laws or procedures in the target context (e.g. contributing to new or improved laws/procedures, or greater use of existing ones).**
 |
|  |
| **2.6 How has the Action contributed to project partners’ capacity development? (Please consider both EU Member States and partner countries as relevant.) Are there any remaining gaps that require follow-up action? If so, please provide details.** |
|  |
| **2.7 What has your organisation (and, if applicable, its partners) learned from the Action, i.e. what are the key lessons learned? How have these lessons been put to work to strengthen implementation and/or results? How have they been shared with key stakeholders?** |
|  |
| **2.8 What will ensure the sustainability of the Action? Which (if any) follow-up activities are envisaged after the end of this Action and which actors will they involve?**  |
|  |
| **2.9 Please list all key materials produced during this reporting period in any format, enclosing a copy or indicating a link for each item.** (Note: materials that relate specifically to key communication and visibility activities should be included in Section 4.1. rather than in this table.) |
| **Description** | **Numbers (if applicable)** | **Distributed to** | **Link or Attachment****(as applicable)** |
| E.g. policy brief, guidelines, research, report, training manual, needs assessment, mapping | E.g. number of copies |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Cooperation**

|  |
| --- |
| **3.1 How do you assess the cooperation between the Coordinator and Co-Beneficiaries (if any) in the Grant Contract as well as with key partners?** **For Strand D (labour mobility) Actions, please also reflect specifically on the role that the private sector has played in the Action, as well as how you have engaged with relevant private sector actors.**  |
|  |
| **3.2 To what extent was the Action complementary to other projects and programmes in the country(ies) or region(s)? Outline any links and synergies you have developed with them.** |
|  |
| **3.3 If your organisation has received previous EU and/or ICMPD grants aiming to benefit the same target group, to what extent has this Action been able to build upon/complement the previous work?** |
|  |
| **3.4 What has been your experience of the support provided by the Contracting Authority (ICMPD)? What recommendations, if any, do you have for strengthening support on future Actions?**  |
|  |

1. **Communication & Visibility**

|  |
| --- |
| **4.1 What steps have been taken to increase the visibility of the Action and its results? And how has the visibility of the EU and ICMPD been ensured?** Please include, as applicable, attachments/links to the Action website and any communication material such as videos, news articles and social media (Twitter/Facebook) blogs produced during this reporting period.  |
|  |
| **Description of communication material produced** | **Link/address or Attachment (as applicable)** |
| E.g. News article ‘xxx’ |  |
| E.g. Project website  |  |
|  |  |
| **4.2** **The EU and/or ICMPD may wish to publicise the results of Action. Do you have any objection to any part of this report, or information included in/attached to it, being used for official communication purposes by the EU or ICMPD, including the publication of the report in its entirety on their websites? If so, please state your objections here.** |
|  |

1. **Location of records, accounting and supporting documents**

|  |
| --- |
| **5.1 Please indicate the location of records, accounting and supporting documents for each organisation entitled to directly incur Action costs (Grant Coordinator and Co-Beneficiaries).** |
| **Beneficiary Name** | **Type of documents** | **Location** *(venue, city, country)* |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Report submission**

|  |  |
| --- | --- |
| Coordinator’s legal representative or Contact Person *(as indicated in the Grant Contract Special Conditions and/or Annex I)*(Name and Title) |  |
| Location |  |
| Signature |  |
| Date report due | dd/mm/yyyy |
| Date report sent | dd/mm/yyyy |

1. If you consider any of the information in the grey highlighted cells to be incorrect, please edit using the Track Changes option. [↑](#footnote-ref-2)
2. Usually this will be a numerical value. [↑](#footnote-ref-3)