

ANNEX VI

Interim Narrative Report Template (MPF)

- Please complete and submit this report by the set deadline.
- **Please fill in the white cells only.¹**
- This report shall only cover the **reporting period specified in point 1.6.**
- Please ensure that the information provided in this report aligns with the financial information in the financial report.
- Please add or expand cells to accommodate additional detail as necessary, while generally keeping answers brief.
- The Contracting Authority reserves the right to reject any incomplete or incorrectly completed reports.

1. 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 If you consider any of the information in the grey-highlighted cells to be incorrect, please edit using the Track Changes option.

2. Assessment of implementation of Action activities

2.1 Executive summary (max. 1 page)

Please provide an overview of the progress made towards the Action's objectives during the current reporting period, with key highlights including any substantive changes to the Action context that create additional challenges or provide new opportunities.

Please also note here if there are any new synergies with ongoing/new programmes or projects operating in your environment.

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	Total in previous reports ² (A)	Data for the current reporting period ^{3 4}				Total data for action overall ⁵ (A+B ⁶)
				Total (B)	Male Disaggregation (data for the current reporting period only)	Female Disaggregation (data for the current reporting period only)	Other disaggregation	
<i>As per log frame</i>	<i>As per log frame</i>	<i>As per log frame</i>	<i>Please add total data in the previous reports</i>	<i>Please add indicator data for this period⁷</i>	<i>Please add indicator data for this period</i>	<i>Please add indicator data for this period</i>	<i>Please add indicator data for this period</i>	<i>Please add cumulative indicator data for the Action to date</i>
Overall Objective — Title (as per log frame)								
Progress Overview Please provide a brief overview of								

² 'Total in previous reports': Please report the cumulative total reported in the previous reports. As an example, if you are working on Interim Report 3, please insert total data from Interim Report 1 and 2. If you are working on Interim Report 1, please insert "0" since there is no previously reported data.

³ 'Data for reporting period': Please report data (achievements) for the reporting period only. If there is no data to report for the reporting period, please enter "0".

⁴ For percentage-based indicators derived from surveys or questionnaires, calculations should be based on the number of positive responses divided by the total number of survey respondents. For example, if 8 out of 10 survey participants confirm agreement, the result should be reported as 80% (8/10 respondents). Alongside the percentage, please include both the count of participants who agreed with the statement and the total number of survey respondents to ensure full transparency. Please maintain a minimum 70% response rate to ensure data credibility.

⁵ 'Total data for action overall': Please sum the numbers from 'Data for the current reporting period - Total' column and 'Total in previous reports' column to show the cumulative total for the project. This column should present the combined sum of both columns.

⁶ When calculating the aggregate average for percentage-based data collected across multiple intervals, please use a weighted average to ensure accuracy. This accounts for variations in sample sizes between different reporting periods. Example: If Interim Report 1 has 80% satisfaction from 10 respondents (8 people) and Interim Report 2 has 50% satisfaction from 40 respondents (20 people), the weighted average (for 'Total data for action overall' column) is calculated as: $(8 + 20) / (10 + 40) = 56\%$.

⁷ Usually this will be a numerical value.

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<Start date and end date of the reporting period>

Objectives and Outputs	Indicator	Target	Total in previous reports ²	Data for the current reporting period ^{3 4}				Total data for action overall ⁵
				Total	Male Disaggregation (data for the current reporting period only)	Female Disaggregation (data for the current reporting period only)	Other disaggregation	
			(A)	(B)				(A+B ⁶)
progress <u>during this reporting period</u> against indicators and/or achievement of targets, as well as unforeseen results (positive or negative)								
Specific Objective / Outcome 1 — Title (as per log frame)								
Progress Overview								
Please provide a brief overview of progress <u>during this reporting period</u> against indicators and/or achievement of targets, as well as unforeseen results (positive or negative).								

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Objectives and Outputs	Indicator	Target	Total in previous reports ² (A)	Data for the current reporting period ^{3 4}				Total data for action overall ⁵ (A+B ⁶)
				Total (B)	Male Disaggregation (data for the current reporting period only)	Female Disaggregation (data for the current reporting period only)	Other disaggregation	
Output 1.1 (as per log frame)								
Progress Overview Please provide a <u>brief description of the activities</u> carried out under this output <u>during this reporting period</u> (whenever applicable, please indicate date, location and no. of participants)								
Output 1.2 (as per log frame)								

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Objectives and Outputs	Indicator	Target	Total in previous reports ² (A)	Data for the current reporting period ^{3 4}				Total data for action overall ⁵ (A+B ⁶)
				Total (B)	Male Disaggregation (data for the current reporting period only)	Female Disaggregation (data for the current reporting period only)	Other disaggregation	
Progress Overview Please provide a <u>brief description of the activities</u> carried out under this output <u>during this reporting period</u> (whenever applicable, please indicate date, location and no. of participants)								
Specific Objective / Outcome 2 — Title (as per log frame)								
Progress Overview Please provide a brief overview of progress <u>during this reporting period</u> against indicators and/or								

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<Start date and end date of the reporting period>

Objectives and Outputs	Indicator	Target	Total in previous reports ²	Data for the current reporting period ^{3 4}				Total data for action overall ⁵
				Total	Male Disaggregation (data for the current reporting period only)	Female Disaggregation (data for the current reporting period only)	Other disaggregation	
achievement of targets, as well as unforeseen results (positive or negative).								
Output 2.1								
Progress Overview Please provide a <u>brief description of the activities</u> carried out under this output <u>during this reporting period</u> (whenever applicable, please indicate date, location and no. of participants)								
Specific Objective / Outcome 3 —								

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<Start date and end date of the reporting period>

Objectives and Outputs	Indicator	Target	Total in previous reports ² (A)	Data for the current reporting period ^{3 4}				Total data for action overall ⁵ (A+B ⁶)
				Total (B)	Male Disaggregation (data for the current reporting period only)	Female Disaggregation (data for the current reporting period only)	Other disaggregation	
Title (as per log frame)								
Progress Overview Please provide a brief overview of progress <u>during this reporting period</u> against indicators and/or achievement of targets, as well as unforeseen results (positive or negative).								
Output 3.1								
Progress Overview								

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<Start date and end date of the reporting period>

Objectives and Outputs	Indicator	Target	Total in previous reports ²	Data for the current reporting period ^{3 4}				Total data for action overall ⁵
				Total	Male Disaggregation (data for the current reporting period only)	Female Disaggregation (data for the current reporting period only)	Other disaggregation	(A+B ⁶)
Please provide a <u>brief description of the activities</u> carried out under this output <u>during this reporting period</u> (whenever applicable, please indicate date, location and no. of participants)								

2.3 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).

What has your organisation (and, if applicable, its partners) learned from the Action to date, i.e. what are the key lessons learned? How are these lessons being put to work to strengthen implementation and/or results? How are they being shared with key stakeholders?

2.4 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 and risks identified in the Description of the Action, etc.) – as well as facilitators – that affect implementation or effectiveness of some activities and explain how they are being tackled or used to support implementation.

For labour mobility Actions, and if applicable, please also:

- Identify possible contribution 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 are hindering or supporting the Action.
- Note if the Action is having 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)?
- Provide information on private sector engagement, including the number of companies involved in the Action, the nature of their involvement, and their main needs, constraints, and areas of interest in relation to the implementation of the Action.

2.5 How is the action integrating a Human Rights-Based Approach (HRBA)⁸ to strengthen the capacities of:

- **Duty bearers (e.g. public institutions, authorities, service providers and other actors responsible for respecting, protecting or fulfilling rights, including, where relevant, private sector actors such as employers or recruitment agencies).**

⁸ The Human Rights-Based Approach (HRBA) entails the incorporation of human rights standards and principles into all levels of grant project management. The HRBA ensures that the processes used in designing and implementing interventions further fundamental human rights and freedoms. Therefore, the HRBA working principles should guide the projects: applying all human rights for all; meaningful and inclusive participation and access to decision-making; non-discrimination and equality; accountability and rule of law for all; and transparency and access to information supported by disaggregated data. The projects should contribute to the development of the capacities of 'duty-bearers' to meet their obligations and/or of 'rights-holders' to enjoy their human rights.

- Rights holders, especially vulnerable or at-risk groups (i.e. individuals or communities whose capacities to understand, claim, and exercise their rights are being strengthened).

Please also describe any potential human rights risks identified during implementation (for example: exclusion of certain groups, discrimination, unintended harm, unequal access to benefits, or privacy concerns) and the measures taken or planned to prevent or mitigate these risks.

2.6 Which measures are you taking in order to ensure the sustainability of results after project end? In case the action had a focus on capacity-development, which are the measures adopted to avoid e.g. the risks linked to staff turnover?

2.7 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		

3. Cooperation

3.1 How do you assess your cooperation with Co-Beneficiaries (if any) in the Grant Contract?

3.2 How do you assess the cooperation and synergies with other initiatives and key partners? For labour mobility Actions, please also reflect specifically on the role that the private sector is playing in the Action, as well as how you are engaging with relevant private sector actors.
3.3 What has been your experience of the support provided by the Contracting Authority (ICMPD) in this reporting period? What recommendations, if any, do you have for strengthening support?

4. Communication & Visibility

4.1 How has the visibility of the Action and of the EU's and ICMPD's support been ensured during the reporting period? Describe the key visibility activities carried out, their target audience, and the communication channels and tools used, and comment on any deviations from the Communication and Visibility Plan developed for this project, including on budget. Please include, as applicable, attachments/public access links to the Action website and any communication material, such as videos, news articles and social media (Twitter/Facebook) blogs, produced <u>during this reporting period</u>. Please make sure to include photos and other audio-visual materials as separate files, duly categorised according to activity– do not embed within the report. Maintain separate records of informed consent forms.	
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 the 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 or any photos or audiovisual materials linked to activities on ICMPD, MPF or EU websites? If so, please state what limitations might apply.

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<Start date and end date of the reporting period>

5. Action Plan

This section is required only if you are submitting an interim narrative report with a financial report

Please provide an updated action plan for the grant contract, using the table of the Description of the Action, Annex I, outlining the future activities of the project. This plan should cover the period between the submission of this report and the next reporting period, accompanied by a financial report (i.e. applicable to all reports referred to under Article 4 of the Special Conditions of your Grant Contract).

6. Financial Information

This section is required only if you are submitting an interim narrative report without a financial report (i.e. applicable to all reports mentioned under Article 7 of the Special Conditions of your Grant Contract). Please fill in the table below with approximate expenditure incurred during the reporting period against each budget heading⁹.

Budget as per Grant Contract/latest addendum		Expenditure incurred		
Budget Heading	Total as per Grant Contract / latest addendum (in EUR)	Total Cost in current reporting period (in EUR) (a)	Cumulated costs (before current report) (in EUR) (b)	Cumulated costs (from start of implementation to present report included) (in EUR) (a+b)
1. Human Resources				
2. Travel				
3. Equipment and supplies				
4. Local office				
5. Other costs, services				
6. Other				
7. Subtotal direct eligible costs of the Action (1-6)				
8. Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action)				
9. Total direct eligible costs of the Action (7+8)				
10. Indirect costs (maximum 7% of 9, total direct eligible costs of the Action)				
11. Total accepted costs of the action (9+10)				

⁹ Exact figures will have to be provided and verified in financial reports and related expenditure verification reports (verified by external auditors, as per contract stipulations).

7. 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