

ANNEX VI

Final Narrative Report Template (MPF)

- Please complete and submit this report by the set deadline.
- **Please fill in the white cells only.**¹
- 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.
- 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.

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 of the Action (max. 1 page)

Please provide an overview of the progress made towards the Action's objectives over its entire duration, highlighting key achievements and any substantive changes in the operating context that have created additional challenges or 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	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 progress								

² 'Total in previous reports': Please report the cumulative total reported in the previous reports. As an example, since you are working on the Final Report, please insert total data from Interim Report 2 and 3.

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.

<Grant Contract no.>

<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)
during this reporting period 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 during this reporting period against indicators and/or achievement of									

<Grant Contract no.>

<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)
targets, as well as unforeseen results (positive or negative).									
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)									

<Grant Contract no.>

<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	
Output 1.2 (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)									
Specific Objective / Outcome 2 —									

<Grant Contract no.>

<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 during this reporting period against indicators and/or achievement of targets, as well as unforeseen results (positive or negative).									
Output 2.1									
Progress Overview									

<Grant Contract no.>

<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		
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 — Title (as per log frame)									
Progress Overview Please provide a brief overview of progress <u>during this</u>									

<Grant Contract no.>

<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)
<u>reporting period</u> against indicators and/or achievement of targets, as well as unforeseen results (positive or negative).									
Output 3.1									
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.									

<Grant Contract no.>

<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	
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).

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 applied to strengthen implementation and/or results? How are they being shared with key stakeholders?

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

For 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).
- 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.

2.6 How has the action integrated a Human Rights-Based Approach (HRBA)⁸ to strengthen the capacities of:

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

- 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).
- 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).

Are there any remaining gaps that require follow-up action? If so, please provide details.

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 to prevent or mitigate these risks.

2.7 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? 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?

2.8 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

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.

3.1 How do you assess the cooperation between the Coordinator and Co-Beneficiaries (if any) in the Grant Contract?

or 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 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 played in the Action, as well as how you engaged with relevant private sector actors.

3.3 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.

3.4 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?

3.5 What has been your experience of the support provided by the Contracting Authority (ICMPD)? What recommendations, if any, do you have for strengthening support for future Actions?

4. 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? 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 during the whole lifecycle of the project. Please make sure to send 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 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 a) the publication of the report in its entirety b) and/or any photos and/or audiovisual materials linked to activities in its entirety on ICMPD, MPF or EU on their websites? If so, please state your objections here what limitations might apply.	

5. 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)

6. Report submission

<Grant Contract no.>

<Start date and end date of the reporting period>

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