**1. Reporting obligation**

The Recipient is obliged to submit the reports in the number of copies and the language required in the Agreement to the Donor by the dates specified in the Agreement. The reports must be written in the same language as that of the project proposal (German or English).

The reports are to be kept short (approx. 10 pages) and be limited to information relating directly to the project implemented by the Recipient. The reports should highlight key points of the project implemented by the Recipient and where appropriate show solutions to problems. In matters relating to evaluation and possible transfer of the instruments to other areas, it must be made clear to what extent the findings described are validated, or where further investigation appears necessary. Key project findings such as studies are to be added as supplementary documents and provided to the Donor also in electronic form.

**2. Narrative Reports**

Unless otherwise agreed in the Agreement, narrative reports are to be prepared every six months.

The attached instructions regarding content and structure are to be followed. The following format is to be used for writing the narrative reports. An updated project plan must be attached.

The reports are to be submitted to the Donor in triplicate. The Donor will specify the reporting dates.

**3. Final Report**

Unless otherwise agreed, the Recipient shall submit a Final Report in triplicate to the Donor in the same language as the project proposal together with the final evidence of the use of funds. If further copies are required, the Recipient shall submit these and be reimbursed for the associated costs.

The Final Report is to provide information on the extent to which the targeted project objective has been achieved, based on the results. Furthermore, the report should indicate whether general conclusions can be drawn from the experience gained for other EUKI projects. The Final Report should not exceed 15 pages in length and should refer to the entire implementation period.

Please consult the instructions in the Annex for details on the content and the structure of the report.

The Final Report should contain summarising and concluding recommendations for the country/countries of implementation and the Donor(s).

**Annexes:**

Structure of the Recipient’s narrative report

**European Climate Initiative**

**Narrative Report**

|  |  |
| --- | --- |
| **GIZ contract number** | See agreement |
| **Project number** | See agreement |
| **Project title** | See agreement |
| **Country of implementation**  | See agreement |
| **Recipient of subsidy** | See agreement |
| **Project term** | Date - Date |
| **Report period** | Date - DateThe report period comprises 6 months after the project term commences. As a general rule, the Narrative Reports must be submitted every six months. If comments represent a review of earlier developments or an outlook beyond the report period, please indicate that this is the case. |
| **GIZ contact** | See agreement |
| **Date** | See agreement |

**1.** **Outcome of the project financed by the subsidy**

See Section 4.2.4/3.2 of the project proposal

1.1 Outcome at the start of the project

See Section 3.2.4 of the project proposal

1.2 Status of the achievement of the outcome

Outcome I: Title as in project proposal

|  |
| --- |
|  Indicator: Name the indicator assigned to the outcome |
| UnitTitle as in project proposal | Baseline at start of project Target value at start of project | Target value at end of project Target value MM.YYYY | Value achieved so farValue achieved so far MM.YYYY |
| Further explanations of the values achieved so far and other comments: |

If required, add other outcome indicators in the format shown above.

**1.3Status report on the implementation of outputs and activities**

**Output I:** Title as in project proposal

|  |
| --- |
| Indicator I.1 Name the indicator assigned to the output  |
| UnitTitle as in project proposal | Baseline Target value at start of project | Target value and date of achievement of objectivesTarget value MM.YYYY | Value achieved so far Value achieved so far MM.YYYY |
| Further explanations of the values achieved so far and other comments: |
| Activities carried out in the report period:**Activities related to Output I****Work package V.1:*** Please present the key activities carried out in the report period, and state the time when they were carried out and the status of work (commenced/concluded).

Activity (A I.1):     Activity (A I.2):     Activity (A I.3):      **Milestones related to Output I**Milestone (M I.1):* Please present the key milestones reached in the report period, and state the time when they were reached and the status of work (commenced/concluded).

Milestone (M I.2):     Milestone (M I.3):      |
| Deviation from original planning:* Please justify compliance/non-compliance with the time schedule and/or any deviations from the project proposal, and state reasons.
 |

**If required, add other output indicators, activities and milestones in the format shown above.**

**2.** **Synergies and links with other relevant projects and sectors of European cooperation**

List relevant projects and measures of German, European and international cooperation and present the existing synergies and links. Is there an informal exchange or specific cooperation? If so, what form does this take and which joint activities were conducted?

**3.** **Where applicable:** **Change in framework conditions of the project financed by the subsidy**

Please describe and assess any changes that have occurred in the framework conditions compared to the starting situation (e.g. political, statutory or economic developments in the country of implementation, support in society for changes envisaged by the project or resistance to such changes, etc.) and their impacts on the project.

**4.** **Special lessons learned, analysis and rating of the project financed by the subsidy**

Special lessons learned during project implementation (e.g. successfully tested instruments/methods, unintended results) and/or lessons learned related to climate policy (e.g. new and relevant capacity shortfalls). Such findings, where they exist, can be submitted as an annex to the interim report/statement in the form of knowledge products (e.g. presentations).

**5.** **Contribution to the objectives of EUKI**

**Contribution to EUKI standard indicators**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Indicator** | **Explanation and specification of contribution** | **Quantification of the contribution**  | **Sources of verification (as far as possible, state publicly accessible sources with URL)** |
| 1 | Building knowledge and raising awareness for climate action in partner countries | Measures at the project that help to raise awareness | Number of participants in project activities who have been directly influenced  | Documented participation, e.g. training documents, evaluation sheets |
| 2 | Capacity development and networking for key state, civil-society, economic, education-policy, academic and municipal actors to support transformative processes in partner countries  | Measures at the project that contribute to capacity development and networking (key actors) and to transformative processes (climate measures). | Number of training courses/coaching sessions/networking events Number of transformative processes triggered  | Documentation of joint working groups or workshops *with*, or courses/coaching sessions held *by*, key actorsDocumentation of impetus for transformative processes in partner countries (e.g. new regulations, programmes, measures, incentives) |
| 3 | Communication/dissemination and/or transfer of good practices for climate action from one member state to others, while ensuring the practices are prepared appropriately for the given target group  | Good practices communicated, disseminated via the media or transferred by the project to other member states  | Number of good practices communicated or transferred  | e.g. communication products such as PowerPoint presentations, talks, exhibition posters, newspaper articles or social media posts on good practices and/or presentation of specific good practices transferred to a partner country |
| 4 | Third-party applications with a focus on climate or energy that have emerged from the project  | Project applications to EU and other international donors with cooperation partners who have been acquired via the project or inspired by the project results | Number of project applications submitted to the EU or for other third-party funds that were initiated or prepared by the EUKI project consortium | Documented project applications that are at an advanced stage of preparation or have already been submitted |

**6.** **Contributions to EUKI’s PR work**

| PR product | Target group reached | Link/website |
| --- | --- | --- |
| Here, projects report on activities and results, e.g. contributions at public events, publications, websites, Twitter and other social media posts related to EUKI. |  |  |
|  |  |  |

**7.** **Outlook for upcoming events and activities**

Information on future events and activities that have media impact and may be of political relevance. Please inform us whether it would be desirable for EUKI programme management or BMUB to take part.

| Event, activity (including date and location) | Target group | Relevance, relation to policy where appropriate |
| --- | --- | --- |
|  |  |  |
|  |  |  |

8. Action required

8.1 Action required by the Recipient

Is additional action required by the Recipient to ensure the successful implementation of the project?

8.2 Action required by EUKI programme management or BMUB

Is action required by EUKI programme management or BMUB to support successful implementation of the project?

8.3 Action required by third parties

Is action required by third parties to support successful implementation of the project?

**9.** **Miscellaneous**

Space for further comments

Annexes

* Updated project plan