|  |  |
| --- | --- |
| **Project number:** |  |
| **Reporting year:**  |  |
| **Date of submission of report:** |  |

# PAO FINAL narrative REport 2019-2022

**Note:** A check list for the complete reporting (narrative, financial and audit) has been attached at the end of this template.

Please do not hesitate to contact your assigned Programme Manager at the Palme Center if you have any questions on reporting.

## SUBMISSION OF REPORTS

|  |
| --- |
| Send the narrative report and the financial report **by e-mail** to reporting@palmecenter.se and your programme manager.Write “Report, project number (X)” in the subject line. **Note that the audit instructions were updated in 2021.** You’ll find the instructions here: [https://www.palmecenter.se/eng/forms/](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.palmecenter.se%2Feng%2Fforms%2F&data=04%7C01%7C%7Cb8ebc9a3acc249e03f0308d8904c760d%7Ca04e79049c48446c8d1347f002501568%7C0%7C0%7C637418005371504017%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=p0n0mN%2FftT4oLlrQNuh2vWmm8SArSMQ9SdTLzEFoFNM%3D&reserved=0)**Dates for submission of the reports are:*** **February 1st** (for partners directly supported by the Palme Center)
* **March 1st** (for other Swedish PAO)
 |

## Instructions for reporting

This template has been designed for reporting on **results from 2019-2022**. The purpose of the template is to document results and lessons learned, and to provide the Palme Center with the necessary information for reporting to Sida (Swedish International Development Cooperation Agency).

### Necessary documents for reporting

The application is the underlying document for this report. When compiling the report make sure the following documents are available and utilised:

* Project application
* Budget
* Internal monitoring reports, evaluations, and documents with project information
* Result matrix

### Vocabulary

The Palme Center use the results vocabulary of results achieved on output, outcome and impact levels. Here is a short explanation of what these words mean.

*Impact level:* Long-term effects, more permanent and on a higher societal level. For example, that a party has increased its influence in society and has contributed to positive change for development.

*Outcome level:* medium-term results in terms of changes in behaviour and relations of the parties or participants that the project relates to. For instance, that the parties change practices or that project participants increase their political participation.

*Output level:* Concrete short-term results of project activities. For example, increased knowledge or an increased ability to apply knowledge following a training course.

Since this is a final report, we focus on impact level, and outcome level where impacts are not reached.

PROJECT AND CONTACT INFORMATION

### About the Project

|  |  |
| --- | --- |
| **Organisation:** |  |
| **Project country:** |  |
| **Project manager:** |  |
| Telephone: |  | E-mail: |  |
| **Financial manager:** |  |
| Telephone: |  | E-mail: |  |
| **Other member/s:** |  |
| Telephone: |  | E-mail: |  |

ACTIVITY YEAR 2022

1. ACTIVITIES IMPLEMENTED IN 2022
Please shortly describe which activities that you implemented during the year, what they contributed to, and how many participants that were reached.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Type of activity and number of activities** | **Relate to inter-mediate objective** | **Type of target group** | **No. of women** | **No. of men** | **No of non-binary persons** | **Total number of partici-pants** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Total of participants reached: |  |  |  |  |

1. FUNDS UTILISATION 2022
	1. Kindly note below how you were able to use the funds released for the actual year 2022. Figures should be consistent with the latest approved budget.

|  |  |  |
| --- | --- | --- |
| **Approved budget** | **Actual costs** | **Balance (+/-)** |

* 1. It here any deviation/s which exceeded at least 10% of the budget posts? If so, explain the deviation. Please provide comments on major changes in the budget, even if these changes have already been approved in earlier correspondence.
	2. Any goods and services purchased? If any of these purchases exceeded Palme Center’s limits[[1]](#footnote-2) for procurement, kindly describe the procurement/s made.
	3. Has there been any equipment (computers or other goods) purchased in the project? Please list the purchases below and explain how ownership of the purchased equipment is regulated after the project end.

PROGRAMME PERIOD 2019-2022

## Context

* 1. Describe any changes in the context that have affected your operations and target groups during the programme period.
	2. Did you have to change your strategies/methods because of the changes in context? Describe these changes and how the results potentially were affected.

## RESULTS

* 1. Describe results from the programme period related to the **programme objective** and **how** the project has contributed to them (relate to baseline if applicable). Since this is a final report, focus on outcomes and impacts.
	2. Describe results from the programme period related to the **intermediate objective 1** and **how** the project has contributed to them (relate to baseline if applicable). Since this is a final report, focus on outcomes and impacts.
	3. Describe results from the programme period related to the **intermediate objective 2** and **how** the project has contributed to them (relate to baseline if applicable). Since this is a final report, focus on outcomes and impacts.
	4. Describe results from the programme period related to the **intermediate objective 3** and **how** the project has contributed to them (relate to baseline if applicable). Since this is a final report, focus on outcomes and impacts.
1. IMPLEMENTATION & LESSONS LEARNED
	1. How have you worked with monitoring within the project (follow up on activities, outputs, outcomes, impacts) during the programme period?
	2. What do you think have been the most successful methods and strategies for achieving the objectives - and why do you think they worked out well? What did not work out so well?
	3. Describe how the results of your project can be sustainable. How have you worked in order to “maintain” achieved results? For example, how an increased representation of women and/or youth can remain after the project has ended or how the work for enhanced ideological clarity will continue after the project cooperation is phased out?
	4. Has the project involved any Swedish participation, either through a member organisation or through expert participation? What has been the most important contribution from the Swedish participation to the project during the year?

## Integrated perspectives

*Consider below how you have integrated the perspectives e.g., in your context analysis, risk management, objectives, activities and budgets as well as in your organisation.*

* 1. Describe how you have worked for gender equality and non-discrimination in your project and possibly in your community/society[[2]](#footnote-3)
	2. Describe how you have worked for gender equality and non-discrimination in your organisation
	3. Has your project, organisation and/or target group in any way been affected by environmental problems and climate change, or did you foresee substantial risk that this could happen? If yes, how did you handle this?
	4. Has your project had any negative effects on the environment and climate? Has your organisation taken steps to achieve positive impact in this area? Any results achieved?
	5. Has your project had any negative effects that unintentionally could lead to the creation or exacerbation of conflicts? Or to strengthening causes of conflict, destructive actors, or power structures? Please describe how you have worked in your project to minimise, prevent and/or mitigate conflicts and unintended negative effects.
	6. Has your project or organisation worked with anti-corruption on a societal level[[3]](#footnote-4)? If yes – describe how.
	7. Please reflect on the risk that your activities, project or organisation could directly or indirectly have enable corruption in your organisation or/and in society?

## RISK MANAGEMENT

* 1. Please at the risk analysis in the project application. Which risks did you encounter? How did you handle them? And did they affect the project implementation and/or results achievement?

## Other comments or recommendations to the Palme center

* 1. Additional information, comments or recommendations regarding the project or the relation to the Palme Center that you wish to share.

## ANNEX 1: Check-list for reporting

Follow the steps of the checklist carefully. If any of these steps/documents are missing, your reporting is not complete. Please make sure to tick all the boxes before sending your report to the Palme Center.

|  |  |
| --- | --- |
|  | The *Narrative report* template has been filled in. |
|  | The *Accounts in local currency /Expenditure specification in SEK* (based on the latest approved budget for the financial year of the report) has been filled in, is signed by an authorized signatory in the organisation as well as by the auditor and is attached. |
|  | The *Auditor Report* (according to the Palme Center audit instruction) is attached and has been signed by the auditor. |
|  | The *Management Letter* (according to the Palme Center audit instruction) is attached and has been signed by the auditor. |
|  | The *Management response* (if applicable) is attached. |
|  | *A Certificate* verifying the title of the auditor (CPA, CA, or equivalent according to national law) is attached. |

1. For services and goods in the amount between SEK 75 000 - SEK 284 000 at least three written price comparisons/quotations are required. NOTE! If the national laws (in the project country) requires for stricter procurement regulations, these are to be followed. For further information, please refer to Palme Center homepage. [*www.palmecenter.se*](http://www.palmecenter.se).) [↑](#footnote-ref-2)
2. For example, if you actively have worked for a gender balance in the activities, or if your activities have generated discussions about gender equality and non-discrimination in your community. [↑](#footnote-ref-3)
3. For example, holding the government/other decision makers accountable with regards to issues on corruption. [↑](#footnote-ref-4)