**Model for the annual report of a project framework agreement**

**I. General Part: Strategy and Dynamics**

1. General course of actions

- How has the program been carried out over the past year?

- What actions have suffered in the past year?

- General problems and recommended solutions?

- Dynamics: have there been any synergy effects between the different actions?

- Lessons and contributions from the "Program" approach

- Taking into account transversal themes in the implementation of the project (s)

- Taking into account the principles of aid effectiveness (Paris) and / or development (Istanbul) and / or guidelines as adopted by the NGOs members of the Circle of Cooperation in the implementation of the framework agreement

2. NGO strategy (on the duration of the framework agreement)

- Adjustment between strategy and action program

- General logical framework: has the course of action pushed to adapt the logical framework for the whole programme (feed-back effect)? Comment on the changes that have taken place in this general logic.

**II. Specific Part: Action Program**

1. Synthetic report sheet

- Basic data: project code, title, partner name, budget, main activities (see concept note)

- Updated logical framework reporting on results achieved and activities achieved

|  |  |  |  |
| --- | --- | --- | --- |
| Intervention logic | Objectively Verifiable Indicators (OVI) | Sources | Assumptions |
| Global goals |  |  |  |
|  | OVI | Report | Comments |
| Specific goal |  |  |  |
| Result 1 |  |  |  |
| Result 2 |  |  |  |
| Activity 1 |  |  |  |
| Activity 2 |  |  |  |
| ... |  |  |  |

- Considerations on sustainability prospects. Is action on the right track from this point of view?

- Other important elements to report (e.g. main results of a follow-up mission, internal evaluation, external ...)

2. Financial Report of the Year

**Iii. Appendixes**

1. Transfer and exchange rate table (for all projects)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Enumeration | Transfer date | Amount (in Euro) | Reception date | Amount (in local currency) |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| Subtotal |  |  |  |  |
| Local cash contribution |  |  |  |  |
| Real estate valuation |  |  |  |  |
| total |  |  |  |  |

2. Supporting documents for all local contributions (summary table and supporting documents)

3. General Ledger of the partner for the project

4. Copy of all certificates of receipt of partner funds

5. Internal and external evaluation reports, audit reports