*ADD PICTURE*

*(remove the border !)*

**Description. Country**. © Tdh

**Country**

 **”Name of the project”**

**Project reference** *(Tdh’s and donor’s reference)*

**Intermediate / Final Report**

## Date of Submission: XXX

*Insert donor’s logo*

*(Remove the border!)*



|  |  |
| --- | --- |
| **Name of the project** | *e.g. “Preventing and protecting children affected by the Syrian crisis against worst forms of child labour, domestic violence and early marriage in northern Jordan”.* |
| **SECTOR / THEME** | *e.g. Protection* |
| **Objective** | *Specify the objective as stated in the logical framework.* |
| **Area of intervention** | *Specify the exact location of intervention, the district/ department/ governorate, region, country and/or other any relevant administrative entity.**If the project concerns several areas of intervention, specify it.**If available, add the GPS coordinates.*  |
| **PROJECT DURATION** | *Mention the project duration and the starting and ending dates.*  |
| **Definition of beneficiaries** | *E.g. Syrian refugees and host communities in Jordan (adults and children from 5 to 18 years old).* |
| **Number of beneficiaries** | *Specify the number of direct beneficiaries and if available the number of indirect beneficiaries.*  |
| **Name of the applicant** | Fondation Terre des hommes – Aide à l’enfance (Tdh)Avenue de Montchoisi 151006 LausanneSWITZERLANDTel : 0041 58 611 06 66[www.tdh.ch](http://www.tdh.ch) |
| **DONOR** |  |
| **Total budget**  | XX CHF (including XX% overheads) *If the currency of the grant is not CHF, specify it.**If the project is co-funded, specify it (amount + donor)* |
| **CONTACTS** | **Name of the Country Delegate**Country DelegateTerre des hommes Lausanne Adress of the DelegationTel: XXX Email: XXX **Name of the Desk Officer**Desk OfficerTerre des hommes FondationAvenue Montchoisi 151006 Lausanne, SwitzerlandTel: + 41 XXXEmail: XXX |

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|  |
| --- |
| ***NOTE:****Reporting is a mean to external and internal accountability: therefore, it is important for Tdh to present project information in a reliable and transparent way.**This template for activity report is to be used:** *If your donor has no specific template (e.g. Philanthropy)*
* *If funding is internal*

*The report shall be written in English (unless the project document has been developed in another language).* *The report should be 15 pages maximum, without annexes.**Tips for a compelling report:** *Use concise language;*
* *Keep acronyms to the minimum;*
* *Present information that are only relevant and in line with the project document – Avoid information overload;*
* *All information and analysis should be evidenced-based and you must be able to objectively justify what is presented in the report (e.g. you must be able to explain how you calculated the number of reached beneficiaries);*
* *Be specific: do not use vague notions like “some, often, several, sometimes”;*
* *Balance text with visuals: insert relevant maps, pictures, graph, etc. It is useful to help the reader visualizing detailed results and complex relationships, patterns and trends clearly and concisely. It also helps reducing the length of the narrative and enhances reader’s understanding of the report;*
* *Don’t forget to quote your sources and all reference documents.*
 |

# ABBREVIATIONS, TABLES AND ANNEXES

Acronyms

*Keep acronyms to the minimum.*

*Alphabetize them.*

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Tables (or graphs, or figures)

*Insert as many automatic tables as needed (for graphs, figures, maps, etc…)*

Annexes

*Insert an automatic table of annexes*

*Compulsory annexes (non-exhaustive list):*

* *Financial report*
* *Success story and other communication products if available and relevant (e.g. video, newspapers articles, pictures) – don’t forget to abide to Tdh’s communication policy (available on KIT).*

# CONTEXT OF INTERVENTION

*Give information on the general context of intervention. Specify whether there were significant changes during the project lifespan that could have had an impact on its implementation (e.g. national election).*

*Give information on the humanitarian situation in the area of intervention (e.g. massive influx of new refugees/IDPs, cholera outbreak) which would have also influenced the course of the intervention.*

***½ page maximum.***

# PROJECT

# Summary of the project

*Briefly summarize the project: main problems and needs; response and strategy as stated in the project document; area of intervention…*

*Specify the objective of the project, outcome and outputs.*

# Activities and results

# Beneficiaries

*Introduce the number of reached direct beneficiaries VS the expected targets – including indirect beneficiaries if they were mentioned in the project document/proposal. Use absolute value and percentage (e.g. Tdh’s intervention has reached a total of 10’103 beneficiaries, that is to say 106% of the initial target).*

*If there are (positive or negative) discrepancies between the target and achievement, explain why.*

*Compulsory information to give about beneficiaries:*

* *Number of beneficiaries per location;*
* *Number of beneficiaries per outcome, output and activities;*
* *Breakdown per age group (as mentioned in the project document/proposal) and gender;*
* *Breakdown per vulnerabilities (e.g. % of elderly, disabled…)*
* *Nationalities or place of origin – if relevant to the context and type of crisis*

*As much as possible, elaborate the presented information (e.g. the number of women attending awareness sessions on child protection is higher than the one of men mainly because of the social norms of this specific community – men consider that women are responsible for children more than they are and therefore won’t attend such awareness sessions).*

*It is advised to balance text with visuals: insert relevant maps, pictures, graph, etc. (see examples below).*

*Explain how beneficiaries have been selected and according to which vulnerability criteria. If it does not fit what was announced in the project document, explain why.*

*Explain whether there have been major changes amongst the situation of the beneficiaries during the project duration*

*E.g. Table 1: Repartition of beneficiaries per activity*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **ACTIVITIES** | **Target** | ***ACHIEVEMENT*** | **unit** | **Total persons** | ***ACHIEVEMENT*** | 🚺 | 🚹 | ***% of*** ***ACHIEVEMENT*** |
| **OUTCOME 1** |
| **OUTPUT 1.1** | *E.g. Informal education* | *180* | *215* | *individual* | *180* | ***215*** | *90* | *125* | ***119%*** |
|  |  |  |  |  |  |  |  |  |
| **OUTPUT 1.2** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **OUTCOME 2** |
| *Add as many lines per outcome, output and activities as needed.**If there are some differences in numbers because of double-counting or other subtleties, specify it.*  |
| **TOTAL BENEFICIAIRIES** |  |  |  |  |  |

*E.g. Graph 1: Repartition of beneficiaries per age group*

# Activities and results per outcome

**Outcome 1:**

*Add the title of the outcome as phrased in the logical framework.*

*E.g. By the end of the project phase, 400 children initially affected by worst forms of child labor have decent working conditions*

* ***Ouput 1.1:***

*Present the output as phrased in the logical framework. Specify the achievements VS the initial target.*

* ***Activity 1.1.1:***

*Detail the activities implemented for the concerned output. Try to elaborate as much as possible the presented information emphasizing on how activities were organized, where, by whom, etc. Explain also why activities were a success (or not) in the sense that it really impacted beneficiaries (e.g. added value of such activities, how did it make the difference in the short, mid and potentially long term, did it meet the needs of the affected population, etc.). Explain whether the activities have been implemented as planned or not. If not, explain why and the corrective measures and/or adaptations.*

*Add tables, graphs, figures and pictures.*

* ***Activity 1.1.2***

*Add as many outputs and activities as in the logical framework.*

**Outcome 2:**

*Add as many outcomes as in the logical framework. Use the same presentation as for outcome 1.*

# Indicators and comparative indicators

*Use the logical framework and add 2 columns:*

* *1 presenting the achievements versus initial targets*
* *1 allowing comments and explanation on the achievements (why they have been under or over-reached).*

|  |  |  |  |
| --- | --- | --- | --- |
| **INTERVENTION LOGIC***(Specify the intervention logic as in the initial logical framework).* | **INDICATORS***(Specify indicators as in the initial logical framework. Specify the indicators of the logical framework that are part of the Tdh Programme Indicators).*  | **ACHIEVEMENTS***(Specify the achievements at the end of the reporting period.**If you are writing an intermediate report and some results would only be available at the end of the project, explain).* | **COMMENTS***(Explain why indicators have been under or over reached).* |
| **Objective** |  |  |  |
| **FINAL OUTCOME 1** |  |  |  |
| **(INTERMEDIATE OUTCOME)** |
| **OUTPUT 1.2** |  |  |  |
| **FINAL OUTCOME 2** |  |  |  |
| **OUTPUT 2.1** |  |  |  |
| **OUTPUT 2.2** |  |  |  |

# Difficulties during implementation and lessons-learnt

# Difficulties during project implementation

Table 2: Difficulties met during the implementation of the project

*In the table below, summarize the difficulties met during the project implementation. They can be internal and/or external and could have had a significant impact on the project if mitigation measures hadn’t been put in place. Detail the latter.*

|  |  |
| --- | --- |
| **DIFFICULTIES**  | **MITIGATION MEASURES** |
| *E.g. Social cohesion has been challenging in some locations and tensions were raised among the communities. As a consequence, it took time to attract children from both communities in some CFS, to raise awareness and establish committees.* | *E.g. Tdh community mobilizers worked on social cohesion and organized separate meetings with both communities to understand the fears and conflicts and worked on them. CBOs’ members and community leaders were actively involved to reach people and convince them to further engage with others. After a while, the success of Tdh activities in CFS and awareness attracted more people, without consideration of nationality.* |
| *Add as many rows as needed.* |  |

# Lessons-learnt

*Specify what are the lessons-learnt of project implementation i.e. best practices, lessons-learnt based on successes and problems…*

*How did these lessons-learnt contribute to delivering a successful project and how will they contribute to successfully delivering the potential next project phase(s)?*

# COORDINATION IN THE FIELD

*Explain what coordination mechanisms Tdh took part in (or initiated) during the project duration: clusters, working groups, other (Swiss or not) aid organizations, local aid organizations, national and local authorities*

*How did it contribute to the project implementation and to its successful – or unsuccessful - achievements?*

# OPERATIONAL FOLLOW-UP

# Monitoring

*Explain how the monitoring of the project was organized: monitoring and steering mechanisms (how and by whom) and frequency.*

*If the project was implemented by a partner, explain how it was organized.*

*As part of monitoring, specify whether baseline and/or endline studies were carried out – explain the methodology and how the main outcomes fed the project implementation. The baseline and/or endline reports must be annexed to the report.*

# Evaluation and capitalisation

*Explain if Tdh carried out a real-time, mid-term and/or final evaluation and/or capitalization of the project. Explain the methodology and how the main outcomes fed the project implementation. Reports must be annexed to the report.*

# Audit

*Explain if an audit of the project or of the Delegation was carried out during the reporting period (by whom? Main issues/successes highlighted in the management letter?).*

# EXIT STRATEGY AND FOLLOW-UP

*Explain whether Tdh plans to withdraw or whether the Foundation will continue its intervention in the project area.*

*Explain how the project link relief, rehabilitation and development: what is the degree of sustainability at the end of the project? Have you plan a transition or exit strategy that ensures longer-term positive effects and reduces the risk of dependency.*

*What are the perspectives for further project in terms of approaches, methods and orientation?*

# FINANCIAL REPORT

Cf. Annex XX “Financial Report”.

*Add a narrative to the financial report aiming at providing explanation about under or over expenditures.*

*Check with your Finance Controller the threshold of variation to justify (usually, it is +/- 10% per chapter) and ask him/her for the financial report that you need to comment.*

# 7. VISIBILITY

*Explain if there were some significant communication initiatives during the project duration (e.g. visit of journalists, video, newspapers articles, contribution to researches…)*

# 8. ANNEXES

*Compulsory annexes (non-exhaustive list):*

* *Financial report*
* *Success story and other communication products if available and relevant (e.g. video, newspapers articles, pictures) – don’t forget to abide to Tdh’s communication policy.*