

**Annex 4:**

Interim Narrative Report

**Interim Narrative Report**

(max 10 pages)

This report should be completed by the person responsible for managing the grant. The final version of the report, approved by KCSF, must be signed by the Executive Director (who represents the grant recipient in the grant contract) and submitted via email.

The information provided below must align with the financial information presented in the financial report.

Please type the report on a computer. Handwritten reports will not be accepted.

Please expand the paragraphs in the report as necessary and add any additional information you deem important.

KCSF will reject any incomplete or poorly drafted reports.

\* After drafting the report, the above instructions may be deleted.

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| --- | --- |
| **1. Description** | |
| **1.1** Contract Number: | Click or tap here to enter text. |
| **1.2** Grant Recipient Name: | Click or tap here to enter text. |
| **1.3** Project/Program Title: | Click or tap here to enter text. |
| **1.4** Grant Start and End Dates (dd/mm/yy - dd/mm/yy): | Click or tap here to enter text. |
| **1.5** Overall Objective of the Project/Program: | Click or tap here to enter text. |
| **1.6** Project/Program Results: | Click or tap here to enter text. |
| **1.7** Local/Central Level: | Click or tap here to enter text. |
| **1.8** Geographic Coverage of Activities: | Click or tap here to enter text. |
| **1.9** Total Contracted Amount: | Click or tap here to enter text. |
| **1.10** Total Amount Spent: | Click or tap here to enter text. |
| **1.11** Was any request for reallocation approved? If more than one, please indicate the number: | Click or tap here to enter text. |
| **1.12** Name and Position of Contact Person: | Click or tap here to enter text. |
| **2. Assessment of Implemented Project/Program Activities** | |
| **2.1 Overall Project/Program Summary and Progress** (Please provide a general summary of the project/program, the progress made toward achieving the overall objective, and the context in which the activities have been implemented. How has your work impacted the intended beneficiaries so far? What are the specific changes observed at the individual, community, or institutional level?)  Click or tap here to enter text. | |
| **2.2 Key Achievements** (Identify and briefly explain up to three success stories/achievements during the implementation of the project/program so far. Explain the concrete change presented for the target group of beneficiaries or individuals within these groups. Illustrate with specific indicators such as numbers, qualitative results, or evidence from beneficiaries.)  Click or tap here to enter text. | |
| **2.3 Did you encounter any challenges or difficulties during the implementation of the grant?** (Describe the challenges faced and how you responded to them. How did it impact your grant? Are the challenges ongoing? If so, what is the proposed action on your part? When applicable, please identify risks related to climate and environment, gender equality, and human rights.)  Click or tap here to enter text. | |
| **2.4 Achieved Results** (Describe the situation before the project/program began and the changes made (and impact, if possible) during implementation, based on the project/program results presented in the logical framework. Elaborate on the results for the target group and the area of implementation.)  Click or tap here to enter text. | |
| **2.5 Implemented Activities and Results** (Describe the project/program activities based on the final activity plan. Additionally, explain how the project/program was received by the intended beneficiaries.)  Click or tap here to enter text.   |  |  |  |  | | --- | --- | --- | --- | | **Activity** | **Activity Objective** | **Achieved Result** | **Citizen Engagement** | |  |  |  |  | |  |  |  |  |   If any activity was not implemented in accordance with the logical framework, activity plan, and budget, please specify the reason and the measures taken. Provide details, including any delays or cancellations of activities, and how they were addressed.  Click or tap here to enter text. | |
| **2.6 Activities Not Implemented** (Please indicate any activity planned in the activity plan that was not implemented and explain the reasons for this.) Click or tap here to enter text. | |
| **2.7 Unplanned Activities** (Explain any other activity that was implemented and was not foreseen in the activity plan.)  Click or tap here to enter text. | |
| **2.8 Participant Evaluation** (What were the evaluations and comments from the participants? Please summarize the results and comments received, including those from beneficiaries. Beyond general evaluations and comments, where possible, provide a critical approach and analysis based on the evaluations and comments received.)  Click or tap here to enter text. | |
| **2.9 Monitoring** (Please describe the methods used to monitor the implemented activities, focusing on specific indicators related to the achieved results.)  Click or tap here to enter text. | |
|  | |
| **2.10 Lessons Learned and Challenges** (List the key lessons learned and challenges faced during this reporting period.)  Click or tap here to enter text. | |
| **2.11 Visibility and Engagement with Citizen Groups/Public** (Explain the actions taken to ensure visibility and engagement with citizen groups/public. Have social media, websites, traditional media, etc., been used? What was the main message conveyed, and which groups were targeted? How was the public or citizens involved in your activities? Was there active participation or interaction from citizens in the project activities? Has there been any change in public perception regarding the issues addressed by your project?)  Click or tap here to enter text. | |
| **2.12 Materials/Publications** (Please list all materials/publications produced under the project/program and attach the links. Were they used for training, advocacy activities, or awareness campaigns?)  Click or tap here to enter text. | |
| **3. Partners and Other Forms of Collaboration** | |
| **3.1** Briefly explain your relationship with the public institution, organization, or other entities you have collaborated with. Has the approach of the central/local institution changed, including their approach to the issue being addressed? (if applicable)  Click or tap here to enter text.  **3.2** How would you evaluate the collaboration with the KCSF officer responsible for your grant, as well as the overall collaboration with KCSF?  Click or tap here to enter text.  **4. Training Needs** | |
| During the implementation of this project/program, in addition to the training provided by KCSF, have you identified the need for additional training for your staff? If yes, please specify the relevant topic/training:  Click or tap here to enter text. | |

**Financial Report**

For reporting purposes, following the example below, please add a column for the budget spent and the remaining balance in the budget in the Excel format, the final version (contracted).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Budget** | | | | | | | |
| No. | Category | Unit | No. of units | Price per Unit | Total Amount | **Budget Spent** | **Remaining Balance** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Project/Program Results**

(To be attached to each narrative report)

*Please complete the logical framework table in the Excel format by adding an additional column in section B - Results, titled* ***Achieved Value****, next to the* ***Target Value*** *column, and list the indicators achieved during the reporting period.*

*Similarly, add an additional column titled Status in section C - Activities. For each activity, indicate whether the activity is* ***Completed, Pending (to be completed during the next reporting period), or Delayed (in case of delays).***