TEMPLATE FOR THE PREPARATION OF FINAL REPORTS FOR THE 13TH TRANCHE OF THE DEVELOPMENT ACCOUNT

When using this template, please refer to the separate Final Report Guidelines for the 13th tranche, which provide instructions on how to fill in each section.

|  |  |
| --- | --- |
| **Project code and title** |  |
| **Lead entity/entities** |  |
| **Jointly implementing DA entities (if any)** |  |
| **Collaborating DA entities (if any)** |  |
| **Other collaborating entities** |  |
| **Start date** |  |
| **Contractors (implementing partners)** |  |
| **End date** |  |
| **Total budget** |  |
| **Revised budget (if applicable)** |  |
| **Cumulative expenditures** |  |
| **Financial implementation rate at project closure** |  |
| **Target countries (full, up-to-date list)** |  |
| **Other countries that benefitted from the project** |  |

## ACHIEVEMENTS

* 1. **Summary of achievements**
  2. **Success story and photos**
  3. **Testimonials**

## Good practices and innovative approaches

* 1. **Review of project outcomes and output delivery**

**Table 1 - Review of the Indicators of Achievement**

|  |  |  |  |
| --- | --- | --- | --- |
| **Intended Outcomes (OCs)** | **Indicator of achievement (IA) at the start of the project** | **Indicator of achievement (IA) at the end of the project** | **Review** |
| **OC1:** | **IA1.1**:  **Baseline:** |  |  |
| **IA1.2:**  **Baseline:** |  |  |
| **IA1.3:**  **Baseline:** |  |  |
| **OC2**: | **IA2.1**: |  |  |
| **IA2.2**: |  |  |
| … | … |  |  |

**Table 2 - Review of Output Delivery**

|  |  |  |  |
| --- | --- | --- | --- |
| **Output number** | **Output description** | **Output Status** | **Comments** |
| **OP1.1** |  | ☐ *Fully completed*  *Partially completed*  *Cancelled* |  |
| OP1.2 |  | ☐ *Fully completed*  *Partially completed*  *Cancelled* |  |
| OP1.3 |  | ☐ *Fully completed*  *Partially completed*  *Cancelled* |  |
| **…** | **…** | **…** |  |

* 1. **Deliverables**

**Table 3 – Deliverables**

|  |  |  |  |
| --- | --- | --- | --- |
| **Categories of deliverables** | **Number at national level** | **Number at regional level** | **Number at global/ Interregional level** |
| **1.** Total number of workshops, seminars and training events / number of participants (these figures should be the sum of (i), (ii), and (iii) below). | # / # | # / # | # / # |
| **(i)** In person/ number of participants | # / # | # / # | # / # |
| **(ii)** Virtual / number of participants | # / # | # / # | # / # |
| **(iii)** Hybrid / / number of participants | # / # | # / # | # / # |
| **2.** Training of trainers (ToT) / number of participants | # / # | # / # | # / # |
| **3.** Study tours / number of participants | # / # | # / # | # / # |
| **4.** Policies (incl. draft policies and recommendations) |  |  |  |
| **5.** Policy action plans (including drafts) |  |  |  |
| **6.** Strategies |  |  |  |
| **7.** Studies (incl. case studies, reviews and assessments) |  |  |  |
| **8.** Reports and publications |  |  |  |
| **9.** Toolkits/methodologies/guidelines/training modules |  |  |  |
| **10.** Networks and committees |  |  |  |
| **11.** Online portals/platforms (please provide links below) |  |  |  |
| **12.** Other (if applicable), please provide details below. |  |  |  |

## CHALLENGES ENCOUNTERED AND ACTIONS TAKEN

**Table 4 - Challenges and Actions**

|  |  |
| --- | --- |
| **Description of challenges** | **Action(s) taken to solve the challenge, if any** |
|  |  |
|  |  |
|  |  |
|  |  |

## LESSONS LEARNED

## SUSTAINABILITY

**5.**  **PARTNERSHIPS**

**5.1** **Involvement of Resident Coordinator Offices**

**Table 5 – RCO involvement**

|  |  |
| --- | --- |
| **Target country** | **Brief description of RCO involvement** |
|  |  |
|  |  |
|  |  |

**5.2 Collaboration with DA entities**

**5.3** **Collaboration with UNCT members and other partners**

## 6. REPLICATION AND EXPANSION OF PROJECT ACTIVITIES

## SUPPLEMENTARY FUNDING

**Table 6 – Financial Leveraging**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Source/Donor** | **Purpose (with OC and OP where applicable)** | **Year** | **Amount raised** | | |
| Cash (USD) | In-kind estimated value (USD) | In-kind description |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## ESTIMATED STAFF RESOURCES

**Table 7 – Estimated staff resources**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post level** | **Total cumulative work months spent on the project** | **Purpose / description of responsibilities** | **Funding source for the position (GTA under the project, RB, RPTC, XB, other)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## ADDITIONAL INFORMATION