GUIDELINES FOR THE PREPARATION OF FINAL REPORTS FOR THE 12TH TRANCHE OF THE DEVELOPMENT ACCOUNT

UPDATED VERSION WITH RC SYSTEM QUESTION 29 FEB 2024, updates are highlighted in yellow.

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| These guidelines were prepared to support project managers and Development Account (DA) Focal Points in preparing the final reports for the 12th tranche projects, which ended by December 2023. The final report template, which was shared along with these guidelines, should be used for drafting purposes along with these guidelines. These guidelines should be read in conjunction with the [DA Project Evaluation Guidelines](https://www.un.org/development/desa/da/wp-content/uploads/sites/52/da-project-management-documents/2253_1571321382_UN%20DA%20Evaluation%20Guidelines%20(Final).pdf) and the [guidance note on planning and conducting terminal evaluations of 12th tranche projects](http://www.un.org/development/desa/da/wp-content/uploads/sites/52/2023/05/Guidance-note-on-planning-and-conduct-of-DA-T12-project-evaluations-final-16.3.2023.docx).  The final report represents, together with the evaluation report, a key tool for promoting learning, accountability and transparency. The report presents the project manager’s self-assessment of the project results, good practices and lessons learned, which should inform future projects. In contrast, the terminal evaluation report presents an external assessment, and the information presented in the final reports will form both background information and a line of evidence for the evaluation (if the project is selected to be evaluated, a copy of a draft final report should be shared with the evaluator as early into the evaluation cycle as possible). The information in the final reports will also help DA-PMT to prepare a report to the General Assembly on results achieved under each tranche.  **The final report must be submitted to the DA Programme Management Team (DA-PMT) no later than three months after the closure of the project i.e. latest by 31st March 2024.** The deadline for the submission of the evaluation report, if selected for evaluation, is six months after the project’s closure (i.e., 30th June 2024), except for joint projects with a budget of USD 1 million or more, for which the deadline is nine months after the project’s closure (i.e., 30th September 2024). |

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| **Project code and title** | DA project codes for 12th tranche projects, e.g., 2023A, and project titles can be found in annex 1 of the [2020 budget fascicle](http://www.un.org/development/desa/da/wp-content/uploads/sites/52/da-project-management-documents/2024_1560534862_Fascicle_T12_15-04-2019.pdf). |
| **Lead entity/entities** | Add the lead entity/entities here. |
| **Jointly implementing DA entities (if any)** | *List any UN DA entities[[1]](#footnote-2), that have jointly implemented[[2]](#footnote-3) the project (see footnotes for definitions). If the project was not jointly implemented, this should be left blank.* |
| **Collaborating DA entities (if any)** | *List the UN DA entities2 that have collaborated3 on the project (see footnotes for definitions).* |
| **Other collaborating entities** | *List all other entities that have collaborated on the project, excluding UN DA entities. This could include entities in the UN system, international financial institutions, regional organizations, NGOs, and other organizations. Please use section 6 to provide details on involvement of Resident Coordinator Offices (RCOs), UNCT members, and other partners.* |
| **Start date** | Please specify the month and year in which the budget allocation was received.  MM/YY |
| **End date** | Please specify the month and year of the project’s operational completion (not including evaluation).   1. Original: mm/yy as per project document 2. Actual date: mm/yy |
| **Total budget** | $ \_\_\_\_\_\_\_ (as per the budget fascicle) |
| **Revised budget (if applicable)** | $\_\_\_\_\_\_\_\_\_ (please indicate the revised budget, if applicable). |
| **Cumulative expenditures** | Indicate the cumulative expenditures at the project’s closure in USD. |
| **Financial implementation rate at project closure** | \_\_\_% (cumulative expenditures as a percentage of the total budget or, if applicable, the revised budget) |
| **Target countries (full, up-to-date list)** | Target countries are those that receive targeted, national-level capacity development support through the project. This does not include countries that only benefit in a broader sense, such as through regional knowledge dissemination. |
| **Other countries that benefitted from the project** | This should only include countries that **did not** receive targeted, national-level capacity development support through the project, but which participated in some of the other project activities (e.g., regional meetings/events, workshops where project results our outputs were disseminated and/or where views were exchanged among a wider range of countries). |

## ACHIEVEMENTS

* 1. **Summary of achievements** (max. 2 pages)

This section should provide a narrative of the results achieved, including unexpected results, both positive and negative. Please also describe the project’s contributions to the relevant SDGs, and the promotion of the principle of ‘leaving no one behind’.

* 1. **Success story and photos** (max. 300 words)

In this section, please provide a short story of a key capacity development result achieved by the project. It should highlight a positive change in the capacity of project target country(ies), which resulted from the project interventions, and present supporting evidence, ideally using the indicator(s) of achievement in the results framework. The story provided may be presented on the DA website and/or in the next Report of the Secretary-General to the General Assembly on the implementation of projects financed from the Development Account. If available, please also include photos that could be posted along with the success story on the DA website.

Examples of Success Stories can be found on the DA website:

* <https://www.un.org/development/desa/da/development-account-achievements/>

As well as in Progress Reports to the GA (see pages 3-7):

* <http://www.un.org/development/desa/da/wp-content/uploads/sites/52/da-project-management-documents/2366_1629387252_A_76_87-EN.pdf>
  1. **Review of project outcomes and output delivery**

The purpose of this section is to understand how the project performed against what it intended to accomplish. Please complete Tables 1 and 2.

Table 1: Please include all outcomes and indicators of achievement that were included in the approved project document. Please add or delete rows as needed to match the number of intended outcomes and indicator of achievement in the results framework of the project document. For the indicators of achievement, please include both the baseline measurement at the start of the project, as well as an *actual* measurement (*not an estimate*) at the end of the project. The review column should be used to elaborate on the project’s contribution towards the achievement of the intended outcomes, using the indicators of achievement in the results framework.

**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:** Please specify the outcome as included in the project document. | **IA1.1**: Please specify the indicator as included in the project document.  **Baseline:** Please specify the baseline measurement of the indicator, if measured at the start of the project. | Please provide an actual measure (not an estimate) of the indicator at the end of the project. | Please elaborate on the progress made on the OC based on the indicator data or other relevant data and specify the extent to which the targeted values of the indicators were achieved.  If an actual measure is not made available for the indicator, please explain the reason why it is not available. |
| **IA1.2:** Please specify the indicator as included in the project document.  **Baseline:** Please specify the baseline measurement of the indicator, if measured at the start of the project. | Please provide an actual measure (not an estimate) of the indicator at the end of the project. | Please elaborate on the progress made on the OC based on the indicator data or other relevant data and specify the extent to which the targeted values of the indicators were achieved.  If an actual measure is not made available for the indicator, please explain the reason why it is not available. |
| **IA1.3:** Please specify the indicator as included in the project document.  **Baseline:** Please specify the baseline measurement of the indicator, if measured at the start of the project. | Please provide an actual measure (not an estimate) of the indicator at the end of the project. | Please elaborate on the progress made on the OC based on the indicator data or other relevant data and specify the extent to which the targeted values of the indicators were achieved.  If an actual measure is not made available for the indicator, please explain the reason why it is not available. |
| **OC2**: | **IA2.1**: |  |  |
| **IA2.2**: |  |  |
| … | … |  |  |

Table 2: Please list, under each outcome (OC), please list the set of outputs (OPs) that were implemented by the project. For each output listed, please highlight whether the output represents a variation from the project’s initial design (project document) and if so, in what ways (e.g., an additional output, a change in the output as initially envisions, etc.). If possible, please elaborate on how gender, human rights and the principle of ‘leaving no one behind’ were integrated in the outputs.

**Table 2 - Review of Output Delivery**

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| --- | --- | --- | --- |
| **Output number** | **Output description** | **Output Status** | **Comments** |
| **OP1.1** (Please list all output numbers—one per row) | Please include a brief description of the output, as included in the results framework of the project document (if an output was later revised in a progress report, please provide details on that in the comments column). | ☐ *Fully completed*  *Partially completed*  *Cancelled* | Please explain the output status and provide more details on its implementation. If it was cancelled or only partially completed, please also provide the reasons.  Please also specify whether the output represents a change in the project’s original design. Significant changes that took place should also be explained in section 2 (Challenges/problems encountered) |
| OP1.2 |  | ☐ *Fully completed*  *Partially completed*  *Cancelled* |  |
| OP1.3 |  | ☐ *Fully completed*  *Partially completed*  *Cancelled* |  |
| **…** | **…** | **…** |  |

* 1. **Deliverables**

Please fill Table 3 with the total number of actual outputs/deliverables as per the categories at the national, regional and global/interregional levels. This information will be reported in the next Report of the Secretary-General on the implementation of projects financed from the Development Account. Should the project have had other significant outputs/deliverables in addition to the ones listed in table 3, please also provide the description and the number at the national, regional and global/interregional levels. For any online portals/platforms created (item 11), please provide links.

**Table 3 – Deliverables**

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| --- | --- | --- | --- |
| **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

Please describe the challenges faced by the project, both in terms of the project’s design (e.g. type of outputs, outcomes, objectives, etc.) and implementation (e.g. change in country situation, administrative processes, collaboration with partners, etc.), as well as actions taken to address them in Table 4.

**Table 4 - Challenges and Actions**

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| --- | --- |
| **Description of challenges** | **Action(s) taken to solve the challenge, if any** |
| Please list all challenges faced. | For each challenge, please indicate whether and how it was solved. |
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## GOOD PRACTICES AND INNOVATIVE APPROACHES

Please elaborate on practices that were proven to work well through the project, with respect to project design, implementation and/or monitoring, including partnerships, which could be replicated in future programming. Please also highlight any innovative approaches that were utilized in the project that proved to be effective and elaborate on their usefulness for achieving results.

## LESSONS LEARNED

Please present lessons learned related to project design, implementation and/or monitoring, including partnerships, with potential applicability in future programming. Lessons learned should highlight the knowledge or understanding gained by experience. The experience may be positive, as in a successful test or mission, or negative, as in a mishap or failure.

## SUSTAINABILITY

Please elaborate on the measures that were put in place through the project to support the sustainability of its results, and the likelihood that the project results will be sustained beyond its completion. Please refer to any follow-up activity to the project that has been implemented or is planned by the entity or other partners.

**6.**  **PARTNERSHIPS**

**6.1** **Involvement of Resident Coordinator Offices**

Please use the table below to show what level(s) of collaboration have taken place in each of the target countries. This should be based on interaction that has occurred in the context of this project, rather than outlining general organizational policies or practices. There are two main types of involvement that could be included below:

* **Informing** – informing Resident Coordinator Offices (RCOs) (and UN Country Teams (UNCTs) through them) of the DA project and national activities to be undertaken in their countries.
* **Support to project** – examples of this could include RCO support to identifying and/or inviting meeting/workshop participants, identifying resource persons (including those within the UNCT) or national consultants, and disseminating project outputs. It could also include fine-tuning project modalities/activities to national contexts, identification of government counterparts, focal points and partners, identification of synergies with other projects/initiatives in the focused area, stakeholder engagement strategy, mobilization of supplementary resources and sustainability measures.

In addition, other involvement may include the implementing entity’s membership in the UNCT and participation in the Common Country Analysis (CCA) and the UN Sustainable Development Cooperation Framework, and the project activities being part of the entity’s contribution to outputs and strategic priorities within the Cooperation Framework. Such involvement should also be briefly described under “brief description of RCO involvement”.

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| --- | --- |
| **Target country** | **Brief description of RCO involvement** |
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|  |  |
| (add more rows as needed) |  |

**6.2 Collaboration with DA entities**

Please elaborate on the project’s collaboration with DA entities.

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

Please elaborate on the project’s collaboration with UNCT members and other entities (This could include entities in the UN system, international financial institutions, regional organizations, NGOs, and other organizations), including collaboration that occurred in the target countries or at the HQ or regional levels. Please only include the collaboration directly related to the project, rather than the implementing entity’s general relationships with entities or collaboration that took place outside of the project.

## 7. REPLICATION AND EXPANSION OF PROJECT ACTIVITIES

Please elaborate on whether the project triggered replication of its activities in other countries or regions, or any plan to do so. Please also describe any planned expansion of the project’s activities beyond the closure of this project, such as further developments of project material, plans to scale the project, or additional related interventions planned for the target countries through other funding sources.

## SUPPLEMENTARY FUNDING

This section should assess the amount of cumulative additional funds raised by the project for the activities undertaken to date (since the beginning of the project). The purpose is to highlight any form of additional funding (financial or in-kind) that has been leveraged to further the implementation of the project through partnerships and/or donors (e.g. paying for additional participants at workshops, venues, or additional activities, etc.). If additional funds were received, outside of the DA, please specify the origin/source, the purpose and the amount leveraged in Table 5. This should only include funding that was received specifically to further the implementation of the DA project. Please do not include other projects of the implementing entities that are relevant, or complementary, to the DA project, and please do not include staff resources (which will be reported on in the next section).

**Table 5 – Financial Leveraging**

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

Please include the estimated level of staff resources dedicated to the project’s implementation, including both temporary staff funded with the GTA budget under the project, and staff resources contributed by the implementing entities (from the entity’s regular budget, the RPTC regular budget, or XB). To the extent possible, please separate GTA-funded staff resources from staff resources funded by other sources, to show clearly what was funded by the project’s budget. For the total cumulative work months, please include the estimated total months spent on the project by each staff member involved – e.g., if a staff member spent 50% of her/his time on the project for 18 months, please include 9 months for her/him.

**Table 6 – Estimated staff resources**

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| --- | --- | --- | --- |
| **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)** |
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## ADDITIONAL INFORMATION

Please present any additional information on the project’s activities and results, such as relevant press clippings, media coverage, meeting reports, publications, websites, photos, etc. (if the information is available online, please include the relevant URLs.

1. The 10 UN DA entities are: DESA, ECA, ECE, ECLAC, ESCAP, ESCWA, UNCTAD, UNEP, UN-Habitat, and UNODC. [↑](#footnote-ref-2)
2. For the purposes of the DA, partnerships are defined at two levels: jointly implementing or collaborating. Jointly implementing DA entities work jointly with the lead entity/entities on the design, implementation, and monitoring of the project, and funds are directly allocated to them by the DA. If a partner does not meet the criteria for jointly implementing the project but are still involved in the project, then they are considered to be “collaborating.” [↑](#footnote-ref-3)