**Final/Interim Report to the IOM Development Fund**

-

|  |  |
| --- | --- |
| Executing Organization: | International Organization for Migration (IOM) |
| Project Identification and Contract Numbers | -  Insert the IOM project identification code. If the donor has a project identifier such as a contract number, include this here as well. But sure to clearly identify each id/number listed. |
| Project Management Site and Relevant Regional Office: | Management Site: -  Regional Office: - |
| Project Period: | - |
| Geographical Coverage: | - |
| Project Beneficiaries |  |
| Project Partner(s): | Insert the names of the project partners, who actively contribute to and/or take part in project operations. |
| Reporting Period: | - |
| Date of Submission: | - |
| Total Confirmed Funding: | - |
| Total Funds Received to Date: | - |
| Total Expenditures: | - |

# Summary of Key Achievements during the Reporting Period

[Enter text here. Apply “Calibri” font, size 11, “Normal” style and use “Heading 2” and “Heading 3” style as appropriate.]

Please follow the latest [IOM house-style](http://mnlfnetapps.as.iom.net:7010/filenetaccess/viewDocument.do?controlNo=IN/00065) and [Spelling List](http://mnlfnetapps.as.iom.net:7010/filenetaccess/viewDocument.do?controlNo=IN/00171).

In this section, summarize the objective that the project aims to achieve, the progress made in achieving/contributing to the realization of the outputs and outcomes (as appropriate) specified in the Results Matrix, and the main activities that were implemented during the reporting period.

Please delete all help text before submitting the report for endorsement.

# Progress Made towards Realizing Outcomes and Outputs

[Enter text here. Apply “Calibri” font, size 11, “Normal” style and use “Heading 2” and “Heading 3” style as appropriate.]

NOTE: Please note that the new reporting template no longer has a ‘Project Description’ section, as this is already included in the project proposal. Please describe here instead the progress made towards those outcomes and outputs as outlined in the project proposal.

In this section, describe the project activities that have been implemented and the outputs, as well as outcomes, when appropriate (required in final reporting) that have been realized during the reporting period. This section includes a table for reporting progress against the indicators and targets set for project activities, outputs and outcomes (as stated in the Results Matrix in the project document) and narrative text focused mainly on describing project strategy, more details on activity implementation and cross-cutting issues.

In the narrative include:

(Use sub-sections to organize large amounts of information):

1. Explanation of project strategy and more details on the implementation of activities leading to progress or realization of project outputs.
2. Be sure to clearly indicate activities conducted jointly with project partners as well as project components fully implemented by project stakeholders, consultants, and partners, summarizing the coordination mechanisms used to share information and synchronize plans.
3. A description of changes to indicators, if relevant, including an explanation of the reasons for the change(s) and the new indicator(s) that have been established;
4. Information and analysis on how cross-cutting issues have been addressed during the reporting period (for interim reports) and throughout project implementation (for final reports). Describe how the activities contributed to gender equity (including sex and age), environmental impact, utilization of human rights-based approach, and overall project sustainability and any other relevant considerations;
5. Information on visibility measures that have been taken during project implementation. Incorporate photos of project operations/activities, potentially including the donor’s logo. (Be sure to check if the project donor has visibility guidelines or required specifications/standards for how their logo is portrayed.) .
6. Attach as annexes any project-related publications and press articles, if appropriate.

**Table 2.1: Progress Achieved Compared to Indicators in the Results Matrix**

# Challenges Encountered and Actions Taken

[Enter text here. Apply “Calibri” font, size 11, “Normal” style.]

This section describes and analyses significant difficulties or delays faced during project implementation and summarizes responses, solutions or corrective measures that have been taken, continue to be taken, or are being planned to address and rectify the situation or address the issue of concern.

Analyse and assess whether each issue is the result of a risk outside of IOM’s control, such as a political event or a natural disaster, or if the problem is due to a flaw or oversight in project design. For any constraints or delays deemed a result on internal factors, consider carefully if and how they should be conveyed outside of the Organization. For external factors, be sure to pay attention to tone and word selection. Strive to objectively evaluate and describe the key information about a given challenge; avoid assigning individual blame for difficulties faced.

NOTE: Use of the table below instead of narrative text is completely optional: please however include either the narrative text or the table, not both.

|  |  |
| --- | --- |
| ***Challenges*** | ***Actions Taken*** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# Conclusions

[Enter text here. Apply “Calibri” font, size 11, “Normal” style.]

In this section, briefly summarize the key achievements realized during the current reporting period and outline the next steps in the project’s implementation, briefly reiterating – if appropriate - any significant and persistent challenges anticipated to remerge during the upcoming period.

Focus on the future: for interim reports, this means a description of the key activities, outputs and/or outcomes envisioned for the upcoming reporting period. For final reports, note any good practices that emerged and/or lessons that were learned during implementation. If a subsequent phase or follow-up project is proposed, briefly note this development and outline and concisely justify the overall objective envisioned. Be sure to highlight the measures taken by the project to promote the sustainability and/or lasting impact of its intervention(s).

# Expenditures and Resource Utilization

Please see the attached financial report.

[Enter text here. Apply “Calibri” font, size 11, “Normal” style.]

The financial report is to be attached to the narrative report as a separate document. This section can be used to provide a narrative description of any issues faced in budget execution or technical issues related to the accounting and reconciliation of expenditures, such as variances in actual expenditures on a given budget line compared to the funds allocated for that purpose.

Exchange rate fluctuations may affect the amount of funding available to a project, or the burn rate of project funds can rise or fall dramatically as a result of unforeseen changes in the operating environment such as renewed volatility in an insecure, post-conflict environment or a sudden onset natural disaster in a climate-affected region. These are additional examples of financial information that may not be conveyed through the financial report, which instead can be described here.

# Self Reflection Form [\*Only for Final Reports]

Your project has come to an end, and we hope it was successful!

It is now time to reflect on your project and more particularly on the achievement/delivery of the outcomes and outputs, the potential challenges that the project encountered, its strengths and weaknesses, the impact and sustainability prospects, and finally the lessons that you have learned throughout the life of the project. A list of questions is detailed below in order to help you complete this section.

Please note that this is a self-reflection tool and not an evaluation per se. There will be an ex-post evaluation, which needs to take place 6 to 12 months after the project’s closure (see section below and refer to the [2020 evaluation guidelines](https://developmentfund.iom.int/evaluation-guidelines-iom-development-fund-projects-2020) for more information).

The documented information that you will provide in this section will be of upmost importance for the evaluator during the ex-post evaluation process.

When completing this section, please try to address the questions below:

**Outcomes:**

* 1. Were the planned Outcomes/Outputs achieved/delivered?
  2. Are there any activities/outputs that are yet to be realised?

**Challenges, Weaknesses and Strengths:**

* 1. If any, what were the main challenges during project implementation? And how did it affect the project?
  2. What worked well during implementation? And what could have been improved?
  3. Were there any changes made during implementation (e.g.: relating to scope, time, quality?

**Impacts and Sustainability Prospects:**

* 1. What impacts are already apparent or very likely to be reached (expected/unexpected and positive/negative) and can they be specifically attributed to the project?
  2. Are there any external factors likely to jeopardise project impact and sustainability?
  3. Are funds or a commitment available to institutionally support the results after closure of the project? If so, by whom?
  4. Is there a phase-out strategy or exit strategy that is in place or being developed (e.g.: any project partnerships being developed?)
  5. Was the seed funding provided by the IOM Development Fund successful?

**Lessons learned:**

* 1. Are there already some lessons learned from the project?
  2. Has the project identified some good practices?

# Ex-Post Evaluation Preparatory Steps [\*Only for Final Reports]

For more information on the ex-post evaluation preparatory steps, please refer to the [2020 Evaluation Guidelines](https://developmentfund.iom.int/evaluation-guidelines-iom-development-fund-projects-2020), available on the [IOM Development Fund website](https://developmentfund.iom.int/).

Please, also refer to Module 6 of the IOM Project Handbook where you will find useful information (e.g.: template for an evaluation Terms of Reference; List of sample evaluation questions according to criteria; Template for call for applications for evaluators; etc.).

In preparation of the ex-post evaluation, please note that the following will be needed from the managing office:

1. **Availability of the Programme Manager or designated person:**  this will be important to answer questions about the programme implementation, to provide the necessary documentation, list of interviewees etc. and to ensure that meetings are organized in the field mission.
2. **Documents related to the programme**, which should consist of:
   1. Project proposal and donor agreement;
   2. Budget;
   3. Donor reports (narrative and financial);
   4. Monitoring Framework;
   5. Monitoring reports;
   6. Monitoring tools (matrices, work plans…);
   7. Country strategy (if applicable).

Other useful documentation which should be provided if applicable:

* 1. Any IOM research undertaken related to the programme;
  2. Government strategies linked to the programme;
  3. External reports, research, evaluations from the country or region that are linked to the programme;

1. **List of people to interview.** The evaluator aims to meet as many people as possible during the visit to the field location. The interviews need to be organized by the IOM office and may include, in addition to the Programme Manager or designated person:
   1. Chief of mission;
   2. Other team members working on the programme;
   3. Government stakeholders working closely on the programme or aware of the programme;
   4. Beneficiaries (to the extent possible);
   5. Related UN agencies working on similar or complementary programmes;
   6. Related NGOs working on similar or complementary programmes;
   7. A list of interviews that may be conducted outside of the country (IOM headquarters, donors’ capital, Regional Office(s) etc.).

# Annexes

[List annexes here as appropriate (e.g. Annex 1: ...) or write ‘No annexes.’]

List the annexes that are attached to the narrative report, if any. Ensure that the annexes are mentioned in the body of the text, and that the numbering of the annexes matches their order of appearance. Note that the financial report should not be considered or counted as an annex.