Final report for the

**Fund against Child Labour (FBK)**

**PROJECT A**

**Introduction**

* This final report accounts for Project A's results and costs. Please note that on completion of Project A, we will re-evaluate the budget for Project B based on the action plan (Project proposal Project B) and the actual cost made for Project A. The total grant cannot exceed the awarded grant for both projects A and B.
* Complete this final report and all accompanying documents in English;
* Please send this report with the relevant annexes to [fbk@rvo.nl](mailto:fbk@rvo.nl);
  + **Agreed MoVs per result**
  + **Results sheet**
  + **Financial budget tool**
* Send us the final report according to the date mentioned in the (amended) grant decision;
* The lead party has to sign the final report;
* The FBK team will plan a meeting to discuss the local impact assessment outcomes and the measures you intend to take in Project B. These measures are to tackle the identified underlying causes. This discussion supports you in drafting your project B proposal.

1. **General information**

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| --- | --- |
| Project title |  |
| Reference number | **FBK** |
| Name lead party |  |
| Name project partner(s) |  |
| Project country/countries |  |
| Start date of the project |  |
| Reporting period |  |

1. **Progress of project and result(s) achieved**

*Progress of project*

Please complete the **Results sheet** (section *FBK Results Project A*) to report on Project A's progress and project results.

*Indicators*

Please report on the mandatory FBK indicators[[1]](#footnote-1) and, if applicable, your project-specific indicators in the **Results sheet** (section *FBK indicators*). During Project A, you have established the baselines. During Project B, we will ask you to report on these indicators to track progress.

1. **Findings local impact assessment**

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| **Summary** | Please provide a summary of the main findings of the local impact assessment.  Please attach the local impact assessment report (as part of the agreed MOVs). |
| **Child labour** | Did you encounter child labour in your supply chain?  What type of work do the children perform?  Is there a division in work between boys and girls?  How old are the children? |
| **Main (root) causes** | What are the leading (underlying) causes of child labour in your supply chain? |
| **Due diligence** | Does your local impact assessment show measures your company can take to reduce the risk of child labour? |

1. **Preparation for project B**

During Project A, you have realised a local impact assessment. Informed by the findings of this assessment, what are your initial thoughts on the measures you intend to take in Project B?

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| **Activities and underlying causes** | Which underlying causes identified in the local impact assessment do you want to carry out?  Which activities do you want to carry out in project B to address these causes? |
| **Target group** | Which group will you target?  How will your target group benefit from these proposed activities?  Have you consulted or will you consult the target group on the proposed activities? |
| **Project realisation** | How do you propose to divide the project responsibilities between the project partners? |

1. **Challenges and risks encountered in project A**

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| **Challenges** | Please describe any challenges you encountered while carrying out the local impact assessment. For example, cooperation with your project partners, lack of cooperation from your supplier or suppliers/smallholders, hostile other stakeholders, poor governance, poor public services, safety issues, cultural challenges, and so on.  How did you deal with these challenges? |
| **CSR risks** | In the project proposal, you identified CSR risks other than child labour. Did you gain more insight into the other CSR risks during project A? If so, please explain. |

1. **Company measures – due diligence process**

We believe it is essential that your company contributes to ending child labour through a sustainable integration of the 6 steps of due diligence in your company (see “FBK Lessons Learned - Practical steps for due diligence and remediation by companies” on <https://english.rvo.nl/fbk>).

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| --- | --- |
| **Due diligence** | To what extent have you integrated the 6 steps of due diligence in your company?  Which steps do you still have to take?  How do you plan to do this?  What challenges do you face in this integration? |
| **Business case** | To what extent have due diligence and ending child labour become an integral part of your business case and your cost price?  How does your company ensure (or tries to ensure) the economic sustainability of business activities while minimising the risk of child labour? |
| **Self-assessment** | To get insights into your due diligence process, we ask all companies involved to complete the self-assessment survey. This survey is a follow-up to the previous survey you completed at the start of the project. We will give you feedback and tips to improve your due diligence process based on the data provided. We will also use the data to overview lessons learnt during the implementation of the due diligence process.  Link to Due Diligence Self-assessment:  <https://rvo.survalyzer.eu/selfassessmentfbk> or  <http://rvo.survalyzer.eu/FBKselfassessment> (depending on your browser)  Self-assessment survey filled in:  Yes  No |

1. **Financial Report**

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| --- | --- |
| **Costs** | Please complete the costs per result in the **Financial budget tool**.  Please attach the reporting tool to this final report. The costs must correspond with the results and budget following the (amended) grant decision. |
| **Differences** | Please explain the difference if the total costs differ from the approved budget in the grant decision by:   * 25%, and * this change is more than €2,000 per budget line per result.   Also, explain how this has influenced the project.  If necessary, submit a budget change request for our approval. |

1. **Communication and other remarks**

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| **Communication** | We ask you to communicate regularly with external stakeholders on the project activities. Please submit any links to news articles, videos, social media or other forms of communication you have published. |
| **Remarks** | If you have any other remarks about the project, please state them here. |

1. **Declaration and signature**

By signing this report, the lead party declares that the information in this report and its annexes are accurate and complete. The lead party also agrees that this report fulfils the conditions agreed in the (amended) grant decision.

|  |  |
| --- | --- |
| Organisation |  |
| Name |  |
| Position |  |
| Date |  |
| Signature |  |

1. The mandatory FBK indicators are:

   # and % of children aged 5 until 17 engaged in child labour within geographical unit of the project (factory/community/region), by gender and age;

   # and % of children that face a high risk of child labour within the geographical unit of the project, by gender and age [↑](#footnote-ref-1)