Annex 3c: FINAL REPORT

|  |  |
| --- | --- |
| **FDW project number:** | FDW…/…/… |
| **Title of the project:** | ………. |
| **Name of the applicant:** | ………. |
| **Reporting period** | ………. − ………. |
| **Filing date progress report** | ………. |

#### **Instructions**

* This final report summarises all the achieved results as defined in Annex 1 of the Administrative Decision (in Dutch: 'beschikking').
* Complete this report and attached documents in English.
* The Netherlands Enterprise Agency must receive the Final Report on the date mentioned in the Administrative Decision.
* Both the Applicant and all the project partners, who are not the Applicant, should sign the final report.
* Send this Final Report by e-mail to PPPbeheer@rvo.nl.
* You can delete the blue text.

## A. General

### Contact information

* Did the contact information of the applicant or project partners change during the reporting period? [ ]  Yes [ ]  No
List these changes below. Otherwise, go to section B.

Name of applicant/partner:

Correspondence address:

Visiting address:

Name contact person: Telephone number:

Email-address:

IBAN: BIC:

Other:

## B. Progress of project and results achieved

### Summary

Please summarise in no more than 1 A4 the progress and results of the project.

Include a description of the cooperation between the partners and qualitative project results.

If available, include findings from mid-term or final evaluations in this summary.

### Progress achieved under Result 2

* Were activities for Result 2 carried out during the reporting period? [ ]  Yes [ ]  No
Please describe the specific activities carried out.
* Were the sub-results of Result 2 completed? [ ]  Yes [ ]  No
If yes, please specify the sub-results, following the reference and numbering style in Annex 1 of the Administrative Decision. For example, if sub-result 3 of Result 2 has been completed, please name it R2.3.
Submit the corresponding Means of Verification (MoVs) for the sub-results.
Number the MoVs as defined in Annex 1 of the administrative decision. For example, 2.3.
* Has Result 2 been completed? *[ ]  Yes [ ]  No.*All MoVs have been provided together with this, or earlier progress reports.

### Progress achieved under Result 3

* Were activities for Result 3 carried out during the reporting period? [ ]  Yes [ ]  No
Please describe the specific activities carried out.
* Were the sub-results of Result 3 completed? [ ]  Yes [ ]  No
If yes, please specify the sub-results, following the reference and numbering style in Annex 1 of the Administrative Decision. For example, if sub-result 3 of Result 3 has been completed, please name it R3.3.
Submit the corresponding Means of Verification (MoVs) for the sub-results.
Number the MoVs as defined in Annex 1 of the administrative decision. For example, R3.3.1.
* Has Result 3 been completed? *[ ]  Yes [ ]  No.*All MoVs have been provided together with this or earlier progress reports.

### Progress achieved under Result 4

* Were activities for Result 4 carried out during the reporting period? [ ]  Yes [ ]  No
Please describe the specific activities carried out.
* Were the sub-results of Result 4 completed? [ ]  Yes [ ]  No
Please specify the sub-results, following the reference and numbering style in Annex 1 of the Administrative Decision. For example, if sub-result 3 of Result 4 has been completed, please name it R4.3.
Submit the corresponding Means of Verification (MoVs) for the sub-results.
Number the MoVs as defined in Annex 1 of the administrative decision. For example, R4.3.1.
* Has Result 4 been completed? *[ ]  Yes [ ]  No.*All MoVs have been provided together with this or earlier progress reports.

### Progress achieved under Result 5

* Were activities for Result 5 carried out during the reporting period? [ ]  Yes [ ]  No
If yes, please describe the specific activities carried out.
* Were the sub-results of Result 5 completed? [ ]  Yes [ ]  No
If yes, please specify the sub-results, following the reference and numbering style in Annex 1 of the Administrative Decision. For example, if sub-result 3 of Result 5 has been completed, please name it R5.4.
Submit the corresponding Means of Verification (MoVs) for the sub-results. Number the MoVs as defined in Annex 1 of the administrative decision. For example, R5.3.1.
* Has Result 5 been completed? *[ ]  Yes [ ]  No.*All MoVs have been provided together with this or earlier progress reports.

**If you have more than 5 results, please add these manually.**

### Project output and impact progress

Please describe the project results for the level of output and impact, as described in the project proposal and not yet reported on in previous sections of this report.
Please give evidence for these results for the project activities and quantify where possible.

### Bottlenecks and risks

Please describe any bottlenecks that prevented the progress of the project. If relevant, describe what measures the partnership has taken to mitigate these bottlenecks.

### Sustainability and cross-cutting themes

#### International Corporate Social Responsibility (ICSR)

According to ILO Conventions 138 and 182 against child labour and ILO Conventions 29 and 105 against forced labour, you must establish that involved partners and suppliers are not using child labour or forced labour. You are legally bound to inform us of the possible use of child labour or forced labour by such partners or suppliers. If one of the partners or suppliers uses child labour or forced labour, or if you fail to pass on any information you have on this subject, we may withdraw the subsidy.

* Is one of the first essential suppliers or one of the project partners possibly using child labour or forced labour? [ ]  Yes [ ]  No
Please name the partner and explain more about the situation.
* Please give us a copy of the ICSR risk analysis table, as provided as part of Result 1 (Annex 3f).
Tell us more about the completion of the activities and their effect and contribution to the ICSR risks identified for the project.
Have the risks been mitigated successfully?
* If any, please explain more about alterations to the information provided in the 'progress report Result 1'.

#### **Financial, Institutional, Environmental, Technical and Social sustainability (FIETS)**

* Please give us a copy of the table on FIETS related activities provided in the 'progress report Result 1' (Table 2, ‘FIETS related activities of the project’).
* Please explain more about the completion of the activities and their effect and contribution to the elements of FIETS and relevant sustainability indicators over the entire project period.
* Please identify and explain more about the completion of the FIETS related activities and their effect and contribution to the sustainability of the project intervention.
* If any, explain more about alterations to the information provided in 'progress report Result 1'.
* For the ‘Technical’ part of the FIETS-criteria, from the third year of implementation onwards, provide an update on:
* As part of the project budget, the percentage of long-lasting hardware bought by the project is still entirely in use and is properly maintained and functioning.
If this percentage is less than 100%, please explain why.
* The method used for establishing this percentage, for example, a sample size of the method used.

### Hardware ownership

Please describe how the ownership of the hardware bought for this project is arranged.

Please describe who will be hardware owner, and, if relevant, how proper maintenance and functioning of the hardware is ensured?

As defined at the end of the project, a local legal entity must own the hardware.

### Prospects

Please describe your view on the future of the project.
Please at least focus on how the sustainability and continuity of the taken interventions are guaranteed on the level of:

* Financial: Give a financial overview of revenues and costs related to the project's products and services during the project period. Also, provide a forecast for the revenues and costs for the coming 5 years. Please explain more about the financial sustainability of the project intervention.
* Institutional: How will the organisation of the intervention be locally embedded?

## C. Output, Outcome and Impact

Please give an update on section C provided in the latest annual report. Please report on progress made on relevant project indicators at output, outcome and, where possible, impact level. Please provide a brief explanation below the table on the background of the presented data. For example, what geographic region, time and targeted population are included?

Table 1 Guideline indicators Output, Outcome and Impact

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Indicator** | **Unit** | **Baseline situation** | **Current situation** | **Source of data[[1]](#footnote-1)** |
| Output and Outcome |
| Generic |
| Number of people that have received training or education within the project[[2]](#footnote-2) | # |  |  |  |
| Number of people relevant community activities of the project have reached2 | # |  |  |  |
| … |  |  |  |  |
| Sub-theme Efficient use of water, especially in agriculture |
| Hectares of agricultural land under improved practices | ha |  |  |  |
| Number of efficiency-enhancing interventions[[3]](#footnote-3) | # |  |  |  |
| Number of households and enterprises that use water more efficiently | # |  |  |  |
| Crop per drop ratio (increase) | kg/l |  |  |  |
| Implementation of an improved water allocation system | yes/no |  |  |  |
| … |  |  |  |  |
| Sub-theme Improved access to clean drinking water and sanitary facilities |
| Number of improved[[4]](#footnote-4) drinking water facilities[[5]](#footnote-5) | # |  |  |  |
| Number of improved[[6]](#footnote-6) sanitation facilities5 | # |  |  |  |
| Total number of people that gained access to and use an improved4,6 water source and/or sanitation facilities[[7]](#footnote-7) | # |  |  |  |
| Number of communities and schools that reached Open Defecation Free status | # schools# communities |  |  |  |
| Increased number of people connected to piped drinking water system | % |  |  |  |
| Increased number of people connected to public wastewater treatment facilities | % |  |  |  |
| Number of surface and groundwater users licensed | # or % |  |  |  |
| … |  |  |  |  |
| Sub-theme Improved river basin management |
| Hectares of land under improved management | ha |  |  |  |
| Hectares of land protected from extreme events | ha |  |  |  |
| Number of people, economic sectors and/or infrastructure protected against extreme events | # or qualitative |  |  |  |
| Number of river basins with IWRM plans | # |  |  |  |
| Number of rehabilitated watersheds and catchment areas | # |  |  |  |
| Number of effective river basin management organisations | # |  |  |  |
| Number of management information systems developed | # |  |  |  |
| Number of transboundary and delta-wide high-level meetings | # |  |  |  |
| Number of active transboundary agreements | # |  |  |  |
| … |  |  |  |  |
| Sustainability indicators (FIETS) |
| Percentage of business cases which reach break-even point at the end of the project cycle or can be sustained by in-country finance | % |  |  |  |
| Percentage of beneficiaries buying the facility or service presented | % |  |  |  |
| Development and/or ratification of a sustainable water policy | qualitative |  |  |  |
| Number of people following relevant water regulations and policy | # |  |  |  |
| Increase or stabilisation of groundwater recharge rates | mm/y |  |  |  |
| Percentage of infrastructure still functional at the end of the project period | % |  |  |  |
| Percentage of men and women stakeholders in the decision-making process at all levels | % |  |  |  |
| Engagement of stakeholders in dialogue | qualitative |  |  |  |
| Behavioural change (internalisation). Awareness of beneficiaries of relevant activities | qualitative |  |  |  |
| Percentage of vulnerable groups[[8]](#footnote-8) out of the total population benefitting from the project | % |  |  |  |
| … |  |  |  |  |
| Impact |
| Poverty alleviation |
| Number of jobs created / decrease in unemployment rate due to project | # or % |  |  |  |
| Increase in mean income of people and enterprises due to project | €/month |  |  |  |
| Increase in crop yield and income due to project | kg/ha, €/month |  |  |  |
| … |  |  |  |  |
| Changes in self-reliance |
| Reduction in school absenteeism of girls and women | % absentees/yr. |  |  |  |
| Reduction in time spent fetching water | min/day |  |  |  |
| Increased resilience to droughts and floods  | qualitative |  |  |  |
| Reduced impact of extreme climatic events | qualitative |  |  |  |
| … |  |  |  |  |
| Food security |
| Reduction of household expenditure on food | €/month |  |  |  |
| Increased mean number of meals | #/capita/day |  |  |  |
| … |  |  |  |  |
| Public health and safety |
| Reduction in prevalence of water and sanitation-related diseases | ‰ of cases |  |  |  |
| Number of water-related conflicts | #/year |  |  |  |
| Improvement of surface water quality to context-specific standards (nutrients, pathogens, heavy metals, turbidity, pH and so on.) | quantitative or qualitative |  |  |  |
| Reduction of pollution discharges to surface waters | kg/ha/year |  |  |  |
| Reduction of pollution discharges to groundwater | kg/ha/year |  |  |  |
| Prevalence of stunting and wasting among children below the age of 12 | % |  |  |  |
| … |  |  |  |  |

Please explain the presented data above.

For WASH projects, it is mandatory to report on the indicator 'Total number of people having access to, and making use of improvedwater source and/or sanitation facilities' and to analyse this data by the number of people living in urban/rural areas and the number of vulnerable people.
For WASH activities, please give the baseline data on access to improved water sources and/or sanitation and hygiene facilities in Table 2. For definitions of improved drinking water sources and sanitation and hygiene facilities, please refer to footnotes 4 and 6 in Table 1.
If the project does not focus on WASH, please delete Table 2 from this report.

Table 2 Specification of WASH indicators

|  |  |  |  |
| --- | --- | --- | --- |
|  | Number of people with access to improved drinking water source | Number of people with access to improved sanitation facilities | Source |
|  |  |  |  |
| Number in urban areas |  |  |  |
| Number in rural areas |  |  |  |
| Number of vulnerable people[[9]](#footnote-9) |  |  |  |
|  |  |  |  |

Please give a short explanation of the data presented above.

## D. Financial report

* Please report on the financial and labour realisation, as well as the realisation of hardware purchases for the entire project period. Please use the mandatory Annex 3d for this.
Note that the final financial report has to be audited following the Audit protocol, Annex 4 of the Administrative Decision
* If relevant, a textual clarification on the financial report can be given here. Modifications in the budget must be requested under section ‘D Project modifications’ of this report.

## E. Project modifications

We must approve substantial changes made to the project after the Administrative Decision and original project plan. Substantial changes are changes resulting in different project results, output or outcomes, reflected in MoVs, changes in partnership, planning, changes in staff at project management and senior-level and changes in budget allocation of more than 10% of a result budget. Please, keep in mind that reallocation of budget between Technical Assistance and Hardware is not allowed.

### Update work plan

Please state whether the project work plan has been changed. If it has been changed, please give a detailed description and motivation on why. In the case of a substantial change, approval from us is needed.

### Project duration

Please state whether the completion date has been changed. In the case of a change, please give a detailed motivation on why. You need our approval for an extension of the project period*.*

### Project budget

* Please state the project costs compared to the approved budget.
* Please state whether a change in project budget allocation of more than 10% of a result budget was needed from the latest reporting period onwards. If so, please give a detailed motivation on why. In the case of a budget change of more than 10%, approval from us is needed.
* Please indicate all possible changes in hardware, compared to the originally approved budget, in Table 4 below. Changes in hardware already reported to us in earlier progress reports or through a Request for Market Conformity Check (RMCC) can be excluded from this progress report. Changes in hardware have to be approved by us.

Table 3 Changes in hardware items compared to the hardware list provided with the progress report on result 1 (Annex 3d). Please, only include hardware that will be changed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item[[10]](#footnote-10)** | **Description and Motivation of proposed change[[11]](#footnote-11)** | **Quantity** | **Price in €** | **New/ Adjusted amount in €** | **Original approved amount in €** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Add more lines manually |  |  |  |  |  |
| *TOTAL* |  |  |  |  |  |

## F. List of annexes

Please make sure you attach all annexes to this report.

### Annex 3d, Financial report

* Final financial report for the entire project period.
* Audit report on project finance, see Audit protocol, Annex 4 of the Administrative Decision.

### Hardware (mandatory)

Model Protocol of Receipt of hardware and related services, to be filled in and signed by the applicant for all hardware purchased. See Protocol of Receipt on the RVO website.

### Means of verification

As specified under section B, ‘Progress of project and result achieved. Please name the MoVs with the corresponding number, for example, R3.3.2.

### Other annexes

Other relevant annexes provided, please specify here.

## G. Declaration and signature

The applicant and all project partners declare that the information in this progress report is complete and accurate.

|  |  |
| --- | --- |
| Applicant | Partner 1 |
| Organisation: | Organisation: |
| Name: | Name: |
| Position: | Position: |
| Date: | Date: |
| Signature: | Signature: |

|  |  |
| --- | --- |
| Partner 2 | Partner 3 |
| Organisation: | Organisation: |
| Name: | Name: |
| Position: | Position: |
| Date: | Date: |
| Signature: | Signature: |

|  |  |
| --- | --- |
| Partner 4 | Partner 5 |
| Organisation: | Organisation: |
| Name: | Name: |
| Position: | Position: |
| Date: | Date: |
| Signature: | Signature: |

If more partners are present, please add these manually.

Thank you for completing this form.

1. Source of presented data on the current situation [↑](#footnote-ref-1)
2. Mandatory for WASH-projects: Breakdown by subject or theme and gender. [↑](#footnote-ref-2)
3. For example drip irrigation systems, agricultural practices and so on. [↑](#footnote-ref-3)
4. It is improved if the water supply is a household connection, public standpipe, borehole, protected dug well, protected spring or rainwater collection AND where the source has a minimum yield of 20 litres per capita per day, is within 1 km of the user's house, and the water source is used by a maximum of 250 persons. Not improved sources are surface water, stream or canal water, unprotected wells or unprotected springs, vendor-provided water, bottled water and tanker truck water. [↑](#footnote-ref-4)
5. Give an analysis by type of facility. [↑](#footnote-ref-5)
6. It is improved if the facility is connected to a public sewer, is connected to a septic system, is a pour-flush latrine, is a simple pit latrine or is a ventilated improved pit latrine. Not improved facilities are public or shared latrines, open pit latrines and bucket latrines. The number of new users is obtained by multiplying the number of toilets by the average family size. [↑](#footnote-ref-6)
7. Give an analysis of urban and rural regions and the number of vulnerable people in Table 2. [↑](#footnote-ref-7)
8. Break down by specific characteristics; vulnerable in what way? [↑](#footnote-ref-8)
9. Vulnerable groups are individuals or households who are especially at risk to be excluded from water-related services and infrastructure, including water, sanitation and hygiene, and extension work. These groups differ depending on the context in which the programme is implemented. It is common practice, for example, to separate the number of people reached with house connections from the number of poor households reached with communal water points.

The most common vulnerable groups are:

	* Poor income: People living below the locally determined poverty line or below the international poverty line of USD1.25 per day.
	* Women and children: For example, women in general or female-headed households.
	* People living far away from existing services.
	* Ethnic groups.
	* Religious groups.Handicapped [↑](#footnote-ref-9)
10. Please use item order the same way as in the original Hardware List and label new hardware with ‘NEW-’. For example, ‘NEW-Description item 3’. [↑](#footnote-ref-10)
11. For example, new hardware replaces old items, and the budget is left over. [↑](#footnote-ref-11)