Facility for Sustainable Entrepreneurship and Food Security (FDOV) call 2012 and 2014

Annex 3c: FINAL REPORT

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| --- | --- |
| **FDOV project code:** | FDOV…… |
| **Title of the project:** | ………. |
| **Name of applicant:** | ………. |
| **Reporting period:** | ………. − ………. (entire project period) |
| **Filing date final report:** | ………. |

Instructions:

* The final report summarises the project’s progress and the results achieved, covering the entire project period from start to finish. This may concern more project results, as defined in Annex 1 of the Subsidy Ordinance (in Dutch: ‘beschikking’).
* Send 1 hard copy by post to Netherlands Enterprise Agency and 1 by email to the PPP project officer.
* We must have approved substantial project changes before completing this Final report. Substantial changes are changes resulting in a different project result, such as output and outcome reflected in Means of Verification (MoVs), partnership, the project duration, project management and senior-level staff. Also, substantial changes in budget allocation of more than 25% compared to the original result budget.
* Complete this report and all accompanying documents in English.
* The applicant must sign the Final Report.
* You can delete the blue text below from this template.

## A. Progress of project and results achieved

### Summary

* Please summarise, in no more than 500 words, the quantitative and qualitative results achieved by the project compared to the original project set-up.  
  Include a description of the cooperation between the project partners.

### Achievements under Result 2

* Were activities for Result 2 carried out after the last annual progress report?  Yes  No  
  If yes, please describe the specific activities carried out.  
  If yes, please specify the status of the sub-results and submit all corresponding Means of Verification (MoVs) for the completed sub-result following the reference and numbering style in Annex 1 of the Subsidy Ordinance.
* Has Result 2 been completed?  Yes  No.

### Achievements under Result 3

* Were activities for Result 3 carried out after the last annual progress report?  Yes  No  
  If yes, please describe the specific activities carried out.   
  If yes, please specify the status of the sub-results and submit all corresponding Means of Verification (MoVs) for the completed sub-result following the reference and numbering style in Annex 1 of the Subsidy Ordinance.
* Has Result 3 been completed?  Yes  No.

**In the case of more than 3 results, please add these manually.**

## B. Project modifications

Please tell us about significant changes when we approved the original project plan during the project period during the original project plan.

**Changes in partnership**

* Please state changes to the partnership.

### Work plan and project staff

* Please state changes in the project work plan.
* Please state changes in staff at project management and senior level.

### Project planning

* Please state changes in the project planning.

### Project budget

* Please state more than 25% changes in the project budget during the project period.

## C. Results, Effects, Monitoring and Evaluation

* Please provide a final update of the monitoring and evaluation plan (Annex 3e).

#### **Food Security**

* If applicable, describe how the project contributed to improving the local and regional availability of good quality food, affordable food, and nutrition during the project period. Do so about the relevant M&E indicators (annex 3e) and project targets during the project period.

**Private Sector Development**

* Briefly describe how the project contributed to private sector development, including inclusive business and (women) entrepreneurship, about the relevant M&E indicators (annex 3e) and project targets during the project period.

## D. Sustainability (FIETS)

* Briefly describe the progress following the project sustainability aspects.
* Sustainability is Financial, Institutional, Environmental, Technical and Social sustainability (FIETS), focusing on the cross-cutting themes of Environment, Climate, Gender and Good governance. You can find more information in annex 3i: FIETS-checklist.

Business case

* If possible, please complete table 1 below, focusing on the business case that the project is contributing.
* If the project includes more business cases, please copy table 1 and complete table 1 for each business case.
* Provide a short explanation of the type of income and costs included in table 1.

Table 1 Progress on Business Development

|  |  |  |  |
| --- | --- | --- | --- |
|  | Start of  Project | Target According to Administrative Decision | Realisation |
| Turnover (in €) |  |  |  |
| Operational expenditures  in cash (= OPEX**2)** in €) |  |  |  |
| Capital Expenditures  in cash (CAPEX**3)** in €) |  |  |  |
| Total Expenditures  (= OPEX + CAPEX in €) |  |  |  |
| Net Cash-flow (Turnover  minus Total Expenditures in €) |  |  |  |
| Total number of jobs created (fte) |  |  |  |
| Of which Basic level |  |  |  |
| Of which Medium /  high level |  |  |  |
| Total number of jobs created for women (fte) |  |  |  |
| Of which medium/high  level positions |  |  |  |

1. OPEX (operational expenditure); ongoing cost for running a product, business, or system.
2. CAPEX (capital expenditure); cost of developing or providing non-consumable parts for the product or system.

Condition of purchased hardware

* Technical sustainability; state the percentage of long-lasting hardware bought by the project that is still entirely in use and is properly maintained and functional.
* What method is used to determine this percentage?
* If this percentage is less than 100%, please explain why.

#### International Corporate Social Responsibility (ICSR)

Final Update of ICSR risks and mitigation

* Please provide a final update on the identified ICSR risks and ICSR risk mitigation status, as presented as part of the project’s M&E plan (annex 3e) and ICSR risk analysis (annex 3f).

Is one of the essential suppliers or project partners possibly using child labour or forced labour?  Yes  No

* If yes, please identify the partner and explain more about the situation.
* According to ILO Conventions 138 and 182 against child labour and ILO Conventions 29 and 105 against forced labour, you must establish that the partners do not use child labour or forced involved in the partnership or at the essential supplier of the project. You are legally bound to inform us on the possible use of child labour or forced labour by such partners or suppliers. If one of the partners or suppliers is using child labour or forced labour, or if you fail to pass on any information you have on this subject to us, we may withdraw the subsidy.

## E. Lessons learnt & spin-off

* Please describe your lessons learnt.
* Please describe your view on the future of the project.

**Partnership**

* Please describe how the partners will continue their collaboration in the future.
* Specify all internal and external factors that have affected the project partnership.
* Describe how these were resolved.
* Describe how they will help in future undertakings of current and other partners.

**Investment Climate**

* Please report on problems and risks that have interfered with the project, such as doing business in the country, preventing successful continuation and/or scaling up of the project.
* Describe the measures taken to solve these issues.

**Follow-up financing**

* Please describe the prospects for external follow-up financing after implementing the project and discussions with banks or other financial institutions on this subject.
* If no discussions took place or if they were not successful, explain why.

**Internal and external learning**

* With the knowledge you have now, what would you have done differently throughout the project implementation?
* Which other companies, governments, chambers of commerce, knowledge institutes, associations and investment agencies have learnt from your project?
* How did they learn from it?
* How has it improved their performance?
* State any other lessons learned.

## F. Financial report

* Provide the financial report for the entire project reporting period using the mandatory annex 3d. Use an Excel format, not a PDF or other format.
* Where relevant, give a written explanation for the financial report.
* Give the final audit report covering the entire project period.

## G. List of annexes

* Please make sure you attach all annexes mentioned below to this report.

### Annex 3d, Financial report

### Annex 3e, M&E indicators

### Annex 3f, ICSR risk analysis and mitigating measures

### Means of verification (MoVs)

* As specified under section A, ‘Progress of project and results achieved’. Please mark the MoVs with the corresponding number, for example, Result 2.3.1.

### 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.

**Final Audit report**

* Provide the Final Audit report covering the entire project period.

**Monitoring & Evaluation report for projects of more than 5 million euros subsidy only**

* The final evaluation report should cover the entire project period and be handled by an independent consultant.

### 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 accurate and complete.

All subsidies have been provided as an advance based on the project results defined in the Subsidy Ordinance. On behalf of the project partners, the applicant asks the Netherlands Enterprise Agency to determine the final subsidy for the project.

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

Thank you for completing this form.