Final report - phase A

**Social Sustainability Fund (SSF)**

**Subsidy Programme for Responsible Business (SPVO)**

**Instructions:**

* Please document phase A's results and costs in this document. When you have completed phase A, we will re-evaluate the budget for phase B based on the following:   
  - The action plan in your phase B proposal; and   
  - The actual costs you made during phase A.

The total grant cannot be more than the awarded grant for phases A and B.

* Complete the final report and all annexes in English.
* Please send this report with the relevant annexes to [ssf@rvo.nl](mailto:ssf@rvo.nl) / [spvo@rvo.nl](mailto:spvo@rvo.nl);
  + Results Sheet
  + Financial reporting tool
  + Requested means-of-verification.
* The lead party must sign the report.
* We may select your project for a random check. If so, we will ask for supporting documents, such as time administration and invoices.
* The SSF / SPVO team will plan a consult to discuss:  
  - The local impact assessment outcomes; and   
  - The intended measures for Phase B.

This helps you draft the phase B proposal.

1. **General information**

|  |  |
| --- | --- |
| Project title |  |
| Reference number |  |
| Name of the lead party |  |
| Names of the project partner(s) |  |
| Project country or countries |  |
| Actual start date of phase A |  |
| Actual end date of phase A |  |

1. **Project progress and achieved result(s)**

**Progress on results**

Please fill out the annex Results sheet for Phase A.

1. **Results Local Impact Assessment**

|  |  |
| --- | --- |
| **3.1 Summary** | Please summarise the main conclusions of the local impact assessment. Address at least the 3 SSF / SPVO themes:   * Child labour; * Living wage and income; and * Working conditions. |
| **3.2 Research** | Describe who carried out the local impact assessment and how. Provide insights on:   * The relevance of the research methods; * Survey tools * How willing stakeholders/respondents were to take part in the research; * The planning * Collaboration between project partners; * and so on. |
| **3.3 Challenges** | If there were any, please describe the challenges you encountered during the local impact assessment.  What was difficult or did not go well?  What could you have done differently?  How did you deal with these challenges? |
| **3.4 Value Chain Mapping** | Who are the main actors in the value chain?  What activities do they undertake in the value chain?  Who carried out the value chain analysis? |
| **3.5 Stakeholder analysis** | Who are the project's stakeholders?  What is their interest, role, and influence in the project?  How will you involve them?  Who carried out the stakeholder analysis? |
| **3.6 Problem analysis** | What are the leading causes of the social risks and violations you identified? What are the local perspectives on this? Local perspectives are the views or the perspectives of, for example, the:   * Local stakeholders; * Target beneficiaries; * Local government authorities; * Local experts; * Local research institutions.   Address at least the 3 SSF / SPVO themes:   * Child labour; * Living wage and income; and * Working conditions |
| **3.7 Gender analysis** | How do gender differences affect the underlying causes of social risks and violations?  Who carried out the gender analysis? |
| **3.8 Baseline study** | Summarise the critical baseline data that you collected in the study.  Who carried out the baseline study? |
| **3.9 Partnership** | How was the cooperation between the consortium partners during the local impact assessment? |
| **3.10 Lessons** | What are the main lessons learnt in carrying out the local impact assessment?  What would you have done differently? |

1. **Due Diligence Improvement Plan**

|  |  |
| --- | --- |
| **4.1 Summary** | Please describe who developed the due diligence improvement plan and how.  What are the main findings of the due diligence assessments?  How do the Dutch company's practices relate to the risks and violations you identified in the local impact assessments?  Did you undertake capacity development activities? |
| **4.2 Challenges** | If there were any, please describe the challenges you encountered when developing the due diligence improvement plan.  What was difficult or did not go well?  What could you have done differently?  How did you deal with these challenges? |
| **4.3 Due Diligence Improvement Plan** | Please summarise the measures included in the Due Diligence Improvement Plan.  Explain how you selected these measures.  List the incentives of the Dutch and local companies to develop a sustainable business case. |

1. **Dialogue and Phase B preparation**

|  |  |
| --- | --- |
| **5.1 Dialogue** | Summarise the dialogue on the measures and the development of the joint action plan. |
| **5.2 Learnings** | What are the main lessons learnt in facilitating such a dialogue?  What could you have done differently? |

1. **Financial Reporting**

|  |  |
| --- | --- |
| **6.1 Costs** | Please fill out the costs per result using the Financial reporting tool.  Please attach the completed reporting tool to the final report.  The (amended) grant decision states that the costs must correspond to the results and the budget. |
| **6.2 Budget changes (if applicable)** | You need our permission to make project changes before you carry them out. So, you must request permission as soon as it becomes clear that a change is necessary. Please note that budget change requests are only necessary if:   * The total costs differ from the approved budget in the (amended) grant decision by more than 25%; and * This change is higher than €2,000 per budget category per result.   After our approval, these costs become eligible.  If this is the case, please explain the difference.  Also, mention how this has influenced the project. |

1. **Communication, learnings and other remarks**

|  |  |
| --- | --- |
| **7.1 Communication** | Please communicate regularly with external stakeholders about the project activities.  Submit any links to news articles, videos, social media or other forms of communication you have published. |
| **7.2 Remarks** | Please state any other remarks or insights you would like to share about the project here. |

1. **Declaration and signature**

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

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