**Ukraine Partnership Facility 2 (UPF2)**

**Annex 2: Annual report**

**Project number**

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**Project title**

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**Reporting period**

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**Report date**

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**Instructions**

* This annual report summarises the project's results. Our project advisor will use this report to discuss the project with you.
* Complete this report and all annexes in English.
* Submit this report on the date mentioned in the administrative decision.
In case of delay, submit it on the agreed alternative date.
* The applicant and all project partners must sign this report.
* You can delete the blue text.

# Project objectives

1. Please summarise the project including its objectives and KPIs as stated in the project plan.

Summarise the project's progress and results in 2 pages.

If available, include findings.

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1. Is the annual result in line with the objectives of the project plan?

[ ]  Yes

[ ]  No

1. Is the annual result in line with the aimed results of the project plan?

[ ]  Yes

[ ]  No

1. Is the annual result in line with the change requests we approved?

[ ]  Yes

[ ]  No

[ ]  NA

1. Please confirm the results by including data, stories, photos, endorsement letters and so on in one PDF document.

Include this document as an annex. List the attachments in this section.

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1. If the answer to question 1b or 1c is 'No', submit a change request below.

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# Project activities

Insert the project's activity plan for the reporting period.
Highlight the changed activities compared to the activity plan in the application.

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1. Did all planned project activities take place in line with the original plan?

[ ]  Yes

[ ]  No

If not, explain why not.

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1. Describe what you did to minimise the delays in the described activities in 2a.

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1. What went well during the reporting period?

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1. What challenges did you face?
How did you manage them?

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1. What are the 3 most important lessons learnt?

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1. Given what you know now, what will you do differently in the remaining project period?

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# Partnership and stakeholders

1. Did all partners fulfil their roles as agreed at the start of the project?

[ ]  Yes

[ ]  No

If not, explain why not.

Describe all internal factors that have affected the project partnership positively or negatively.
Describe all external factors that have affected the project partnership positively or negatively.
If applicable, how were they resolved?

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1. Will partners continue their collaboration in the remaining project period?

[ ]  Yes

[ ]  No

If not, explain why not.

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Describe what makes this collaboration successful.

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1. Did you already transfer goods, capacity or knowledge to local partners?

[ ]  Yes

[ ]  No

If yes, specify below.

Describe how you will arrange the ownership of the hardware bought for this project.
Describe who will be the hardware owner.
If relevant, describe how you will ensure proper maintenance and functioning of the hardware.

Please note that, as defined in the UPF regulation under 5.2, you can only include the cost price of assets (with the exception of land and existing buildings) transferred to an organisation in Ukraine after the duration of activities under eligible costs.

Submit ownership transfer forms signed by the recipients as an annex for all assets paid from the subsidy.

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1. Who were the project's most important stakeholders in the reporting period?
How did you manage them?
Did you encounter unexpected challenges in relation to the stakeholders during the reporting period?
How did you tackle these challenges?

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# Project budget

1. Was the project realised in line with the original project budget plan?

[ ]  Yes

[ ]  No

If not, did you submit a request for changes?

[ ]  Yes

[ ]  No

If not, submit the request for changes below

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# Reaching target groups

1. Which target group or groups has the project reached already?

Specify the number and percentage of vulnerable groups (women, young people, children).

| **Target group** | **Number** | **Percentage** |
| --- | --- | --- |
| Women |  |  |
| Children |  |  |
| Young people |  |  |
| Others, …. |  |  |

1. What impact did the project partners already achieve per target group?
Was this in line with the stated impact in the application?

[ ]  Yes

[ ]  No

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# Sustainable impact

1. Did you already achieve the KPIs defined at the start of the project?

[ ]  Yes

[ ]  No

If yes, mention the achieved KPIs below.

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1. Explain if and how the project already contributed to the repair and reconstruction of Ukraine.
Which upscaling potential or potentials does the project have?

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1. Explain if and how the project has already improved the target group's living conditions.
Add as much evidence as possible, such as photos, communication material, and so on, in one PDF file.
Include this document as an annex. List the attachments in this section.

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1. Did the project already contribute to creating sustainable economic development in the target area?
If yes, explain how and support this with data, stories, photos, and so on.
Add as much evidence as possible such as photos, communication material, and so on in one PDF file.
Include this document as an annex. List the attachments in this section.

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1. Describe your vision of the project's (financial) future.
Explain how you guarantee the impact for the remaining project period. Also, focus on the financial sustainability of the project intervention.

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# Responsible Business Conduct (RBC) only if applicable.

1. Describe the project's positive impact on the environment, society and governance.

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1. Describe the project's negative impact on the environment, society and governance.

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1. Did the project have an unexpected, unplanned negative impact on people, the environment or society?

[ ]  Yes

[ ]  No

If yes, how did you handle or overcome this?

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# Signatures

**The applicant**

Name

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Signature

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**Project partner**

Name

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Signature

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**Project partner**

Name

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Signature

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**Project partner**

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**Project partner**

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Signature

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**Project partner**

Name

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Signature

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E-mail this report via upf@rvo.nl stating VAST + file number UPF24.....

Attach at least the following documents:

* The original budget form with the completed annual report columns (XLS)
* The outcome harvesting results (XLS)