**Ukraine Partnership Facility (UPF)**

**Annex 4 Final report**

**Project number**

|  |
| --- |
|  |

**Project title**

|  |
| --- |
|  |

**Report date**

|  |
| --- |
|  |

**Project duration**

|  |
| --- |
| Start date – End date  |

**Instructions**

* This final report summarises the project's results.
* 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 from annual reports.

|  |
| --- |
|  |

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

[ ]  Yes

[ ]  No

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

[ ]  Yes

[ ]  No

1. Is the final 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.

|  |
| --- |
|  |

1. If the answer to question 1b or 1c is 'No', describe the unreported changes.
Explain why the applicant or project partners did not report these changes.

|  |
| --- |
|  |

1. Was the project realised within the original project period?

[ ]  Yes

[ ]  No

If not, explain why not.

|  |
| --- |
|  |

# Project activities

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

|  |
| --- |
|  |

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

[ ]  Yes

[ ]  No

If not, explain why not.

|  |
| --- |
|  |

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

|  |
| --- |
|  |

1. What went well during the project?

|  |
| --- |
|  |

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

|  |
| --- |
|  |

1. What are the 3 most important lessons learnt?

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
|  |

1. Given what you know now, what would you have done differently in the implementation phase of the project?

|  |
| --- |
|  |

# 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?

|  |
| --- |
|  |

1. Will partners continue their collaboration in the future?

[ ]  Yes

[ ]  No

If not, explain why not.

|  |
| --- |
|  |

If yes, explain how the partners will continue their collaboration.
Describe what makes this collaboration successful.

|  |
| --- |
|  |

1. Did you 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.

|  |
| --- |
|  |

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

|  |
| --- |
|  |

# Project budget

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

[ ]  Yes

[ ]  No

Did we approve the requests for changes?

[ ]  Yes

[ ]  No

[ ]  NA

If not, explain why not.

|  |
| --- |
|  |

1. Have changes occurred since the last annual report that resulted in a 10% or more deviation from budgeted costs or a deviation in desired results?

[ ]  Yes

[ ]  No

If so, describe the changes and their consequences, together with the reason for this change.

|  |
| --- |
|  |

Have you informed us about these changes?

[ ]  Yes

[ ]  No

|  |
| --- |
|  |

# Reaching target groups

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

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 achieve per target group?
Was this in line with the stated impact in the application?

[ ]  Yes

[ ]  No

|  |
| --- |
|  |

# Sustainable impact

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

[ ]  Yes

[ ]  No

If not, explain why not.

|  |
| --- |
|  |

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

|  |
| --- |
|  |

1. Explain how the project has 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.

|  |
| --- |
|  |

1. How did the project contribute to creating sustainable economic development in the target area?
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.

|  |
| --- |
|  |

1. Describe your vision of the project's (financial) future.
Explain how you guarantee the project's long-term impact by indicating who is responsible for, for example, equipment maintenance, keeping training courses up-to-date, project results, finances, and so on.
Also, focus on the financial sustainability of the project intervention.

|  |
| --- |
|  |

1. On an institutional level:

Describe how you have embedded which results.

Describe how you will ensure embedding in the future.

|  |
| --- |
|  |

# Responsible Business Conduct (RBC)

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

|  |
| --- |
|  |

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

|  |
| --- |
|  |

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?

|  |
| --- |
|  |

# Signatures

**The applicant**

Name

|  |
| --- |
|  |

Signature

|  |
| --- |
|  |

**Project partner**

Name

|  |
| --- |
|  |

Signature

|  |
| --- |
|  |

**Project partner**

Name

|  |
| --- |
|  |

Signature

|  |
| --- |
|  |

**Project partner**

Name

|  |
| --- |
|  |

Signature

|  |
| --- |
|  |

**Project partner**

Name

|  |
| --- |
|  |

Signature

|  |
| --- |
|  |

**Project partner**

Name

|  |
| --- |
|  |

Signature

|  |
| --- |
|  |

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

Attach the following documents:

* Audit report
* Outcome Harvesting template (XLS)
* Original Budget form with completed columns (XLS)