## FINAL REPORT

## INTERNATIONAL PROJECTS

### ORGANISATION NAME

INSTRUCTION TO FINAL REPORT

The final report should be maximum eight pages long (excluding annexes). The report shall be analytical in nature and focus on the overall results of the project and long-term changes for the project’s target population. The headings below are not to be changed.

1. SUMMARY

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| 1.1 NAME OF PROJECT      | 1.2 COUNTRY      |
| 1.3 PROJCT NUMBER      | 1.4 ACTIVITY PERIOD      |
| 1.5 RADIOHJÄLPEN FUNDRAISING CAMPAIGN       | 1.6 FULL AMOUNT RECIEVED FROM RADIOHJÄLPEN      |
| 1.7 ARE THERE ANY UNSPENT FUNDS IN THE PROJECT?[ ]  YES[ ]  NO | 1.8 IS THERE ANY ACCRUED INTEREST IN THE PROJECT?[ ]  YES[ ]  NO |
| 1.9 HAS POSSIBLE UNSPENT FUNDS OR ACCRUED INTEREST BEEN REFUNDED TO RADIOHJÄLPEN WITH REFERENCE TO THE PROJECT NUMBER? [ ]  YES[ ]  NO |
| 1.10 FOCAL POINT AT APPLYING ORGANISATION      | 1.11 EMAIL TO FOCAL POINT      |

2. ACHIEVEMENT OF PROJECT GOALS AND RESULTS

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| 2.1 ACHIEVEMENT OF OVERALL PROJECT GOAL*Describe how the project has contributed towards reaching its overall goal as outlined in the application, relate to described theory of change as well as context and needs analysis.*      |
| 2.2 ACHIVEMENT OF INTERIM GOALS AND KEY PROJECT ACTIVITIES CARRIED OUT*Describe achieved interim goals/outcomes and key activities carried out, do an analysis on to what extent planned results have been achieved.*      |
| 2.3 ANALYSIS OF TARGET POPULATION*Make an analysis of project achievements in relation to its target population. Did the project reach the planned target population? Were any changes made to the original selection plan? How has the project managed to address different needs within the target population, including within especially vulnerable groups? Describe some of the most significant changes the project has contributed with for the target population.*      |
| 2.4 TOTAL NUMBER OF PEOPLE REACHED DIRECTLY*Include number of total people reached directly (without double counting), disaggregated by women, men, girls, boys.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total | Women  | Men  | Girls  | Boys |
|  |  |  |  |  |

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| 2.5 BRIEF ANALYSIS OF HOW DO-NO-HARM AND CONFLICT SENSITIVITY HAVE BEEN ADDRESSED IN THE PROJECT*Give a brief analysis how these perspectives have been considered in the implementation and have influenced the project.*       |
| 2.6 WAS THE PROJECT OVERALL IMPLEMENTED ACCORDING TO PLAN? [ ]  YES[ ]  NO |
| 2.7 DESCRIBE ANY MAJOR DEVIATIONS AND/OR KEY ISSUES DURING IMPLEMENTATION PERIOD *Do an analysis of deviations from work plan and key issues that have aroused during the implementation period. Describe major changes and adjustments made in the project, and their effect on project implementation and target group. Were any revisions required, and if so, approved by Radiohjälpen?*        |

3. COOPERATION

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| 3.1 DESCRIBE THE COOPERATION BETWEEN THE APPLYING AND IMPLEMENTING ORGANISATION*Describe how the cooperation between applying and implementing organisation proceeded throughout the implementation. Have any changes been made in the set up? If the applying and the implementing organisation is the same legal unit, please describe how the cooperation has proceeded between Sweden and the field. If collaboration has been carried out with the wider development/humanitarian community, include brief description of that cooperation.*       |
| 3.2 DESCRIBEB BRIEFLY THE ROLE OF THE APPLYING ORGANISATION IN PROJECT IMPLEMENTATION *If the applying and the implementing organisations are the same legal unit, please describe how the cooperation has proceeded between Sweden and the field.*       |

4. MONITORING, EVALUATION, LEARNING AND SUSTAINABILITY

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| 4.1 DESCRIBE HOW THE PROJECT HAS BEEN MONITORED THROUGHOUT THE IMPLEMENTATION*Briefly describe how the project has been monitored throughout the implementation period by the applying as well as by the implementing organisation. Have any changes been made from the original monitoring plan?*       |
| 4.2 HAS AN EVALUATION BEEN CONDUCTED? [ ]  YES [ ]  NO[ ]  Internal [ ]  External |
| 4.3 DESCRIBE HOW THE RESULTS OF THE PROJECT HAVE BEEN MEASURED, VERIFIED, AND EVALUATED      |
| 4.4 DESCRIBE KEY LESSONS LEARNED FROM THIS PROJECT AND HOW THESE LESSONS WILL BE INCOORPORATED IN FUTURE PROJECTS/COOPERATIONS       |
| 4.5 SUSTAINABILITY: DESCRIBE HOW THE APPLYING AND IMPLEMENTING ORGANISATION HAVE ENSURED THAT THE RESULTS OF THE PROJECT, INCLUDING FOR THE TARGET POPULATION, ARE SUSTAINABLE IN THE LONG RUN?       |
| 4.6 WAS IT POSSIBLE TO ADHERE TO THE ORIGINAL EXIT STRATEGY? [ ]  YES [ ]  NO*Describe briefly the implementation of the exit strategy (including handover of construction/rehabilitation of infrastructure as applicable). Motivate any major deviations from the intended phase out plan.*       |
| 4.7 WILL PROJECT ACTIVITIES CONTINUE AFTER THIS OPERATION HAS ENDED IN THE SAME OR SIMILAR FORM? [ ]  YES [ ]  NO      |
| 4.8 WILL AN APPLICATION FOR ADDITIONAL FUNDING FOR THIS PROJECT BE SUBMITTED TO RADIOHJÄLPEN? [ ]  YES [ ]  NO      |

5. FINANCIAL REPORTING

Please note that the financial report consists as a minimum of three parts, as per agreement: 1) A narrative description of the actual costs and major deviations from budget in this template; 2) Annex 2 - a review according to ISRS4400 that includes a signed financial report based on the latest approved budget, signed by the auditor; and 3) Annex 3 - an ISA 800/805 audit from the field. If the auditors has commented or given recommendations in the auditor’s report, the applying organisation need to include a management response with the final report to Radiohjälpen.

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| --- | --- | --- | --- | --- |
| 5.1 DESCRIPTION OF THE FINANCIAL REPORT AND ACTUAL COSTS OF THE PROJECT

|  |  |
| --- | --- |
| *Total budget* | *Total expenses* |
|  |  |

*Comment on the financial report. Is the spending line with budget? Explain and motivate any bigger variances in the financial report. Have any budget revisions been made and approved by Radiohjälpen throughout the implementation?*      |
| 5.2 HAS THE LOCAL OR SWEDEN BASED AUDITOR GIVEN ANY REMARKS, COMMENTS OR RECOMMENDATIONS IN THEIR REPORTS? [ ]  YES [ ]  NO      |
| 5.3 HAS THE APPLYING ORGANISATION INCLUDED A MANAGEMENT RESPONSE WITH THE FINANCIAL REPORT? [ ]  YES [ ]  NO      |
| 5.4 IF THE PROJECT WAS SCHEDULED TO RECEIVE ADDITIONAL FUNDS FROM OTHER DONORS OR ORGANISATIONS – WAS ALL FUNDS RECEIVED AS PLANNED? [ ]  YES[ ]  NO      |

 6. RISKS

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| 6.1 DID THE RISK ANALYSIS TURN OUT TO BE RELEVANT? DID ANY OF THE RISKS MATERIALISE? DID NEW ONES EMERGE DURING THE IMPLEMENTATION?       |
| 6.2 DESCRIBE HOW THE ORGANISATION MANAGED TO MITIGATE THE RISKS AND MINIMISE THEIR EFFECTS ON THE PROJECT AND TARGET GROUP       |

7. COMMUNICATIONS MATERIAL

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| 7.1 BRIEFLY DESCRIBE THE COMMUNICATIONS MATERIALS SHARED WITH THE FINAL REPORT*Annex 3-5 photos/other communications material as per instructions in project/partner agreement.*      |

8. ANNEXES

**Please note that Annexes 1-4 always shall be submitted along with a final report to Radiohjälpen.**

**ANNEX 1:** Results Framework with achieved targets

**ANNEX 2:** Review according to ISRS4400 including signed financial report by the Sweden based auditor

**ANNEX 3:** Audit, ISA800/805

**ANNEX 4:** 3-5 Photos and/or other communications materials

**ANNEX 5:** Management response from the applying organisation (as relevant)

**ANNEX 6:** Evaluation of the project (as relevant)

**ANNEX 7:** Other

SIGNATUR

[ ]  Jag intygar genom att kryssa i denna ruta samt genom min signatur att informationen angiven i rapporten är korrekt samt att jag har fullmakt att översända rapporten i min organisations namn. Genom undertecknande av denna rapport är organisation införstådd med att viss information sparas för att möjliggöra uppföljning och dialog gällande den verksamhet som fått stöd av Radiohjälpen.

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| PLACE      | DATE      |
| NAME IN BLOCK LETTERS      | TITEL      |
| SIGNATURE |  |