FINAL REPORT

Social Dialogue and decent work programme

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|  | *[Use this template to prepare your Final Report. To delete any shaded tips (like this one), just click the tip text and then press the spacebar.*  *The sample content throughout this proposal includes placeholder content for you to replace with your own. All placeholder text is surrounded by angle brackets (<>).* |

Report no.: **<Number>** for period from **<dd.mm.yyyy>** to **<dd.mm.yyyy>**

Project no.: **<2020/XXXXXX>**

Programme name: **<Insert full name of the Programme>**

Project name: **<Insert the title as it appears in the Project Contract >**

Project Promoter: **<As per Project Contract >**

Total project duration: **<Number>** months – from **<dd.mm.yyyy>** to **<dd.mm.yyyy>**

Total eligible expenses: **EUR <Amount>**

Total grant approved: **EUR <Amount>**

Co-financing: **EUR <Amount>**

Amount requested for disbursement with this Final Report**: EUR <Amount>**

Date: **<Date>**

Signature:

|  |  |
| --- | --- |
|  | *[The person signing should be the same as the one who signed the Project Contract plus the project accountant.]* |

**Section 1: Overview of Project Progress**

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| --- | --- |
|  | *[The general principle is that the report should be short, clear and to the point. This section of the report is meant to give a clear, history-tracking overview of what was effectively achieved (‘touchable’ results on the ground) during the reporting period and overall, since the beginning of the project. Documents (e.g. relevant reports, research conclusions, training reports etc.) whereby the promoter can prove that proposed indicators have been monitored and estimated results have been achieved shall NOT be sent with the report. Instead, all such documentary evidence shall be kept on separate project files ready for inspection in case of monitoring visits. Innovation Norway may nevertheless ask that some evidence be sent by e-mail. The documentary evidence project file shall be based on any organising principle the grantee may deem suitable if it allows quick document retrieval and reconciliation thereof with the relevant result and expenditure items.]* |

* 1. **Project milestones**

<Identify in bullet points milestones of the whole project (not only the current reporting period). A milestone is a significant progress point that appears along a project timeline. The milestones should represent a clear sequence of events that build up until your project is complete. Examples: Procurement process for selection of the main contractor, Development of the communication strategy, Training of staff, etc.

If applicable, set a date when a certain milestone was accomplished.>

* 1. **General project progress**

<Divide your description of this section into the following parts:

1. What was the original plan of the project (according to the project application and project contract)?

2. What was the expected outcome and results of the project, and through what kind of activities/outputs were they expected to be achieved?

3. How was the project plan implemented (referring to the milestones presented in point 1.1, and earlier Interim Reports)? Apart from a step-by-step presentation of progress, please also elaborate on how the final project met or deviated from the initial plans, including the reasons for any deviations.

4. What are the results achieved? Give a qualitative assessment of the results of your project by referring to expected outcomes and outputs.

5. Finally, present your overall observations and reflections on, for example, the importance of the project for your organisation, the added value and long lasting effects of the project, the contribution from project partners, the feedback from participants, the overall contribution of the project to the functioning of social dialogue, the quality of decent work and/or the access to employment in your country, the importance of the project for building trust and a social dialogue friendly environment.

Length of the text: 2-4 pages>

* 1. **Activities in the current period**

<Describe activities performed during the current reported period. Be specific, if applicable use bullet points. Refer to the items from the Project Implementation Plan.

Length: ½ - 3 pages>

* 1. **Deviation in the Project Implementation Plan – and remedial action**

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| --- | --- |
|  | *[Fill in this section in case of deviations from the Project Implementation Plan. What were the reasons for deviation and the plans for remedial actions. In “Description of challenges” please describe the challenges related to the deviations and in “Remedial actions” mention what actions were developed to remedy the different challenges during the whole project.]* |

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| --- | --- | --- |
| Activity no. | Description of challenges | Remedial actions |
| < Example: Activity 3 Workshops on negotiation skills > | < Due to Covid-19, physical meetings were cancelled > | * <First workshop was organised online * The final workshop is postponed awaiting changes in restrictions, but could be split with lesser participants > |
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* 1. **Implementation of Publicity Plan**

<Describe communication activities implemented as per the approved Publicity Plan, and what was their effect. Please attach as separate documents the most representative examples of materials produced, like reports, brochures, guidelines, posters, articles, etc., and send examples of images that illustrate implemented activities.

Length: maximum 1 page.>

* 1. **Risk management**

<Comment on risks that appeared during the project implementation. What was their impact on the project, and how were they mitigated? Please describe how accurate the identification of anticipated risks was in the project application versus reality.

Length: maximum 1 page.>

* 1. **Bilateral Relations**

<Present the achievements of the cooperation with your Norwegian partner and any other bilateral activities/contacts during the project period. Please comment on the impact of this cooperation on your organisation, the added value on the project and expected future effects.

Length: maximum 1 page.>

* 1. **Other issues**

<Comments on any other issues that the promoter may find relevant to be included here.>

**Section 2: Special Conditions and Legal Issues**

* 1. **Special conditions and other legal issues**

< Please comment (and provide documentary evidence if applicable) on any special condition mentioned under item 4. of the Project Contract with a due date during the project period.>

* 1. **Public Procurement process and results**

< This chapter must include comments on the relevant tender procedures/or good economic practice and their results (choice of procedure as per the relevant threshold, award criteria, winners, complaints, supervision by observers. Promoters shall keep separate procurement files for ease of reference in case of controls.>

**Section 3: Cross Cutting Issues**

* 1. **Project level/impact:**

< Comment on the relevance of cross-cutting issues as per your project application, how these issues were integrated into the project implementation and their impact on the project. Please make the content as measurable as possible by referring to:

* Principles of good governance
* Sustainable development (environmental – economic – social dimension)
* Gender equality >
  1. **Good Business Practice (if relevant)**

< If relevant for your project, comment on aspects relating to Good Business Practice (which is to be understood as a collective term for business ethics, corporate social responsibility (CSR) and responsible business conduct (RBC) and present the relevant actions taken in the reporting period. Please report on project promoter level/impact.>