FINAL REPORT

Please always download the latest version of this format from the DPOD homepage before you start your report

**B2 MEDIUM-SIZED PROJECT**

**B3 LARGE-SCALE PROJECT**

**Must be submitted no later than 4 months after project completion**

**– however, no later than 1st of April if the project is completed in December**

|  |  |
| --- | --- |
| Front page |  |

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| --- | --- |
| **Date** of submitting report |  |
| **Disability Fund ref. no.** |  |
| **Danish applicant organization**  (primary grant holder) |  |
| **Contact person** | Name:  Email address:  Telephone no.: |
| **Other Danish partner(s)**:  (if relevant) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **South Partner(s)** |  | | | |
| **Country(ies)** |  | | | |
| **Districts / provinces / regions covered by the project** |  | | | |
| **Project title** |  | | | |
| **Project period** | Original project period: | | Actual project period: | |
| **Budget** | Amount granted: | Amount disbursed: | Expenses: | Unspent funds: |
| **Language preference for the response from DPOD** | Danish  English | | | |
| **Short summary of report in Danish:**  (Max 200 words for DPOD’s website. Specify the purpose of the project, the most important results and lessons learnt.) | | | | |

# Explanation

A final report must be submitted for all project grants.

**When to submit**: The report **must be submitted to DPOD no later than four months after the end of the project**, the same due date as the audited project accounts, and must cover the entire project period. If the project is completed in December, the **final draft report** **must be submitted no later than 1st of April** in order for the information to be included in DPOD’s annual Results Report. If the accounts are not ready at that time, they can be submitted together with the final version report where info on expenditure (front page) and on financial monitoring (section 7) has also been filled in.

**Purpose**: The information and reflections you provide are important and serve several purposes. First and foremost, the report covers your specific grant, documenting how the funds were spent, what the results were, and what experience and learning you gained – positive and negative. Additionally, the purpose is to learn how the Danish member organisation has monitored, supported and collaborated with the South partner(s) on the project. Last but not least, the report feeds into monitoring, reporting and learning across the Danish Disability Fund.

**NOTE:** For the sake of clarity and brevity of the report, please delete these instructions and the page about annexes before submitting the report.

# Part I: Report

## Context

### Have there been any changes to the context – political, economic, social or other changes in the partner country(ies) of relevance to the project? Has it affected the project in a positive or negative manner?

## The project in general

### How did the project implementation progress? Have there been any delays, unforeseen challenges or new opportunities? Have they had an impact on the project?

### Has the project led to any unforeseen results or had unintended consequences?

### Only B3 projects over DKK 5 million: Reflect on your use of the risk management plan and its usefulness.

## Follow-up on mid-term report

### In connection with the mid-term report, were any points raised that you should pay special attention to? If yes, please list them here and explain what measures were taken:

### Only B3 projects over DKK 5 million: In connection with the mid-term review, you prepared a response to its recommendations (management response) (or if it was an internal MTR you developed some action points). Please explain to what extent you addressed the recommendations /actions points – what are the most important measures that were taken?

## Project goals

Please submit an updated results framework (LFA) – see explanation under Annex 1.

### To what extent have you succeeded in achieving your goals at output and outcome level (please update the LFA as described under Annex 1 and use it to fill in the table below).

**Table a**. Final status of indicators

| **Number of indicators:** | | **Total** | **Achieved above expectation** | **Achieved** | **Partly achieved** | **Not achieved** |
| --- | --- | --- | --- | --- | --- | --- |
| **Outcome 1** | Out**come** level |  |  |  |  |  |
| **1** | Out**put** level |  |  |  |  |  |
| **Outcome 2** | Out**come** level |  |  |  |  |  |
| **2** | Out**put** level |  |  |  |  |  |
| **Outcome 3** | Out**come** level |  |  |  |  |  |
| **3** | Out**put** level |  |  |  |  |  |

(Please insert more rows if more than 3 outcomes)

Below we ask about progress towards each project goal. If you have more than 3 main goals (outcomes), please insert more sections with the questions h-j below.

**Goal / outcome 1: Please insert name of project goal/outcome 1**

### What results / outcomes(changes[[1]](#footnote-1)) are you most proud of, why and how have they been achieved? (B2: mention at least 1 result. B3: Mention at least 2-3 results)

Result 1:

#### What is the change (who changed, how, where and when)?

#### Why is it important?

#### How has/have the South partner(s) contributed?

Result 2:

#### What is the change (who changed, how, where and when)ge ?

#### Why is it important?

#### How has/have the South partner(s) contributed?

Etc.

### Target group: Please fill in the target group form (annex 2).

### Here, please briefly explain any issues related to reaching the target groups.

### What have been the main challenges in relation to this outcome? Have your assumptions been confirmed, and did you make adjustments to the approach, target groups, objectives or anything else?

**Goal / outcome 2: Please insert name of project goal/outcome 2**

### What results (changes[[2]](#footnote-2)) are you most proud of, why and how have they been achieved? (B2: mention at least 1 result. B3: Mention at least 2-3 results)

Result 1:

#### What is the change (who changed, how, where and when)?

#### Why is it important?

#### How has/have the South partner(s) contributed?

Result 2:

#### What is the change (who changed, how, where and when)?

#### Why is it important?

#### How has/have the South partner(s) contributed?

Etc.

### Target group: Please fill in the target group form (annex 2).

### Here, please briefly explain any issues related to reaching the target groups.

### What have been the main challenges in relation to this outcome? Have your assumptions been confirmed, and did you make adjustments to the approach, target groups, objectives or anything else?

**Goal / outcome 3:**

### What results (changes[[3]](#footnote-3)) are you most proud of, why and how have they been achieved? (B2: mention at least 1 result. B3: Mention at least 2-3 results)

Result 1:

#### What is the change (who changed, how, where and when)?

#### Why is it important?

#### How has/have the South partner(s) contributed?

Result 2:

#### What is the change (who changed, how, where and when)?

#### Why is it important?

#### How has/have the South partner(s) contributed?

Etc.

### Target group: Please fill in the target group form (annex 2).

### Here, please briefly explain any issues related to reaching the target groups.

### What have been the main challenges in relation to this outcome? Have your assumptions been confirmed, and did you make adjustments to the approach, target groups, objectives or anything else?

## Lessons learnt

### What have been the most important lessons learnt – positive or negative – in relation to the project and / or the partnership, and what advice would you give yourself if you were to run the project again?

### What aspect of the project or the partnership has surprised you the most – and what would you like to know more about or understand better?

## Project monitoring and evaluation

### How have you monitored the project, and what were the strengths and weaknesses of your project monitoring?

* **Monitoring in the South:**
* **Monitoring by the Danish partner(s):**

### Please submit the final evaluation and your response to the recommendations (Annex 4). How useful did you find the project evaluation(s)? (Anything that you found particularly useful or that you would do differently next time?)

## Financial monitoring

### Did the audit of the South partner(s)’ accounts give rise to any comments[[4]](#footnote-4)? If so, please explain how you have addressed the auditor’s comments.

### Has/have the Danish partner(s) carried out a financial monitoring of the South partner(s) since the mid-term report? If no, please explain why not. If yes, please describe:

* **When and how did you carry out the financial monitoring** (did you use the MANGO handbook or any other tool as a starting point for the dialogue) – briefly state what you covered and with whom)**:**
* **The result of the financial monitoring and whether it resulted in any specific measures:**

### Has/have the South partner(s) received a visit from DPOD’s controller during the project period? If so, briefly describe what specific measures the South partner(s) has/have taken to address the requirements or recommendations.

## Sustainability

### How has/have the South partner(s) and their capacity been strengthened as a result of the project and the collaboration? To what extent do you expect it will be maintained after the end of the project?

### To what extent do you expect the results created by the project will be maintained after the end of the project? How? Please be as specific as possible.

## Project collaboration

### How has the collaboration between the Danish partner and the South partner(s) developed during the project period? Have there been any challenges, and if so, how have they been handled?

### How has/have the North partner(s) contributed to the project and to the development of the South partner(s)’ development (beyond financial capacity) (added value)?

1. **Information efforts**

### If you received funds for information activities, briefly explain the purpose, outline the completed information activities / products in bullet points, and insert links where relevant.

### Briefly describe the scope of the information efforts. Who was the target group and how many people do you estimate the effort to have reached?

### If you were to carry out a similar information effort again, what advice would you give yourself regarding the planning, implementation or follow-up?

# Part II: Annexes

## Required

### Updated results framework / LFA

Please submit an updated results framework (LFA) with two additional status columns:

* **A status column with explanations** – brief updates on how the project has progressed / what has been achieved for each indicator at output and outcome level.
* **A status column with numbers or colour** that provides a simple overview of the project achievement. Colour the cell or insert a number for each indicator to illustrate whether it has:
* 1. No results (orange)
* 2. Partly achieved (yellow)
* 3. Results as expected (light green)
* 4. Achieved more than expected (dark green)

### Target groups reached

Please fill in Part III with data on target groups reached – covering the final year as well as the entire project period.

### Audited accounts

### Evaluation and response to recommendations (management response)

If an evaluation[[5]](#footnote-5) was carried out after the mid-term report, please submit it along with the management response to its recommendations.

**If** the evaluation was completed a year or more before the end of the project, please update the management response before submission. Insert an additional status column where you briefly indicate how far you have come in addressing the various recommendations.

### 5. Photos

* Please attach a few good photos from your interventions. Give each photo a meaningful file name indicating: Country-organisation-year-activity.

## Part III: Target groups reached (current year + the entire project period)

*[The purpose of this Annex is to enable DPOD to make an overview of how many and who benefitted from the work supported by the Danish Disability Fund during the latest year as well as report on how many you reached during your project. Only include the* ***PRIMARY target group*** *– i.e. those* ***directly*** *reached by the project interventions.*

*In order to capture all the target groups that you may, or may not, be working with, we have divided this annex into four parts; a) Rights holders, b) South partner structures, c) Duty bearers and d) Citizens. Please only fill out information on those relevant to this project.]*

**1. Rights holders/members (persons with disabilities and their immediate family)**

Indicate how many **rights holders / members** were reached **last year** across all project initiatives. Please see the instructions at the back for how to calculate this.

***Table a: Total number of rights holders / members and their families reached last year?*** *(please see instructions [[6]](#endnote-1) below)*

|  |  |  |
| --- | --- | --- |
|  | **TOTAL**  **(latest year)** | **TOTAL**  **(full project period)** |
| **Persons** with disabilities  *(add up numbers of all persons participating in all interventions supported through the project last year)* |  |  |
| Immediate **families/households**  *(do NOT count individuals but number of families/households where one or more family members were reached)* |  |  |

***Table b: Breakdown of total number of persons with disabilities by sex and by age***

|  | Breakdown of total  By SEX | | | Breakdown of total  By AGE (estimate) | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Persons** with disabilities: | Women | Men | Don’t know | Children (0-17) | Youth | Adults | Don’t know/ |
| **Latest year** |  |  |  |  |  |  |  |
| **Full project period** |  |  |  |  |  |  |  |

Age: We do not expect you to know the precise age of participants, but ask you to make an estimate of which of these broad age categories they belong in.

Please indicate which age group you define as youth:

Please check that:

* Women + men + don’t know = Total
* Children + youth + adults + don’t know = Total

***Table c: Rights holders reached – by type of intervention [[7]](#endnote-2)*** *(please see instructions in note below)*

| Indicate the main types of **longer-term** interventions supported | Number reached | |
| --- | --- | --- |
| Persons with  disabilities | Families /households |
| Long term (Latest year): |  |  |
| Long term (full project period) |  |  |
| Indicate the main types of **short-term/one-off** interventions supported (no numbers needed) | | |
| Short term / one off (latest year): | | |
| Short term / one off (full project period): | | |

***Table d: Estimate of unique rights holders / members reached last year*** *(please see instructions in note [[8]](#endnote-3))*

| Estimate no of unique (distinct/different) rights holders / members reached\*  *(Often the same person or household will be involved in different activities and will therefore be counted several time in table a, b and c above. But if you* ***only count the same person*** *or household* ***once*** *regardless of how many activities they have participated in, how many do you estimate you have reached)* | Persons with disabilities | Families/ households |
| --- | --- | --- |
| **Latest year** |  |  |
| **Full project period** |  |  |

**2. South partner(s) structures**

Which organisational structures within South partner(s)’ organisation(s) received support for organisational development (OD).

***Table e: Partners structures reached with OD support*** *(please see instructions in note below*[[9]](#endnote-4)*)*

|  | **Total** (Latest year) | **Total**  (full proj period) | **Briefly specify the main interventions** |
| --- | --- | --- | --- |
| Board members |  |  |  |
| Secretariat |  |  |  |
| Local leaders /branches |  |  |  |
| Others |  |  |  |
| (Helpers, translators etc.) |  |  |  |

|  | **Total number** | **Level**  (province, region, district, other) | How many **supported through project** |
| --- | --- | --- | --- |
| How many local branches does Southpartner have and at which level(s) |  |  |  |
| Were any of these established in the:   * **latest year**? |  |  |  |
| Were any of these established:   * **Sometime during the project period**? |  |  |  |

***Table f: Local branches reached***

**3. Dutybearers**

In this section we would like to get an idea of the work done in relation to different types of duty bearers in the past year. In some cases this might be training of specific individuals, but mostly it would probably be through meetings, joint activities, joint agreements, presentation of position papers, campaigns etc.

***Table g: Duty bearers (decision-makers / service providers / other organisations) targeted or collaborated with.*** *(Please see instructions in note* ***[[10]](#endnote-5)*** *below)*

|  |  |
| --- | --- |
| *Only include engagements which are supported in some way – big or small – by the project.* | |
| List the main duty bearers you influenced / collaborated with / or actively targeted during the latest year. | For each main duty bearer please mention what you are seeking to achieve/collaborate on: |
| National level: |  |
| Sub-national level: |  |

**4. Citizens**

Did the project support activities targeting citizens, typically as part of addressing stigma (awareness raising activities)?

***Table h: Community members and general citizens reached*** *(Please see instructions in [[11]](#endnote-6)below)*

|  |  |
| --- | --- |
| **Interventions that target a specific group of people** (typically in the local community or environment of persons with disabilities) | Number reached (estimate) |
| Indicate the main interventions last year:  Main interventions during the full project period: |  |
| **Broad information campaigns or other initiatives targeting the general public** (via traditional media e.g. radio, TV, newspapers, magazines, or via social media or other means of communication.) | |
| Indicate the main interventions last year:  Indicate the main interventions during the full project period: | |

## Explanation – how to fill info on target groups

1. We are not asking about project activities here, as they are included in the LFA. This is about change – small or large. Please describe who does what differently, where and when. [↑](#footnote-ref-1)
2. We are not asking about project activities here, as they are included in the LFA. This is about change – small or large. Please describe who does what differently, where and when. [↑](#footnote-ref-2)
3. We are not asking about project activities here, as they are included in the LFA. This is about change – small or large. Please describe who does what differently, where and when. [↑](#footnote-ref-3)
4. Auditors often write a Management Letter when an audit has been completed. This document is unrelated to the audit report and is addressed to the Board and managers. A Management Letter highlights the weaknesses identified in the internal control systems and makes recommendations for improvements. The organisation has the option to respond to the comments in the Management Letter and explain / describe how they will respond to the auditor’s recommendations. [↑](#footnote-ref-4)
5. It is a requirement that at least one internal evaluation is carried out on all projects of DKK 1-3 million. On projects of DKK 3-5 million, at least one external evaluation is required, but you decide when it takes place. For projects over DKK 5 million both a mid-term and a final evaluation are required – at least one of them must be external. [↑](#footnote-ref-5)
6. **NUMBER OF RIGHTS HOLDERS / MEMBERS**: In this first table you must provide **as accurate figures as possible** of how many persons with disabilities and (if relevant) how many immediate families you reached in total through the project activities last year. **Immediate families** should only be included if the project has engaged in activities specifically targeting families. You should not count individuals but the number of households that have been directly affected by or involved in the project.

   Count the number of persons with disabilities or number of families that have participated in each activity and add them up so that you get a total of how many have participated across all member activities supported through the project. **Here are some examples**:

   **Self-help groups (including loan and saving groups, sports groups, etc.)**: Count the number of people involved in the groups. Do not count how many times they met during the year or how many came to each meeting, just the total number of active members in the groups, as it is the membership or participation in a group that is the key issue.

   **Training sessions**: Count the number of people who have participated in the different types of training. If a fundraising training course runs over 3 days, you should not count the participants three times, as it was the same course they participated in. But if you run two different types of training with different content and purpose – e.g. an advocacy training and later a fundraising training – then count the participants of both trainings, even if it was the same people who participated in both trainings, as the two trainings were two different interventions.

   **Member activities**: If a local branch organises recurring activities / support for the same group of specific members as part of a long-term initiative, the participants should only be counted once, as it is the same activity. But when it comes to one-off activities such as a general meeting, a parade or a social event, count the participants of each event.

   **Immediate family**: If the project supports families of persons with disabilities, and the support involves different types of interventions, count the number of participating families in each type of intervention. [↑](#endnote-ref-1)
7. **Type of intervention:**

   The purpose is to distinguish between long-term/comprehensive initiatives that are expected to have a greater impact on people's lives (e.g. participation in a support group, employment initiative, extensive training, or children with disabilities who enroll in school) versus short-term / one-off initiatives such as participation in an event, a general meeting or similar. To give an idea of ​​the type of initiatives supported, please make a short list of the most important ones. [↑](#endnote-ref-2)
8. **Unique rights holders:** The same person often benefits from several project interventions and is therefore counted several times. This applied to the numbers you have given in table 1a, b and c above. BUT here in 1d we ask you to estimate how many unique (distinct / different) persons with disabilities (and if relevant, unique number of families) the project reached. In other words if you only counted the same person with disability once, how many different persons did you reach last year. Or if you only counted the same family/ household once how many families would you have reached. For example, if you had a total of 200 persons with disabilities participating in project supported activities, but only 73 different people had been involved, then you would report 200 in table 1a and 73 here in table 1d. Just provide *a rough estimate*). [↑](#endnote-ref-3)
9. **South partner(s) structure**

   Activities targeted at anyone who plays a part in running the organisation, including employees (paid or unpaid), board members and those with managerial responsibilities, belong here under support for organisational development of the South partner(s). Activities targeting members more broadly, should be covered under rights holders / members. [↑](#endnote-ref-4)
10. **Duty bearers**:

    The purpose is not to mention everyone you were in contact with last year, but to outline the most important duty bearers targeted by the project last year – i.e. those you collaborated with, entered into substantial discussions with or otherwise sought to have a real influence on.

    This might take place at the local level with service providers such as schools, health clinics, sign language courses, etc., or local officials (district officers) or decision-makers (politicians). It may also be at the national level, e.g. collaborations with a relevant ministry or a public agency on a specific task or trying to make them realise and fulfil their obligations to rights holders. Alternatively, you might engage with private sector actors that have a responsibility to right holders by virtue of national laws or policies, and thereby have an obligation they must fulfil. [↑](#endnote-ref-5)
11. **Citizens**:

    The **first category** of interventions are those aimed at a **specific group of citizens**, typically in the local community or immediate environment of persons with disabilities. These can be people who receive training, are involved in disability clubs, or benefit from awareness raising activities aimed at a small specific audience such as theatre performances, school visits etc., with the intention of making these citizens ambassadors or opinion leaders in the local community or seeking to change their behaviour towards persons with disabilities and/or their families.

    The **second category** are interventions aimed at the **general public** – typically through the use of (local) radio stations, newspapers, perhaps television or social media – the purpose is typically more general information and attitudinal change. In these cases, it is much harder to measure how many you reach. We therefore do not ask for numbers on how many you reach but ask for brief information on each intervention supported through the project. [↑](#endnote-ref-6)