Guidelines on Reporting for the Special Programme

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A) Introduction

The Secretariat has developed these Guidelines on Reporting for the Special Programme in response to recommendations arising from two recent evaluations of the Special Programme[1], which were intended to improve the system for monitoring performance of Special Programme projects and the quality of the reports produced by the countries.

In developing these guidelines, the Secretariat has reviewed country progress reports from the last three rounds of applications to identify common mistakes and frequently given feedback on reports submitted. The guidelines may be revised over time, as needed, to incorporate new lessons learned.

The Guidelines are intended to supplement the Monitoring, Evaluation and Learning Strategy and Action Plan endorsed by the Executive Board in October 2020, along with the accompanying Toolkit, in helping countries funded under the Special Programme to better showcase the impacts and results of their projects. The Strategy and Toolkit contain useful information on monitoring, evaluation and learning, and provide guidance to recipient countries in developing a monitoring and reporting plan, data collection, identifying lessons learned, etc. They also describe the fundamental tools of a project, namely the logical framework (Logframe), workplan and budget.

The annual project reports are grounded in the Logframe, Workplan and budget attached to your Project Cooperation Agreement (PCA). The stronger and clearer these documents are, the better you will be able to track your progress and showcase the results and impacts of your project.

This document is intended to guide you through the process of writing your annual project report. It will take you through each step of the forms you will have to fill out for your annual project report. It also gives advice on how to make reporting as efficient and effective as possible and encourages you to highlight progress towards the results and impact of your project in your reports.

The annual project report consists of a narrative as well as a financial report. The reporting form for the narrative report and the financial report are both already formatted as required by UNEP, and you can find them attached to your PCA. Your reporting requirements are defined under Clause XI of your PCA. Clause XI also gives information on the time schedule for both your narrative and financial reports. Both reports should follow your project's Logframe and Workplan, as they define your project's desired outcomes, planned activities and timeframe. Your Logframe, which is annexed to your PCA as Annex A and forms part of the agreement along with the budget, is not only a project design tool but also a useful project management tool.

[1] The Results Oriented Monitoring (ROM) Review of the Special Programme under the auspices of the European Commission and the Mid Term Evaluation undertaken by the United Nations Environment Programme's Evaluation Office, both completed in 2019.

B) Narrative Report

The process of writing your progress report begins at the very start of your project. The easiest way to stay on track with reporting on all the activities of your project is to start collecting all deliverables, such as participation sheets of workshops and meeting reports, from the beginning of your project, and storing them all in the same place. If you continuously collect your data and deliverables throughout the year, it will be much less work to put together a report at the end of each year.
In addition, you could save time by updating the reporting format regularly as you progress. This way, your report will automatically be complete at the end of the reporting period, and you will only have to review and edit it before sending it to the Special Programme Secretariat.

Tip:

1. Create a folder and start adding all emerging deliverables from the start.

2. Update the reporting form continuously to save time at the end of the year.

3. For safety reasons, make sure you have a backup copy of your project's folder saved on another device e.g. USB stick, external hard drive, etc.

Step 1: Project Identification

Most of this section is prefilled by the Secretariat of the Special Programme in the reporting forms that are attached to the PCA. However, you do need to insert:

(1) the PCA starting date and
(2) the current reporting period of your project.

You can find this information in your PCA: the PCA starting date is either specified in Clause III of the PCA or, failing that, it is the date when the agreement was signed by your country (as shown on the last page of your agreement). The reporting periods of your project are defined under Clause XI of your PCA. Typically, you are required to submit an annual progress report, covering implementation undertaken during the preceding year.

Step 2: Summary of the project status

In this part of the report you should review your progress in relation to the outcome level indicators defined in your Logframe, to highlight the progress that you are making towards achieving the intended project results and impact defined in the project document.

You should also describe the key results that have been achieved during your current reporting period and how these results have impacted the sound management of chemicals and waste at the national level. It might be helpful to review the performance targets (project milestones that show progress towards completing the project outputs and achieving the overall project outcomes) defined in your Logframe to identify key milestones that have been met during the current reporting period.

If there have been any delays, please describe the reasons for these delays and what actions are being taken to ensure that the project remains on track. Additionally, please attach an updated work plan to reflect the new timelines that take into account these delays.

Note:

1. You don't need to repeat achievements from previous reporting periods. Please focus on the timeframe of your current report.
2. This section is not supposed to be a summary of all of the activities you conducted, but it provides a chance to highlight major achievements and the impact they have had so far.

Final report

If this narrative report is your **final report** please take the opportunity to showcase what your project managed to achieve during its implementation period. Your final report should focus on the **results**, **outcomes** and the **impact** of your project's outputs and the **lessons you have learned** throughout the implementation of your project. If you were not able to complete an activity during your project implementation, please explain the reasons why you could not do so.
Additionally, please make sure that you crosscheck your final report with your Logframe to see if all the planned activities have been conducted successfully, all outcomes or results achieved and all the means of verification have been provided.

The table below sets out some weak and some strong examples of the summary of project status, with an explanation of the weakness.

Example: weak and strong examples of summary of project status

Output	Weak example	Issue	Stronger example
Output 1 (as outlined in Logframe): Chemicals and waste related legislation reviewed, updated and endorsed by relevant Government officials.	Gaps and needs analysis conducted	This text describes the completion of a milestone defined in the project's Logframe. However, it lacks information. You should not only indicate that a certain performance target has been completed but also describe the **impact** of this achievement, the **challenges** you faced whilst running the activity and **the way forward**.	**Achievement / Milestone (see Logframe)** A gaps and needs analysis of existing legislation related to chemicals and waste management was conducted (as outlined in Logframe Output 1: M1). **Impact** This analysis revealed among others gaps in legislation concerning the inland transportation of chemicals and waste in the Republic of X. These findings will help the Programme Management Unit recommend new legislation to improve safe inland transportation of hazardous substances and thereby contribute to an improved management of chemicals and waste in the Republic of X. **Challenges & way forward** In the next step we will deliver an awareness raising workshop for policy makers on the outcomes of the gaps and needs analysis. This workshop was initially planned as an in-person event in October 2020 but because of the COVID-19 pandemic it will now take place in an online format in January 2021. The workplan has been updated accordingly.
Output 2 (as outlined in Logframe): Establishment of	18 months ago, two consultants were hired to start developing the national database for chemicals and waste. They started by	This example contains a lot of redundant information which makes it hard to identify the key information on impact,	**Achievement / Milestone (see Logframe)** **Activity:** The national database for chemicals and waste has been established within the Ministry of Environment with access available to the State EPAs and other government agencies.

a national database for chemicals and waste	collecting data and preparing an analysis plan both of which have already been provided in previous reports. A new dataset on chemicals and waste was made available. Additionally, a work group was established and had 18 meetings so far. During this reporting period a first version of the database was tested and reviewed by database users. Four meetings were held to discuss how to improve the test version of the database. The database was finalized in September this year and the system is now operational. We also had two trainings to teach staff how to use the platform.	challenges and way forward that needs to be highlighted in this part of the report. Some of the activities mentioned took place during previous reporting periods and have already been mentioned in previous reports. These achievements don't need to be repeated in this report.	Two training sessions were organized to teach government staff how to use this platform. All of the outcome level indicators for this output have now been achieved and all means of verification have been provided (see Logframe). **Impact** **Impact:** The established national database for chemicals and waste will be used to collect data that will contribute towards improved reporting to the Basel and Stockholm Conventions and Minamata Convention. **Challenges & way forward** **Challenges & way forward:** It was challenging to decide on a final version of the database because different opinions existed on which other government departments or agencies should be able to directly upload data to the database. A compromise was agreed upon regarding a way forward which included a verification step following the submission of data by governments agencies.
Output 3 (as outlined in Logframe): Awareness raising and education campaign for the general public on chemical safety conducted	A workshop on the *Globally Harmonized System of Classification, Labelling and Packaging of Chemicals* (GHS) was conducted.	This activity does not reflect the Output that was outlined in the project's Logframe. Please refrain from doing activities that are outside the scope of your project. To avoid this please stick to your project's Logframe as it defines the project's outcomes, outputs and activities, which you should report on in your annual progress report.	**Achievement / Milestone (see Logframe)** - **Impact** - **Challenges & way forward** -

Step 3: Outputs/activities delivery status

In this section you should give details about the activities that took place or were scheduled to take place during your current reporting period and their status of completion. This allows you to track progress made towards achieving the individual outputs which contribute to the overall project outcome. In the narrative reporting form this section is in tabular form divided into the different outputs and activities defined in your Logframe and Project Workplan which are annexed to your PCA. The table below provides some specific guidance on what information should be placed where in the table.

Example: guidance on completing the outputs/activities table

Outputs *This column sets out the direct products (infrastructure, goods and services) that should be delivered by the project (see Log Frame)*	**Description of work undertaken during reporting period** *In this column you should describe in detail what activities were conducted in the reporting period to achieve the output in question. This should align with the activities described in the logframe and workplan.*	**Deliverables** *This column specifies the tangible product(s) to be provided for each activity (depending on your output this could for example be a gaps & needs analysis, a draft legislation that has been adopted, or a technical report)*	**Status of Activity (complete/on-going/delayed)** *This column should indicate whether the activity in question has been completed, whether it has been delayed, or whether it is still on-going.*	**Delivery date** *This column should contain the date by which the activity has been completed.*	**Comments** *In this column you should give a short description of any challenges you faced whilst running different activities, and indicate the actions that were taken or will be taken to address these challenges. You can also use this section to highlight successes or anything else that you think the Secretariat should know about a particular activity.* *If the activity was **not** completed in the planned timeframe, please **(1)** explain the reason(s) why the activity was delayed, **(2)** describe what you are going to do to catch up on the delays and **(3)** indicate the new expected time of completion. Please also update the project's Work Plan accordingly.*
Output 1 (as outlined in Logframe):	**Activity 1.1 (as outlined in Logframe and Workplan):**	Gaps and needs analysis	completed	2nd May 2020	

Chemicals and waste related legislation reviewed, updated and endorsed by relevant Government officials.	Conduct a gaps and needs analysis of existing legislation related to chemicals and waste management.				
	Activity 1.2 (as outlined in Logframe and Workplan): Organize and deliver an awareness raising workshop for policy makers on the outcomes of the gaps and needs analysis		delayed		The workshop which was scheduled for October 2020 could not be held as planned due to the COVID-19 pandemic. We will now have an online meeting in January 2021 instead. The workplan has been updated accordingly.
Output 2 (as outlined in Logframe): National strategy for the management of waste in the Republic of X developed	**Activity 2.1 (as outlined in Logframe and Workplan):** Consultant hired to develop the national strategy on waste management		completed	15th March 2020	
	Activity 2.2 (as outlined in Logframe and Workplan): First draft of the national strategy drafted by consultant		completed	20th October 2020	
Output 3 (as outlined in Logframe): Develop and conduct community right-to-know chemicals awareness program	**Activity 3.1 (as outlined in Logframe and Workplan):** Organization of multi-stakeholder workshop on consulting of concept of community right-to-know program		delayed		The workshop which was scheduled for April 2020 could not be held as planned due to the COVID-19 pandemic. An online format is currently being developed so that the workshop can take place in a socially-distanced manner in January 2021. The workplan has been updated accordingly.
	Activity 3.2 (as outlined in Logframe and Workplan): Conducting public perception survey on chemicals in daily life within target communities	Survey on chemicals in daily life	completed	8th December 2020	The survey was successfully conducted and the results will be used to develop the community right-to-know chemicals program.

Note: If the activity is **not completed** in the planned timeframe, please **(1)** explain why the activity was delayed, **(2)** describe what you are going to do to catch up on the delays and **(3)** indicate the new expected time of completion.

Final report

If this narrative report is your **final report** please take the opportunity to showcase what your project managed to achieve during its implementation period. Your final report should focus on the **results**, **outcomes** and the **impact** of your project's outputs and the **lessons you have learned** throughout the implementation of your project.. If you weren't able to complete an activity during your project implementation, please explain the reasons why you couldn't do so.
Additionally, please make sure that you crosscheck your final report with your Log Frame to see if all the planned activities have been conducted successfully and all the means of verification have been provided.

Step 4: Lessons learned

This section is only required if your application was approved in the fourth round of application or later. However, all project partners are encouraged to incorporate a section on lessons learned in their reports, going forward. Please refer to the Special Programme's Monitoring, Evaluation and Learning Toolkit (Section D, pp. 43-49) for guidance on documenting lessons learned.

In this part of your report you should provide information on the lessons you have learned throughout the implementation of your project. The lessons learned section is especially important if this is your final report, but can also allow you to adjust the implementation of your project, as appropriate, during the implementation phase. You can use this section to review what went well, which outcomes could have been better, and why certain aspects went well, for example. You can also give advice to future project teams based on your experience.
Since many of the Special Programme's individual projects are implementing similar types of activities, documenting lessons learned in each project will allow project managers to build on their own and each other's experience, and will therefore contribute to the body of knowledge, and practices, relevant to chemicals and waste management.

Examples of lessons learned

Output	Lessons learned
Chemicals and waste related legislation reviewed, updated and endorsed by relevant Government officials.	The time schedule was too optimistic. The political situation in the country affects the good implementation of the institutional strengthening project especially in activities like preparation of legislation, in which the project management unit needs the support and cooperation of stakeholders from the government. We had not taken into account the fact that national elections would be held during the first year of the project, which resulted in implementation delays.

Training of customs officers	1) The customs training was well received. Feedback from the training participants showed that it helped them not only to understand what to do, but why it is important to do it. 2) Discussion with the participants showed that more practical exercises are required. Having dedicated theoretical and practical sessions during the workshops proved to be a good way to achieve the objectives of the workshops. 3) Increased costs of training impeded the project's ability to carry out additional training and meet the target of training 200 customs officers. While the training of 100 officers for US $10,500 is cost-effective compared to other similar projects, a better assessment of the costs should have been made during the preparation of the project in order to set a more realistic target.
Phasing out of emerging contaminants	The accurate compilation of data and information is vital. If this is not done, phase out activities and possible projects cannot be properly identified.
Stakeholder engagement	Early engagement with civil society organizations including relevant women's groups was really helpful to ensure that their concerns were adequately addressed.

Step 5: List of attached documents

In this section you should provide an overview of the attached documents.
The secretariat will need you to provide **all** of the means of verification mentioned in your project's Logframe. If a specified means of verification cannot be provided please provide an explanation.
Additionally, the Secretariat may request you to provide further documentation where needed. It is therefore **very important** that every training workshop, meeting and other activity is documented properly. You can find sample forms in the *Special Programme Monitoring, Evaluation & Learning Toolkit* to help you with this exercise.

Training workshops:
For each workshop, please complete a participation sheet (sample Form B) and a summary of the workshop, including an overview of the topics covered (sample Form C). Additionally, it may be helpful for you to summarize the workshops you conducted throughout the reporting period using sample Form D of the *Special Programme Monitoring, Evaluation & Learning Toolkit*, in which you can indicate the participants of each respective workshop.

Meetings:
Each meeting needs to be summarized using a participation sheet (sample Form B) and a meeting report including an overview of the topics covered, as well as an indication of the number of participants and who they represent (sample Form C).
The forms in the *Special Programme Monitoring, Evaluation & Learning Toolkit* were designed for training activities but you can adapt them for other activities as needed. The forms can be downloaded

from the Special Programme website as an Excel or Word document (link to be inserted), should you wish to use them.

Note: Every activity should be documented appropriately (e.g. using the forms provided in the *Special Programme Monitoring, Evaluation & Learning Toolkit*).

Tip: To facilitate cross-referencing please make sure the title of your attachment reflects the activity it documents (e.g. attachments 2.1 and 2.2. refer to activities 2.1 and 2.2, respectively), and that the file name is in English.

Example of file names for documents

Output 1

- Annex 1.1 Gaps and needs analysis

Output 2

- Annex 2.1 Contract with consultancy
- Annex 2.2 Draft report produced by consultant
- Annex 2.3 Report of stakeholders' workshop at which the draft report was presented

Output 3

- Annex 3.2 Survey on chemicals in daily life

Note: Please make sure that all the mentioned documents are sent to the Special Programme.

Updated Narrative Report Template

To help make reporting easier, the Special Programme Secretariat is rolling out a revised narrative report template, which will be used for all projects from the fourth round onwards. Existing projects that wish to adopt this template as well please contact your focal point at the Secretariat in this regard.

The report adopts a cumulative format, with different tables provided for the different years of implementation. The format is depicted on the next page.

Example of the revised narrative reporting template: applicable from fourth round of applications

Outputs	Description of work undertaken during reporting period	Deliverables	Status of Activity (complete/on-going/delayed)	Delivery date	Comments
YEAR 1 (Reporting Period from 01.01.2021 to 31.12.2021)					
Output 1 (as outlined in Logframe):	**Activity 1.1 (as outlined in Logframe and Workplan):**				
	Activity 1.2 (as outlined in Logframe and Workplan):				
Output 2 (as outlined in Logframe):	**Activity 2.1 (as outlined in Logframe and Workplan):**				
	Activity 2.2 (as outlined in Logframe and Workplan):				
Output 3 (as outlined in Logframe):	**Activity 3.1 (as outlined in Logframe and Workplan):**				
	Activity 3.2 (as outlined in Logframe and Workplan):				
YEAR 2 (Reporting Period from 01/01/2022 to 31/12/2022)					
Output 1 (as outlined in Logframe): …	**Activity 1.3 (as outlined in Logframe and Workplan):**				
	Activity 1.4 (as outlined in Logframe and Workplan):				
YEAR 3 (Reporting Period from 01/01/2023 to 31/12/2023)					
Output 2 (as outlined in Logframe):	**Activity 2.3 (as outlined in Logframe and Workplan):**				
	Activity 2.4 (as outlined in Logframe and Workplan):				

C) Financial Report

The financial report starts in the same way as the narrative report. As with the narrative report, please use the form provided by the Special Programme as it is already in the format required by UNEP. You can find the financial reporting form attached to your Project Cooperation Agreement.

Step 1: Project Identification

Once again, you should begin by identifying partners' names, budget lines, the Project Cooperation Agreement (PCA) starting date and the reporting period. However, there is one addition to the form, which is the cumulative amount already transferred from UNEP to the Government of your country. This should be updated as needed for each report that you submit.

Step 2: Special Programme Trust Fund Expenditure Table

Below you can find a list of all cost categories that were used during the last four rounds of application and their respective explanation, with the definitions of the categories, as set out in the budget annexed to the PCA, alongside. Please note that some of the available cost categories have changed over the rounds of funding. Please use the budget categories defined in your PCA which apply to your project.

Staff and Other Personnel costs *(applies to all rounds of application)*	(i) Includes all costs and entitlements of personnel including staff, consultants, administrative staff, interns. (ii) Meeting facilitators, interpreters, evaluation consultants all to be budgeted under this Class.
Contractual Services *(applies to all rounds of application)*	(i) Works and services of a commercial nature contracted following procurement procedures. This could include contracts given to NGOs if they are more similar to procurement of services than a grant transfer. (ii) Where meetings/workshops require venue to be hired e.g. Hotel, then relevant costs to be budgeted under this Class. (iii) Commercial printing/publication contracts to be budgeted here
Equipment, Vehicles and Furniture *(applies to all rounds of application)*	(i) Procurement of non-consumables e.g. IT equipment. This would relate to all costs to put asset into service and the cost of disposal of the asset upon reaching its useful life.
Travel *(applies to the first, second and third rounds of application)*	(i) Includes staff/consultant/meeting participant travel [DSA/Tickets/Terminals as applicable] (ii) Road / train /Fuel and vehicle/boat rental costs for staff, consultants and other project personnel
(applies to the fourth round of applications)	(i) All meeting costs including staff/consultant/meeting participant travel [per diem/Tickets as applicable] (ii) Road / train /Fuel and vehicle/boat rental costs for staff, consultants and other project personnel
Operating and Other Direct Costs	(iii) Rental of premises/equipment; utilities; cleaning; vehicle maintenance; communication costs

(as a separate cost category, applies to the first and second rounds of application only)	
Supplies, Commodities and Materials *(applies to the first and second rounds of application only)*	(i) Consumable supplies e.g. office stationary/supplies, drugs, tools, etc.; (ii) Costs associated with the delivery, storage and distribution of consumable supplies procured such as transportation, freight, customs, insurance, warehousing and other logistical requirements;
Transfers and Grants Issued to Implementing Partner (IP) *(applies to the second round of application only)*	Funds to be released to implementing partners including the following categories which follow the definitions in this table: (i) Staff and personnel (ii) Travel (iii) Contractual Services (iv) Vehicle & Furniture (v) Supplies & commodities

Note:

1. If actual expenditures differed from their original estimate, please give a short explanation in the comment section.
2. Should the project accounting official or the project manager have any doubt on how to report their expenditure figures on the template, or how to recognize a particular expenditure class or category of an item, they are welcome to contact UNEP Finance and Budget officer or the UNEP Programme Officer using the contact details shared in the project agreement.

Step 3: In-kind Expenditure Table

One of the requirements for Special Programme projects, according to paragraph 21 of the Terms of Reference, is that beneficiary countries will contribute resources equal to the value of at least 25 per cent of the total allocation. The Executive Board may reduce that percentage, commensurate with consideration of the specific national circumstances, capacity constraints, gaps and needs of the applicant. This commitment is confirmed by the country in the co-financing letter submitted with the application and is reflected in the approved budget for the project. At the end of the project, countries are asked to provide information on in-kind expenditure.

From the fourth round onwards, the Special Programme's reporting templates will include a section on in-kind expenditure. This will assist the country in tracking the in-kind expenditure from the start and will facilitate the project closure reporting.

Projects approved under earlier rounds of funding are encouraged to include the in-kind expenditure table in their progress reports.

Step 4: Fiscal year and audit information

At the end of your financial report you should indicate the date of the end of your Government's fiscal year. If your Government has completed an audit in the previous six months, please attach the relevant section of the report (see Clause XII of your Agreement).

Updated Expenditure Report Template

To help make reporting easier, the Special Programme Secretariat is rolling out a revised expenditure report template in Excel format. This template will be used for all projects from the fourth round onwards. Existing projects that wish to adopt this template as well please contact your focal point at the Secretariat in this regard.

The template is divided into the previously mentioned budget categories as set out in the annex to the PCA. Each budget category is subdivided into the following three columns:

(1) Original budget (as outlined in the project's budget)
(2) Expenditure in current period
(3) Cumulative expenditure (this does not need to be filled in, if you use the template, the cumulative expenditures will be calculated automatically)

The expenditure report template is made up of four worksheets, one worksheet for each reporting period and one for your project's final expenditure report. These worksheets are interconnected by formulas.

In the first year you need to fill out the original budget of every activity and the expenditures in that current period. **The cumulative expenditures and all totals will be calculated automatically. Furthermore, the information entered for the first reporting period will automatically be transferred to the other worksheets.** This means that for the second and third financial report you only have to fill in the expenditures of the respective current period. The original budget, the cumulative expenditures, as well as all totals will be calculated automatically.

To ensure the reliability and proper functioning of the financial report template, cells containing formulas are locked and can therefore not be altered.

The form also contains an in-kind expenditure table, which should be filled in on a running basis.

Example of the revised expenditure reporting template: applicable from fourth round of applications

(this example shows the cost categories of the 4th round of application)

PROJECT NAME:

PROJECT REFERENCE NUMBER:

Reporting Period From: 01.01.2020 To: 31.12.2020

Activity	Staff and Other Personnel costs (FT30_010)			Contractual Services (FT30_120)			Equipment, Vehicles and Furniture (FT30_135)			Travel (FT30_160)			Total (USD)			Comments
	Original Budget	Expenditure in current period	Cumulative Expenditure	Original Budget	Expenditure in current period	Cumulative Expenditure	Original Budget	Expenditure in current period	Cumulative Expenditure	Original Budget	Expenditure in current period	Cumulative Expenditure	Original Budget	Expenditure in current period	Cumulative Expenditure	
Output 1	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	
1.1 Activity			0			0			0			0	0	0	0	
1.2 Activity			0			0			0			0	0	0	0	
1.3 Activity			0			0			0			0	0	0	0	
Output 2	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	
2.1 Activity			0			0			0			0	0	0	0	
2.2 Activity			0			0			0			0	0	0	0	
2.3 Activity			0			0			0			0	0	0	0	
Output 3	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	
3.1 Activity			0			0			0			0	0	0	0	
3.2 Activity			0			0			0			0	0	0	0	
3.3 Activity			0			0			0			0	0	0	0	
Total (USD)	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	

Confirmed by: PROJECT /IMPLEMENTING PARTNER ACCOUNTING OFFICER **Date:**

Signed off by: PROJECT MANAGER /IMPLEMENTING PARTNER /PERSON IN-CHARGE OF PROJECT **Date:**

D) Checklist

This section contains a checklist that you can use to double-check if you have completed all the necessary steps and are ready to send your report to the Special Programme Secretariat. Furthermore, this section also provides information on what supporting documents need to be submitted alongside your report and what documents should be kept as part of your internal records.

CHECKLIST

☐ Did you fill in the reporting period for both the financial report and the narrative report?

☐ Is your report limited to your **current** reporting period?

☐ Does your narrative report follow the project's Logframe?

☐ In case of delays, did you submit an updated workplan?

☐ Did you attach all the mentioned documents? (see table below)

☐ Do the file names reflect the content of the document and can they be traced back to the activity they document?

☐ Have you reported expenditures only for the period in question? (The revised expenditure report form, if applicable, calculates the cumulative expenditure automatically)

☐ Have you included the in-kind contribution the report?

If this is your final report:

☐ Did you crosscheck your final report with your Logframe to confirm that all planned activities were completed?

☐ Did you provide all the means of verification mentioned in your Logframe?

☐ In case you were not able to provide all the means of verification mentioned in your Logframe, have you explained why and provided other means of verification?

☐ Did you focus your report on the **outcomes** and the **impact** of your project's outputs and the **lessons you have learned** throughout the implementation of your project?

☐ In case you were not able to complete all planned activities during project implementation, did you explain the reasons why?

☐ Have you crosschecked your in-kind contribution report against your commitment set out in your beneficiary contribution letter submitted in your application?

☐ Did you complete an equipment inventory checklist?

Documents

☐ Have you submitted all documents listed in your project's Logframe? e.g. gaps & needs analysis, technical reports, meeting reports, workshop reports, surveys, etc.

☐ Have you retained as part of your internal records (to be maintained for a period of at least eight years after project completion or termination of the Agreement (see Clause X of your PCA):

- All meeting, workshop and training reports with their respective lists of participants
- Records of hiring procedures
- Supporting documentation for each disbursement of funds including original invoices, bills, and receipts pertinent to the transaction.