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| Ministry of Foreign AffairsHumanitarian action, Civil Society and Personnel (HCP)Asiatisk Plads 21448 Copenhagen KE-mail: um@um.dk | Status report |
|  | MFA file no. | Date:  |

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| This form is to be used for the annual status report on development and humanitarian projects funded by the Ministry of Foreign Affairs (HCP). Please complete the form electronically in Word using Garamond 13 and forward it to um@um.dkThe completed form must not exceed 5 pages. The form is to be forwarded to MFA by 1 May. The status report can be forwarded in Danish or English. |

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| **Does this status report contain any information requiring specific decisions by the Ministry of Foreign Affairs** - e.g. changes in the project’s objectives, expected output or budgets? | YES[ ]  | In which point is it described?  |
| NO[ ]  |  |
| **1. UM Finance No. and file No.** |  |
| **2. Organisation** |  |
| Address |  |
| Postal code and city |  |
| Contact person |  |
| Phone no. | Fax no. | E-mail:  |
| **3. Project title in Danish** |  |
| **4. Allocation (DKK)** |  |
| 5. Location |  |
| 6. Project period |
| Start (day/month/year) | Completion (day/month/year) | If revised (following agreement with the ministry)  |
| **7. Reporting period** |
| Start (day/month/year) | Completion (day/month/year) |  (following agreement with Ministry) |

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| **8. Monitoring and project reviews** |
| Give an account of the main monitoring activities during the period, e.g. project visits, internal/external project monitoring reviews and the like. (Please describe the findings in the following sections.)  |
| **9. Brief description of status** |
| A brief description of the project and the development of the project.   |
| **10. Development in important assumptions and risks** |
| Critical assumptions and risks (old and new) | Assessment of development | Assessment of the impact on the project’s implementation and description of any counteractive measures |
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| **11. Status – project objectives (outcomes)** |
| Give an account of the project objectives, indicators related to objectives, preliminary results and assessment of the potential of the project for realising its objectives.* Give an account of the extent to which women and men are ensured equal access to and control of possibilities, resources and decision-making in connection with the project activities.
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| **12. Status – results** |
| One, preferably quantitative indicator (the same as in the application) is to be selected and stated for each output. The year’s original plan and the actual result are to be stated for each indicator.  |
| **Programme/project:** | **Indicators:** | **Objective for year:** | **State output for the year/for the project to date, respectively:** |
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| **13. Deviations from original project document** |
| Give an account of significant deviations in implementation from the approved project document |
| **14. Proposed amendments to the project/project implementation** |
| Describe the proposed amendments or revisions of project implementation. |
| **15. Sustainability** |
| Describe the expected sustainability, i.e. the extent to which the recipient can and will continue the activities initiated and benefit from the outcomes of the project when it has been completed. In addition, there must be a description of the way in which the Danish NGO will try to ensure and maximise the project’s sustainability during the rest of the implementation period. |
| **16. Comments on the audit of the budget** |
| Give an account of changes or reallocations in the budget. |
| **17. The partner organisation** |
| Describe any changes in the partner organisation, including changes in its funding base (new donors etc). |
| **18. Lessons learned** |
| What special experience have the project partners gained during the period under review (in point form)? |
| **Annexes** |
| Annexes to the development report may contain the following:Audited budget, mid-term evaluations /reviews etc., where applicable |