**STATUS REPORT**

**(No. X/dd.mm.yy)**

|  |  |
| --- | --- |
| **BASIC INFORMATION ABOUT THE ORGANISATION** | |
| Name |  |
| Address |  |
| Contact person  Name  E-mail  Phone |  |

|  |  |
| --- | --- |
| **BASIC INFORMATION ABOUT THE PROJECT** | |
| MFA file no. |  |
| Project title |  |
| Name of NGO call for proposal *(if relevant)* |  |
| Objective and Outcomes |  |
| SDG-alignment  *Please specify relevant targets and indicators* |  |
| Geographical location |  |
| Main partners |  |
| Total grant (DKK) |  |
| Total disbursed from MFA (DKK) |  |
| Total expenses (not audited) |  |
| Project period  *Start – completion (day/month/year)* |  |
| Reporting period  *Start – completion (day/month/year)* |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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**   |  | | --- | |  | |  |

**DETAILED INFORMATION ABOUT THE PROJECT**

*(max 5 pages)*

1. **Brief description of status**

A brief description of the project and the development of the project.

1. **Changes in context**

A brief description of important contextual changes that have affected the project implementation including changes in important assumptions and risks (insert below).

|  |  |  |
| --- | --- | --- |
| **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 |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

1. **Status on achievement of results**

Give a brief description on progress towards achievement of planned results focusing on output-level results and overall progress towards outcomes. Overall assessment of whether the project is on track towards realising its objectives and/or if adjustments should be made. Unexpected results, if any, can be included in the description.

Give an account of how considerations of gender and local partner ownership and engagement are part of the implementation of the project.

Insert updated results matrix for the project incl. one, preferably quantitative indicator (the same as in the application) to be selected and stated for each output.

|  |  |  |  |
| --- | --- | --- | --- |
| Outcome | |  | |
| Impact Indicator | |  | |
| Year | Baseline |  | [Preliminary results] |
| Year | Result |  |  |
| Assessment of achieved results and progress towards achievement of final results | | Please write a brief statement of the achievements including:   * Achievement of the output * Important changes in the context of the programme/project * Adjustments to be made (if any) | |

1. **Monitoring**

Give an account of the main monitoring activities during the period incl. main findings (e.g. project visits, internal/external project monitoring reviews and the like).

If local partners are involved in the project level monitoring, please describe the role of the partner(s).

1. **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 organisation will try to ensure and maximise the project’s sustainability during the rest of the implementation period.

1. **The partner organisation(s)**

Give a brief status on the partnership with the local partner(s) with regards to capacity development and ownership as well as engagement in implementation, monitoring and evaluation.

**Lessons learned**

What are the main lessons learned so far and how will this learning be used in the remaining part of the project?

1. **Information activity *(if relevant)***

Give a brief status on information and outreach activities in Denmark.

**Annexes**

Annexes to the status report may contain the following:

Audited accounts, evaluations /reviews etc., where applicable