

INTERNATIONAL
CO-OPERATION AGENCY
OF THE ASSOCIATION
OF NETHERLANDS
MUNICIPALITIES

VNG
Inter
national



LOGO SOUTH PROGRAMME 2007-2010

MANUAL FOR NARRATIVE REPORTING LOCAL GOVERNMENT PROJECTS

To be submitted on March 1, 2011 latest

1 General Information

1. Project details

Project number :
Title of the project :
Twinning partners :
Date of submission of final proposal and budget :

2. Details of the Dutch organisation

Local government :
Name of contact person: : Mr./Ms/ Mrs. ¹
Function/Department :
Post address :
P.O. Box and Place :
Phone :
Email: :

3. Details of partner organisation

Local government :
Name of contact person: : Mr./Ms/ Mrs. ²
Function/Department :
Post address :
P.O. Box and Place :
Country :
Phone :
Fax :
Email: :

-
1. Delete what is not applicable
2. Delete what is not applicable

2 Narrative Report

Please use the following report template for your final report. Feel free to add progress reports, mission reports or other useful information as Annexes.

1 Front Page

- Reporting period 2007 - 2010
- Drafting date

2 Summary [max. 1 page]

The summary gives a broad overview of the project. State:

- The objective
- The performed activities in 2010
- The achieved results in 2007 - 2010
- Conclusions on effectiveness

3 Report [4-8 pages]

The report contains the following parts:

3.1 Introduction

The introduction contains a brief overview of the cooperation between the local governments and the (change in the) background of the project which is being reported upon. Give answers to the following questions:

- What was the context in the local government in the South at the start of the implementation in 2007?
- Why was the subject of the project taken up?
- What were major changes (during the course of implementation) concerning the context that influenced the implementation?

3.2 Objective

Please mention here the project objective(s) as have been formulated in your final proposal and in the contract.

3.3 Implementation in 2010

In the description of the implemented activities, please focus on the following:

- Which concrete activities have been carried out?
- Have there been any deviations of the activity plan? If so, upon which grounds has this been decided?
- How were the tasks divided (among local and Dutch partners) during the implementation of the activities? (including a schedule of names, positions and duties of the missions of civil servants, politicians and local experts)?
- An evaluation by you and your counterpart of the implemented activities.

3.4 Detailed information on specific activities

3.4.1 Mission and work visits

List of missions carried out, to be reported in a table (see below)

MISSIONS (from the Netherlands to partner)

<i>Name</i>	<i>Position</i>	<i>Male/ female</i>	<i>City/ Town visited</i>	<i>Departure date from NL</i>	<i>Arrival date in NL*</i>	<i>Number of days*</i>

* The day of departure from Schiphol is the first day of the mission, the day of arrival on Schiphol is the final day of the mission

List of work visits carried out, to be reported as follows:

WORK VISITS (from the partner to the Netherlands)

<i>Name</i>	<i>Function</i>	<i>Male/ female</i>	<i>City / town visited</i>	<i>Arrival date in NL</i>	<i>Departure date from NL</i>	<i>Number of days</i>

Note: both lists have to match with the names and dates of visits in the financial report!

3.4.2 Investment costs

If you have budgeted and spent investment costs, please provide here a brief description of the equipment that was purchased and for which purpose. If you want you can include pictures of the articles purchased.

3.4.3 Local experts

If you have contracted local experts, please describe the activities that these local experts have implemented and what the results were.

3.4.4 Other costs

In case you have implemented activities paid from the budget line "other costs", please describe these activities here.

3.5 Results

Provide the following information on the results which have been achieved; reflect on the results obtained in the project as a whole (2007 – 2010):

- Has the objective been achieved?
- If not, what still needs to be done?
- If the planned results have not been achieved, please provide reasons for this.
- What else was achieved and why? What made it happen?
- What went less well and why?
- What has been learned?
- What side-effects or not intended results were achieved?
- What outputs / deliverables (publications and the like) can be mentioned?

3.6 Sustainability

Provide your impression of the sustainability of the achieved results, e.g. organisation capacity and financial sustainability of the counterpart and political and administrative commitment.

3.7 Project support by the LOGO South Team

Indicate how you appreciated the contacts with the VNG International LOGO South team.

Consider aspects such as quality and punctuality of the support (during the formulation of the application, during the implementation and the closing of the project) and the administrative support.

Please make use of the annexes for financial reporting:

- I. Manual for financial reporting local government projects
- II. Financial Report Form local government projects (to be filled in)
- III. Audit protocol local government projects

