**SUMMARY REPORT**

**for zivik-funded Project No \_\_P-\_\_\_\_/20** (enter 1 letter and 3 figures)

**Guidelines for preparing the summary report**

The Summary Report (Part A of the Final Report on Expenditure of Funds) shall provide a detailed description of the grant utilisation, as well as the achieved results (activities) in relation to the achieved changes (outcomes).

The basis for compiling the Summary Report is:

- the identification of key actors, activities, outcomes and milestones (process indicators)   
in Appendix 1 of the Funding Agreement (FA)

- and the financial planning given in Appendix 2 of the FA,

most recent versions agreed.

The Summary Report should focus on the most important issues of your Statement of Accounts (Part B of the Final Report on the Expenditure of Funds) and in particular emphasise the necessity and adequacy of the accomplished operation. In case that you have agreed amendments to Appendices 1 or 2 of the FA with ifa/zivik during the funding period, the amendments must be declared in this report (number 8+9).

The Summary Report should not exceed 12 pages.

The following structure (Guidelines) for compiling the report is mandatory:

1. **Were there any changes in your conflict analysis / analysis of the transformation process / analysis of the democratisation process (see your application, 4.a), which have influenced the project implementation?**

…

1. **Description of activities:**

Please refer to your list of activities given in the Project planning (Appendix 1 of the FA) and briefly describe the implementation of each activity in the remarks column. In case of changes during the implementation phase, highlight the changes in colour.

| **What?**  List of activities with the individuals  and groups involved  (incl. number of persons, days, etc.) | **Who?**  implemented / was responsible for implementation | **When?**  Actual date (s) | **Remarks**  concerning the implementation,  or (if necessary) deviations from the planning |
| --- | --- | --- | --- |
| … [activity according to Project planning] | … | … | … |
| … [activity according to Project planning] | … | … | … |

**Are there any pictures, documents or films available? 🡪 Please compile and send digital data / links, which ifa/zivik may use (see Appendix 10 of the FA).**

1. **Description of key actors, outcomes and milestones:**

Please refer to each key actor, which was identified in the Project planning (Appendix 1 of the FA), and the outcomes and milestones (process indicators) related to this key actor. First, copy the entries for key actor 1 from the Project planning chart, and then answer the three questions for this key actor. Subsequently repeat for key actor 2, key actor 3, etc.

| 1. **Key actor 1** | **Outcome** | **Milestones (Process indicators)** |
| --- | --- | --- |
| [Copy entry from Project planning] | [Copy entry from Project planning] | [Copy entry from Project planning] |

* **Which procedures and criteria were used for selecting the participants (e.g. affiliation such as gender, religion, ethnicity, age, regional origin, sexual orientation)? Did any deviations from the Project planning occur? What were the reasons for these deviations?**

...

* **Which changes in the key actor’s actions (outcomes) were achieved?**
* **Which outcomes were achieved only partially or not at all? What were the reasons for these deviations?**

...

* **Which milestones (process indicators) were achieved, indicating that the key actor started acting differently?   
  Which milestones (process indicators) were achieved only partially or not at all? What were the reasons for these deviations?**

...

| 1. **Key actor 2** | **Outcome** | **Milestones (Process indicators)** |
| --- | --- | --- |
| [Copy entry from Project planning] | [Copy entry from Project planning] | [Copy entry from Project planning] |

* **Which procedures and criteria were used for selecting the participants (e.g. affiliation such as gender, religion, ethnicity, age, regional origin, sexual orientation)? Did any deviations from the Project planning occur? What were the reasons for these deviations?**

...

* **Which changes in the key actor’s actions (outcomes) were achieved?   
  Which outcomes were achieved only partially or not at all? What were the reasons for these deviations?**

...

* **Which milestones (process indicators) were achieved, indicating that the key actor started acting differently?   
  Which milestones (process indicators) were achieved only partially or not at all? What were the reasons for these deviations?**

...

| 1. **Key actor 3** | **Outcome** | **Milestones (Process indicators)** |
| --- | --- | --- |
| [Copy entry from Project planning] | [Copy entry from Project planning] | [Copy entry from Project planning] |

* **Which procedures and criteria were used for selecting the participants (e.g. affiliation such as gender, religion, ethnicity, age, regional origin, sexual orientation)? Did any deviations from the Project planning occur? What were the reasons for these deviations?**

...

* **Which changes in the key actor’s actions (outcomes) were achieved?   
  Which outcomes were achieved only partially or not at all? What were the reasons for these deviations?**

...

* **Which milestones (process indicators) were achieved, indicating that the key actor started acting differently?   
  Which milestones (process indicators) were achieved only partially or not at all? What were the reasons for these deviations?**

...

1. **Which unintended positive or negative (e.g. conflict-exacerbating) side effects did arise as a consequence of the project? What led to them and how did you deal in particular with the unintended negative consequences?**

...

1. **How did the key actors within the project exert influence on the central actors of the conflict / transformation process / democratisation process? Which changes did you observe in the actions of the central actors?**

Please go into the details for all key actors specified in Appendix 1 of the FA. Refer to the central actors identified in the conflict analysis / analysis of the transformation process / analysis of the democratisation process (see your application, 4.a).

...

1. **Overall assessment of the project implemented:**
   1. **How do you assess the success of the project implemented, both qualitatively and quantitatively, especially at the outcome level? How can the success be measured?**

...

1. **Which factors contributed to the success of your project?**

…

1. **Which factors hindered the success of your project?**

...

1. **What feedback did you receive about the project? Which feedback could be considered as a sign of success?**

…

1. **What was the unique selling point of the project compared to others?**

**[…]**

1. **What shows that the activities carried out have brought about a change?**

...

1. **How many participants in the activities have subsequently become sustainably involved as a result?**

[…]

1. **What changes did the participants perceive in the activities, subsequently, as a result?**

**[…]**

1. **What concrete contribution could be made to conflict resolution efforts / transformation efforts / democratisation effort?**

[…]

1. **Which lessons learned do you draw from project implementation?**

...

1. **Which amendments have been agreed upon with ifa/zivik during the project duration?**

Please list all your applications for amendments (e.g. application for the redirection of funds / application for the increase of funds, application for project prolongation) as well as ifa/zivik’s approval of revised Project planning (Appendix 1 of the FA) and revised Financial plan (Appendix 2 of the FA) with dates.

...

1. **Were there any discrepancies with regard to the planned expenditure (e.g. overruns or underruns in individual types / sub-types of expenses) or income?  
   If so: Which ones? To what extent were they necessary or appropriate?**

For the explanations on the financial report, please refer solely to deviations from the most recent agreed version of the Financial plan (Annex 2 of the ZV).

[…]

1. **Did you establish mutual agreements or cooperate with international or regional organisations during the project?**

VN, EU, OSCE, AU etc.

...

1. **Monitoring and Evaluation (M&E):**
   1. **Which M&E tools did you use?**

...

* 1. **If an internal and / or external evaluation was approved and conducted in the framework of the project: Which outputs and conclusions could be gained?**

In case of funds utilised for external evaluation experts (see Financial plan, Appendix 2 of the FA), the Terms of reference and the Evaluation report (at least an English summary) have to be submitted unsolicited together with this Summary Report (see Appendix 6 of the FA).

...

* 1. **How could you extend your existing M&E tools using elements of ifa/zivik’s movie manual   
     (see ifa/zivik downloads)?**

...

1. **Funding reference and specimen copies:**
   1. **Where and how did you refer to the German Federal Foreign Office / to the ifa funding?**

...

* 1. **In case of publications, audio-visual products, digital products which have been produced utilising the funds: How did you refer to German Federal Foreign Office / to ifa funding?**

At least two specimen copies (free of charge) of the publications, audio-visual products or digital products must be submitted unsolicited together with this Summary Report (see Appendix 6 of the FA).

If compiling and sending numerous links for digital products, please use a separate attachment.

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