**INTERIM REPORT for ifa/zivik-funded Project No \_\_P-\_\_\_\_/\_\_** (enter 1 letter and 5 figures, according to the agreement)

With a maximum of 5 pages, the Interim Report shall cover only the latest project period. The following structure is mandatory. The basis is

- the identification of key actors, activities, milestones (process indicators) and outcomes given in Appendix 1 of the Grant Transfer Agreement (GTA)

- and the financial plan given in Appendix 2 of the GTA.

1. **Reporting period**

**from** (subsequently to the period of the previous report, in the case of the first report with the beginning of the funding period) **: DD.MM.20JJ**

**to** (to the date of the current request for funds or maybe a few days before) **: DD.MM.20JJ**

1. **Are there any changes in your conflict analysis / analysis of the democratisation process (see application, 4.a) which influence the project implementation? If yes, which ones?**

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1. **Which activities have been implemented during the reporting period (short description)?**

Please copy all the activities relevant for the reporting period from the list of activities given in the Project planning (last agreed version of the Appendix 1 of the GTA) and extend the chart if applicable. Briefly describe the implementation of each of these activities in the remarks column. In case of changes during the implementation phase, highlight these in colour.

| **Which activities (according to the latest agreed version of Appendix 1)?**  entry incl. number of each activity | **Who?**  implemented / was responsible for implementation | **When?**  was it implemented: date(s), incl. duration | **Remarks concerning the implementation**  information in bullet points: on groups and number of people, contents, challenges, successes, etc. |
| --- | --- | --- | --- |
| [Copy entry Activity No XX from Project planning] | … | … | … |
| [Copy entry Activity No YY from Project planning] | … | … | … |

1. **Which pictures, videos, graphics etc. of these activities do you provide the German Federal Foreign Office and ifa/zivik for use?**

Please list and/ or send ifa/zivik the files. Limit your selection to a maximum of 10 files/ links.

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1. **Which public relations actions for the funded project have been implemented during the reporting period?**

Please list (here or in appendix) and send ifa/zivik files/ links of publications and social media. All relevant materials must be at the latest submitted with Interim Report per Individual Fiscal Year and /or Final Report on Expenditure of Funds.

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1. **As for the milestones (process indicators) projected in the Project planning (Appendix 1 of the GTA), which ones relevant for the reporting period have been reached so far? To what extent?**

| **Milestones projected (according to the latest agreed version of Appendix 1)** | **Milestones achieved to date**  Indicators that the key actors  start acting differently | **Remarks/ challenges/ means of verification** |
| --- | --- | --- |
| … | … | … |
| … | … | … |

1. **As for the outcomes projected in the Project planning (Appendix 1 of the GTA), which ones relevant for the reporting period have been reached so far? To what extent?**

| **Outcomes projected (according to the latest agreed version of Appendix 1)** | **Outcomes achieved to date**  Observation of beginning or complete  changes in the key actors’ behaviour | **How do you know that your activities  are leading to the intended changes?** |
| --- | --- | --- |
| … | … | … |
| … | … | … |

1. **Which unforeseen conflict-exacerbating side effects, be it positive or negative, arose as a consequence of the project? What led to them?   
   How do you deal with these situations?**

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1. **If an internal and/ or external evaluation was approved in the framework of the project: What is the current state of affairs?**

For external evaluation, e.g. consulting Terms of Reference (ToR) with ifa/zivik, submission of ToR, submission of Evaluation report,   
submission of German or English translation of Evaluation report’s recommendations and summary (if applicable).

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1. **Which steps and activities are you planning for the next reporting period/ next six (6) weeks?**

Please refer to planned activities given in the project planning (Appendix 1 of the GTA).

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1. **Do you anticipate any modifications to your project planning? If so, please briefly explain (e. g. adjusting milestones).**

Please note that any modification must be agreed before in written form. Independently of this report, for this purpose please submit an informal application by email in good time and, if applicable, attach a file with Appendix 1 of the GTA (Project planning) with marked proposals for changes.

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1. **Do you anticipate any modifications to your financial plan? If so, please briefly explain.**

Please note that any modification must be agreed before in written form. Independently of this report, for this purpose please submit an informal application by email in good time and, if applicable, attach a file with Appendix 2 of the GTA (Financial plan) with marked proposals for changes.

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