**SUMMARY REPORT**

**for ifa/zivik-funded Project No \_\_P-\_\_\_\_/** (enter 1 letter and 5 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 reporting period covers the entire agreed funding period.

The basis for compiling the Summary Report is:

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

- and the Financial plan given in Appendix 2 of the GTA,

for both the most recent version 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 GTA with ifa/zivik during the funding period, the amendments must be declared in this report (number 8).

The Summary Report should not exceed 20 pages if possible.

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

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

...

1. **Description of activities**

Please copy all activities from your 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 activity 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 01 from Project planning] | … | … | … |
| [Copy entry Activity 02 from Project planning] | … | … | … |
| [Copy entry Activity 03 from Project planning] | … | … | … |

**Are there any pictures, documents or films available? à Please compile and send digital data / links, which ifa/zivik may use (****see Art. 17 (1) GTA).**

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

Please refer separately to each key actor, which was identified in the Project planning (Appendix 1 of the GTA), 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? On the basis of which examples can you observe this?**

If applicable, please also indicate the specific outcomes that were only partially or not achieved, and explain the reasons for the deviation.

...

* **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? On the basis of which examples can you observe this?**

If applicable, please also indicate the specific outcomes that were only partially or not achieved, and explain the reasons for the deviation.

...

* **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? On the basis of which examples can you observe this?**

If applicable, please also indicate the specific outcomes that were only partially or not achieved, and explain the reasons for the deviation.

...

* **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 / the democratisation process? Which changes did you observe in the central actors’ actions?**

Please go into the details for all key actors specified in Appendix 1 of the GTA. Refer to the central actors identified in the conflict analysis / 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. **To what extent were the activities suitable for achieving the intended outcomes?**

...

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

...

1. **Which concrete contribution could be made to crisis prevention and conflict resolution efforts / democratisation efforts?**

...

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

Do you further have recommendations for the future / for this specific context? (e.g. other key actors that should be addressed as well; thematic issues that should be addressed more)

...

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 GTA) and revised Financial plan (Appendix 2 of the GTA) with dates.

...

1. **In addition to the modifications agreed with ifa/zivik, did any discrepancies with regard to the approved staff appointment scheme occur (e.g. reduced percentage of working hours, salary level or period of employment)? Which ones? To what extent were they necessary for the successful implementation of the project?**

For the explanations on the staff appointment scheme, please refer solely to deviations from the most recent agreed version of the Financial plan (Appendix 2 of the GTA).

...

1. **In addition to the modifications agreed with ifa/zivik, did any further discrepancies with regard to the planned expenditure (e.g. exceeded or undercut individual types / sub-types of expenses) or the planned income occur (not related to the staff appointment scheme? 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 (Appendix 2 of the GTA).

...

1. **Were there any indications of (suspected) misconduct in the meaning of Art. 18 GTA, including Appendix 5 (Reporting Policy)? Which ones? How did you deal with them?**

Please explain for all indications, even if you already provided a comprehensive report according to the Reporting Policy.

...

1. **Did you establish mutual agreements or cooperate with other organisations (civil society, local state agencies, UN, EU, OSCE, AU, and others)?**

...

1. **Monitoring and Evaluation (M&E)**
   * **Which M&E tools did you use? Were there modifications to your intended planning? What deviations from the original project planning did you make and why they were necessary?   
     To what extent were they necessary for the successful implementation of the project?**

...

* + **If an internal and / or external evaluation was approved and conducted in the framework of the project: Which insights did you obtain, and which conclusions did you draw from this?**

In case of an external evaluation in the framework of the funded project, the Terms of reference and the Evaluation report (at least an English summary) have to be submitted unsolicited together with this Summary Report (see Art. 15 (2) GTA).

...

* + **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**

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 Art. 17 (3) GTA).

If suitable, list digital products in a separate document (appendix to the Summary Report).

1. **Where and how did you refer to the German Federal Foreign Office / to the ifa funding   
   (e.g. events, publications online, audio or print)?**

...

1. **Which public relations activities for the funded project were carried out during the reporting period?**

If suitable, list the links to publications, social media etc. in a separate document (appendix to the Summary Report), and/or submit files.

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