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| The Ministry of Foreign Affairs of DenmarkAsiatisk Plads 2DK-1448 København KDenmark Submit report to dgbp@dgbp.dk | Narrative Completion report – Maturation projects | |
| **Project Title:** | | |
|  | Ref. no.: | Date: |

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| This report should be submitted upon completion of the project implementation and after final audit. The report should be approximately 5 pages long.  Please send the report including any relevant annexes by email.  The **administrative partner** hereby certifies the correctness of this document and its annexes by two mandated signatories.  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| The **key commercial partner** hereby certifies the correctness of this document and its annexes by one mandated signatory.  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**General information and financial reporting**

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| **1a. Administrative partner** | |  | | | |
| Address | |  | | | |
| Post code/city | |  | | | |
| Contact person | |  | | | |
| Telephone no. | | Mobile phone | Email-address | | |
| **1b. Key commercial partner** | |  |  | | |
| Address | |  | | | |
| Post code/city | |  | | | |
| Contact person | |  | | | |
| Telephone no. | | Mobile phone | Email-address | | |
| **2. Other commercial and on-commercial partner organisation(s)**  [Insert additional rows, if more partners] | |  | | | Type of partner (mark with X):  Commercial: \_\_  Non-Commercial: \_\_\_ |
| Address | |  | | | |
| Post code/city | |  | | | |
| Contact person | |  | | | |
| Telephone no. | | Mobile phone | Email-address | | |
| 3. Country and location(s) within country | |  | | | |
| 4. Project period | According to original grant | | | Actual | |
| Start (day/month/year) |  | | |  | |
| Completion (day/month/year) |  | | |  | |
| 5. Total project expenditure | According to original grant budget | | | Actual | |
| (in DKK) |  | | |  | |
| **6. Danida’s contribution to the project** | According to original grant | | | Actual | |
| (in DKK) |  | | |  | |
| **7. Partners’ own-contribution to the budget** | According to original grant | | | Actual | |
| (in DKK) |  | | |  | |
| **8. Other sources of financing (if any)** | According to original grant | | | Actual | |
| (in DKK) |  | | |  | |
| **9. Short project description** | | | | | |
| Short description of the project and its objective(s) | | | | | |

**Reporting on results**

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| **10. Summary of results** | | | | |
| Present a summary of the project’s most important results, challenges and lessons learned. | | | | |
| **11. Results** (outputs) | | | | |
| Please list the original outputs (or as modified and approved by the DGBP secretariat during project implementation) and describe achievements of the project. The below should focus the narrative; quantitative targets and indicators are reported on in a separate annex. | | | | |
| Output 1 |  | | | |
| Output 2 |  | | | |
| Output 3 |  | | | |
| Output 4 |  | | | |
| Output 5 |  | | | |
| Output 6 |  | | | |
| Output 7 |  | | | |
| Output 8 |  | | | |
| **12. Effects – outcome** | | | | |
| Please list the original intended outcomes of the project and assess to which degree the outcomes have been achieved incl. why/why not. Please make references to the selected indicators and relevant SDGs incl. targets.  In the description, ensure to focus on the duality in the project (both the climate/environment/social development outcomes and outcomes of the business case) and how the business case has led to achieving the climate/social development intervention.  Describe to which extent the project has contributed to the overall objective as formulated in the final project proposal. | | | | |
| Outcome 1 | |  | | |
| Outcome 2 | |  | | |
| Outcome 3 | |  | | |
| Outcome 4 | |  | | |
| **13. DGBP program level results** | | | | |
| **13a. DGBP Outcomes:**  Reduced vulnerability to climate change, reduced strain on natural resources and the environment and a stabilisation of GHG emissions  Inclusive private sector growth and improved livelihoods | | | | |
| **Indicator** | | | **End target according to latest approved target** | **Final results** |
| **Climate and Environment Indicators** | | |  | *If result is none, please explain. Only report on the indicator applicable to your project.* |
| 1.1 Number of vulnerable persons/households who have increased their resilience to climate change as an effect of the partnership projects | | |  |  |
| *Hereof youth (below 25)* | | |  |  |
| *Hereof women* | | |  |  |
| 1.2 Avoided GHG emissions (estimated CO2-equivalents) | | |  |  |
| 1.3 Efficiency gained on the use of water, energy, materials and/or natural resources (percentage efficiency gains) | | |  |  |
| 1.4 Area under sustainable land management (ha) | | |  |  |
| 1.5 Reductions in the amounts of polluting substances released to soil, water bodies and/or air (percentage reduction) | | |  |  |
| **Inclusive private sector growth and improved livelihoods** | | |  | *Please report on all indicators* |
| 2.1 Number of decent jobs created with commercial partners (total) | | |  |  |
| *Hereof women* | | |  |  |
| *Hereof youth (below 25)* | | |  |  |
| 2.2 Number of people with opportunities for increased income and/or improved livelihoods (total/female/youth) | | |  |  |
| *Hereof women* | | |  |  |
| *Hereof youth (below 25)* | | |  |  |
| 2.3 Viable business case developed and sustained at the end of project period | | |  |  |
| 2.4 Percentage of partner companies with responsible business conduct | | |  |  |
| 2.5 Amount of private investments mobilized in partnership project (DKK) | | |  |  |
| 13b: DGBP Outputs:  Capacity of commercial partners increased (technical, commercial, RBC)  Increased access to products or services for customers  Increased capacity and access to markets for small-scale suppliers (eg., farmers) | | | | |
| *Please translate and aggregate the project level output indicators to the DGBP output indicators. There may not be project level indicators/targets on all DGBP output indicators.* | | | | |
| **DGBP output indicators** | | | **End target according to latest approved target** | **Final results** |
| Number of staff trained  (only staff of commercial partners):  (a) Technical (b) Commercial/management  (c) Responsible business conduct | | | a)  b)  c)  Total: | a)  b)  c)  Total: |
| *Hereof women*  *(percentage of total)* | | |  |  |
| *Hereof youth (below 25)*  *(percentage of total)* | | |  |  |
| (a) Number of units sold  (b) Number of (potential) customers trained/reached | | | a)  b)  Total: | a)  b)  Total: |
| *Hereof women*  *(percentage of total)* | | |  |  |
| *Hereof youth (below 25)*  *(percentage of total)* | | |  |  |
| a) Number of suppliers trained  (b) Number of suppliers reached | | | a)  b)  Total: | a)  b)  Total: |
| *Hereof women*  *(percentage of total)* | | |  |  |
| *Hereof youth (below 25)*  *(percentage of total)* | | |  |  |
| **14. Wider market effects** | | | | |
| Describe whether the project has un-locked wider market effects (intended or un-intended) | | | | |
| **15. Reporting on work with Responsible Business Conduct** | | | | |
| Describe challenges, experiences, opportunities encountered and responses to these in the project’s work with Responsible Business Conduct. | | | | |
| **16. Sustainability** | | | | |
| * A brief description of how the project ideas and achievements will be carried forward (and scaled) after DGBP funding has ended (both climate/social development aspects and commercial aspects) * Will the collaboration between the partners continue? | | | | |
| **17. Communication** | | | | |
| How have the lessons learned from the project period been documented and communicated? What has the aim with the different communication activities been and what has been achieved? | | | | |
| **18. Challenges and adjustments** | | | | |
| * Which challenges did the project have to consider and/or solve? (Unforeseen as well as identified risks, cf. the application). * Which adjustments in the design of the project, were carried out? (bullet form and explanation) | | | | |
| **19. Budget revisions** | | | | |
| Explain changes or reallocations within the budget (linked to section 18 above), if any.  Prior approval from the DGBP secretariat is required for reallocations above 10% between outputs in the annual budget. Reallocations of up to 10% between outputs in the annual budget can be made without prior approval from the DGBP Secretariat but should be reported on (see administrative guidelines). | | | | |
| **20. Lessons learned** | | | | |
| Key lessons learned in different areas including:  Working in partnerships   * Testing of business idea/proof of concept through a maturation project * Outreach to specific target groups (women, men and youth)   Implementation strategies that have worked well and less well  Results reporting  Etc.. | | | | |
| **20. List of documents drawn up in connection with the project’s implementation** | | | | |
| Please list all the documents, that have been developed as part of project implementation and completion – including possible studies, revised project documents, project reviews and evaluation reports – as well as information material on (or in connection with) the project. Include links to the documents where relevant and submit key documents to the DGPB Secretariat. | | | | |

**Mandatory appendices to the Narrative Completion Report**

The following annexes are mandatory for the completion report:

**Output level results reporting** (format and guidance below)

**Outcome level results reporting** (format and guidance below)

**Final Financial Statement** (Annex 9 of administrative guidelines)

**Output level results reporting**

In this section, please report on the project’s yearly and final results against the indicators and targets defined in your approved results framework. All reporting (results) should be clearly marked.

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| Output 1: | | Name of output 1 |
| Output indicator | | Indicator a  Indicator b |
| Baseline | 2022 | a. 0  b. 0% |
| Target | 202x | a. 200  Final result: 210  b. 20%  Final result: 15% |

**Outcome level results reporting**

Please report on the project’s final outcomes against the indicators and targets defined in your approved results framework. All reporting (results) should be clearly marked.

|  |  |  |
| --- | --- | --- |
| Outcome 1: | | Name of output 1 |
| Outcome indicator | | Indicator a  Indicator b |
| Baseline | 2022 | a. XX  b. XX |
| Final target | 2023/24 | a. XX  Final result: XXX  b. XX  Final result: XXX |