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*With financial support from   
the Russian Federation*

**The Russian Federation-UNDP Trust Fund for Development**

*FULL NAME OF THE PROJECT*

*Name of the country (if regional, put ‘regional’ and all countries of implementation)*

Annual report 2021

The template of Project Annual Narrative and Financial Progress Report approved by the 6th meeting of the TFD Steering Committee in 2017, technical update in 2020

**The Russian Federation-UNDP Trust Fund for Development (TFD)**

**Project Annual Narrative and Financial Progress Report**

|  |  |
| --- | --- |
| Project title: |  |
| Atlas Project ID: |  |
| Implementing partner: |  |
| Project budget: | Total:  TFD: |
| Cofinancing attracted since project start: | *Please specify the source (national government, international partner, etc) and the type of cofinancing already received*  *Direct contribution to project budget:*  *Parallel cofinancing:*  *In-kind cofinancing:* |
| Project start and end date: | *If project was extended, please specify both initial dates and current ones* |
| Reporting Period: |  |
| Date of the last Project Board meeting: |  |
| SDGs supported by the project: |  |

*Please refer to the* [*UNDP Editorial Style Manual*](https://undp.sharepoint.com/sites/regionalprogrammecomms/Shared%20Documents/Comms%20resources_UNDP%20%26%20others/UNDP%20Editorial%20Style%20Manual-rev2020.pdf) *for guidance on numbers, acronyms and other aspects.*

*When mentioning the events, please make sure you specify the name of the event, exact dates and venue (city and country or online).*

*Please delete all notes in italics including this one prior to submitting the report.*

**ACRONYMS** *(in alphabetical order)*

**1. EXECUTIVE SUMMARY** *(1-2 pages, here and below the suggested length is given)*

*Please provide a short summary of the main development results, highlighting progress against outcomes and linkages between outputs and the outcome, their impact on achieving the goals of the project.*

*Outline main challenges, risks and mitigation measures.*

*Mention the planned budget for the reporting year and its utilization.*

*Include key recommendations for decision-making purposes if any.*

**2. RESULTS** *(5-10 pages)*

*Please include an overview of the situation analysis, objectives and changes in the context/situation of the project implementation.*

*Please describe the main results during the project cycle and how they contribute to outcomes as outlined in the project document* *and expected outcomes as per the Country or Regional Programme Document.*

*For each key result, please specify the achievement in the reporting period and the cumulative result as of the reporting date. Give an overall and clear sense of the “before-and-after” of the project intervention.*

*Use of examples, evidence, personal stories of beneficiaries and reference to relevant SDGs is encouraged.*

*The results should be structured in accordance with project components per the project document (they can be used as headings for subsections). When describing activities put the emphasis on linking them to outputs by including references and evidence on how the total number of activities helped to reach the output level achievements for the year.*

*Please provide an estimate of the number of direct and indirect beneficiaries.*

*Project performance data should be attached as an annex and relevant indicators should be disaggregated by gender.*

*Very briefly describe the types of Monitoring and Evaluation activities (field visits, assessments, reviews, surveys, evaluations etc.) undertaken during the reporting period. Please specify if the mid-term evaluation is planned or already undertaken (in that case please briefly share the results). Please specify if final evaluation is planned.*

**3. PROJECT RISKS** *(0,5-1 page)*

*Please provide update on any changes with regard to the risks indicated in the project document (e.g. risk occurred; no change and etc.). Specify the responses taken including any project adjustments. Please identify risks (if any) you anticipate for the next year and suggested mitigation measures.*

*Make reference to the updated risk log as annex.*

**4. LESSONS LEARNT** *(1-2 pages)*

*Mention key challenges encountered during reporting period and lessons learned. Describe successful approaches taken to address challenges and highlight recommendations for future consideration.*

**5. FUTURE PLANS** *(1 page)*

*Please briefly describe the priority tasks for the next year based on the initial implementation plan, lessons learnt, new risks, etc.*

*Please outline the arrangements carried out to scale up or sustain the project results.*

**6. PARTNERSHIPS** *(1-2 pages)*

*Please provide information on main impact on results achieved via partnership with various stakeholders and institutions, including women-led organizations if any.*

*Please specify how stakeholders, counterparts and/or local communities were engaged in the planning, implementation, monitoring and evaluation of the project to ensure sustainability of the project.*

*For a large number of partners, a table form might be preferable.*

**7. PARTNERSHIP WITH THE RUSSIAN FEDERATION** *(1-2 pages)*

*Please provide information on the main results achieved via partnership with the Russian Federation, including*

* *Cooperation with Russian institutions;*
* *Use of Russian expertise;*
* *Alignment and coordination with other Russia-funded projects in the area of project implementation, including projects implemented by other international organizations.*

*Please outline how partnership with Russian institutions and other Russia-funded projects contributed to the sustainability of project’s results.*

*Please specify if support on partnership with Russian institution and experts is needed from the TFD secretariat.*

**8. COMMUNICATION AND VISIBILITY** *(1 page)*

*Please provide details on the communication results. Media coverage data should be included in the annex featuring the information on the main news stories describing project results. It is encouraged to provide a link to the storage of the pool of best project photos.*

Project’s page on your CO’s webpage: *please provide a link.*

Social media channels where project results are regularly featured: *please provide links*.

**9. FINANCIAL MANAGEMENT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **OUTPUT** | **Budgeted for the reported year** | **Delivered for the reported year** | **Delivery rate for the reported year (%)** | **Budgeted for the entire project** | **Delivered since the project start** |
| Output 1 “name” |  |  |  |  |  |
| Output 2 “name” |  |  |  |  |  |
| … |  |  |  |  |  |
| TOTAL: |  |  |  |  |  |

*In addition to the budget summary table please attach a Combined Delivery Report as an annex.*

Submitted by\_\_\_\_\_\_\_

Cleared by \_\_\_\_\_\_\_\_\_(CO Quality Assurance)

Cleared by \_\_\_\_\_\_\_\_\_(CO Official)

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Recommended length of the report – up to 15 pages (exclusive of the annexes).*

**10. ANNEXES**

10.1 **Project performance data**

*Indicator data disaggregated by gender when applicable can be organized in a table form following the results framework format:*

| **Expected outputs** | **Output indicators** | **Data source** | **Baseline** | | **Value for the previous year if different from baseline** | **Target for the reported year** | **Actual value for the reported year** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Value** | **Year** |
| **Output 1** | ***1.1*** |  |  |  |  |  |  |
| ***1.2*** |  |  |  |  |  |  |
| *…* | ***…*** |  |  |  |  |  |  |
| **Activities** | | | | | **Results** | | |
| **EXAMPLE**  **Activity 1:** Reintegration process for 4,450 participants in the Central Sector completed. | | | | | 4,310 out of the 4,450 DDR participants targeted for the Central Sector have been provided with reintegration support. | | |
| 1.1. Delivery referral, registration, training and reintegration packages (agriculture tools, livestock, small business items, etc.,) to participants.  1.2. Provide required follow-up services to support the reintegration process of DDR participants | | | | | 1.1. Delivery, referral, registration, training and provision of reintegration support were wrapped up during the third quarter of 2019. As of 30 September 2019, 4,460 ex-combatants were registered with RPs. Reintegration of 4,310 ex-combatants is completed.  1.2. RPs has also continued to provide follow-up and advisory services to beneficiaries that have received their reintegration support. | | |
| **Output 2** | ***2.1*** |  |  |  |  |  |  |
|  | ***2.2*** |  |  |  |  |  |  |
| *…* | ***…*** |  |  |  |  |  |  |
| **Activities** | | | | | **Results** | | |
|  | | | | |  | | |
|  | | | | |  | | |

10.2 **Updated Risk Log**

Refer to project risk log in the project document and include it here to show any updates and mitigation measures

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Description** | **Date Identified** | **Type** | **Impact &**  **Probability** | **Counter-measures / Mngt response** | **Owner** | **Last Update** | **Status** |
| 1 | Enter a brief description of the risk | When was the risk first identified | Environmental  Financial  Operational  Organizational  Political  Regulatory  Strategic  Other | Describe the potential effect on the project if this risk were to occur  Enter probability on a scale from 1 (low) to 5 (high)  P =  Enter impact on a scale from 1 (low) to 5 (high)  I = | What actions have been taken/will be taken to counter this risk | Who has been appointed to keep an eye on this risk | When was the status of the risk last checked | e.g. dead, reducing, increasing, no change |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |

10.3 **Combined Delivery Report** for the reported year.

10.4 **Media coverage report** with links to main publications

10.5 **Statistical annex** on main results since the project start (attached separately in Excel)

10.6 **Minutes of the last project board**;

10.7 **Annual Work Plan** for the coming year (draft, if not approved yet);

10.8 **Evaluation reports** if available

10.9 - … **Any other annexes** can be added. Examples may include high quality resolution photos, personal stories of project beneficiaries, outline of main projects supported under the area-based programmes, etc.