[Logo of all implementing partners]

[Project title]

Interim Evaluation Report

[Organization]

[Address]

[E-mail]

|  |  |  |
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| **Prepared by:** | **Job title:** | **Submitted:** |
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Ministry of Justice

**INSTRUCTIONS TO COMPLETE THIS TEMPLATE**

This template has been designed for interim evaluation reporting of all multi-year projects. The purpose of the report is to describe the progress made towards meeting your goals and objectives set out in the initial project design.

All multi-year-projects are required to submit an interim report annually to receive a second or third payment.

**FILLING IN THE FINAL REPORT**

The template is to be filled in electronically by the implementing partner, in cooperation with the organization or entity that applied/received the funding.

When completing the report, make sure you have compiled the initial project design and application, as the template will ask you to identify if the project is following the initial plan.

The interim report should be submitted along with an interim budget.

The interim report should be submitted to the Ministry of Justice in the Faroe Islands prior to applying for new funds for the ongoing project or a new project.

**HOW WE EVALUATE INTERIM REPORTS**

We may ask for edits or clarifications following the submission of the interim report.

We look for the following in the reports: Increased understanding of what has been done so far? Is the progress of the project corresponding with the initial plan – if not, why? Are the funds used according to the plan? Is it clear what is next and if the funding will stretch for the remaining duration of the project?

1. **PROJECT DETAILS**

|  |  |
| --- | --- |
| Project title: |  |
| Organization: |  |
| Beneficiary country/ies: |  |
| Implementing partners: |  |
| Start date: |  |
| Expected end date: |  |
| Total project costs: |  |
| How much is spent? |  |
| How much is left? |  |

1. **SUMMARY**

This section should summarize the progress of the project and demonstrate successes and challenges this far into the project cycle.

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1. **DETAILED REVIEWS OF IMPLEMENTATION AND ACHIEVEMENTS**
   1. Please list all activities that have been implanted this far, including monitoring, evaluation and follow up activities. This should inform of the expected indicator and the actual indicator. The purpose is to understand how the project is performing against what it intends to accomplish. If there are any large variations between expected and actual indicators, please describe these in detail.

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| --- | --- | --- | --- |
| **Activity** | **Expected indicator** | **Actual indicator** | **Comments** |
|  |  |  |  |
|  |  |  |  |
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1. **CHALLENGES/PROBLEMS**

List all challenges and/or problems encountered in the project. This includes challenges regarding the project design and implementation. Explain what was done or what will be done to overcome challenges and/or issues. Be as transparent as possible.

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| --- | --- |
| **Description of challenges**  *List all challenges and problems encountered* | **Action(s) taken to solve the issues, if any**  *For each challenge, indicate whether, and how, it was solved* |
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1. **NEXT STEPS**

In this section, demonstrate what will take place in the upcoming project year. If there will be any changes to the initial years, explain why, in as much detail as possible.

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1. **ADDITIONAL INFORMATION**

Any additional information on the project’s activities, that you deem important to highlight at this stage of the project.

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**PLEASE ATTACH PICTURES FROM THE PROJECT THAT CAN BE USED IN OUR ANNUAL REPORTING AND/OR OUR WEBSITE.**