[Logo of all implementing partners]

[Project title]

Final 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 final reporting of all projects who received funding from the Ministry of Justice of the Faroe Islands. It is important that the template is followed, and all sections are completed, to ensure consistency in format and content across all projects.

**PURPOSE OF FINAL REPORTING:**

The final report is a key tool for information, learning, accountability, and transparency. The infor­mation contained here are to enable implementing entities to distil lessons learned, internalize them, and adjust for future projects. Therefore, it is the intent of the Ministry of Justice to make all final reports available on our website unless there is a strong wish from the respective organization against its report being made public.

Due to the accountability that final reports serve organizations failing to turn in final reports or make requested edits are ineligible for future funding from the Ministry of Justice of the Faroe Islands.

**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 and/or 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 actual project was different from the initial plan. Note, there should be correspondence between the design and application in regard to aims and objectives etc. If there are any changes in these, please provide as much detail as possible why this is.

The final report should be submitted to the Ministry of Justice in the Faroe Islands no later than three months after the financial closure of the project.

The final project should be submitted together with a detailed budget.

**HOW WE EVALUATE FINAL REPORTS**

We may ask for edits or clarifications following the submission of the final report. We look for the following in reports: Did you do what you said you were going to do? Can we understand what you did, what you learned, how you dealt with changes or challenges? Did you complete all the sections of the template?

1. **PROJECT DETAILS**

|  |  |
| --- | --- |
| Project title: |  |
| Organization: |  |
| Beneficiary country/ies: |  |
| Implementing partners: |  |
| Start date: |  |
| End date: |  |
| Total project costs: |  |
| Amount covered by the Ministry of Justice: |  |
| Other donors: |  |

1. **SUMMARY**
	1. This section should summarize and highlight the main findings and achievements of the project. It is also important to highlight any unexpected results, shortcomings, as well as inform how this project contributed to the implementations of SDGs, including the principle of ‘*leaving no one behind*’.

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* 1. In this section, please provide a short success story of an important achievement or results of the project, conveying the positive change following the completion of the project. This may be used for the donor website or in annual reports.

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1. **DETAILED REVIEWS OF IMPLEMENTATION AND ACHIEVEMENTS**
	1. Please list all activities from the initial project design, the expected indicator, and the actual indicator. The purpose is to understand how the project performed against what it intended to accomplish. This should be done through the verification of the indicators of achievement that were developed in the project document.

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| **Expected activity** | **Expected indicator** | **Actual indicator** | **Comments** |
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* 1. List all activities that were actually implemented by the project. For each activity, provide general information about each activity – location, beneficiaries, number of participants etc. – and highlight, whether the activity represents a variation from the project’s initial design, and in what ways. If there were significant variation, explain these in section 4.

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| **Activities implemented***Please provide the complete list of actual activities implemented by the project.* | **Comments***Please briefly explain the activity and highlight if the activity followed the initial project design*  |
| A1:  |  |
| A2: |  |
| A3: |  |
| A4:  |  |
| A5:  |  |
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1. **CHALLENGES/PROBLEMS**

List all challenges and/or problems encountered throughout the project cycle. This includes chal­lenges regarding the project design and implementation. For example, type of activities, expected accomplishments, change in country/location, administrative processes, collaboration with partners etc. Explain what was done to overcome any challenges and/or issues met. If nothing was done, reflect on why and what you learned from this. 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. **GOOD PRACTICES AND KEY LESSONS LEARNED**

In this section, elaborate on good practices – what went well – with respect to the design and implementation of the project, which could be successfully replicated in future programming. Describe the effectiveness of the project and how it contributed to positive change in the local setting. It is also useful to highlight any innovative approaches that proved to be effective. Lastly, outline findings and results that can be considered important lessons for future programming – including what you, as an organization, have learned from this project.

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1. **COMMUNICATION BETWEEN PARTNERS**

In this section, outline how all implementing partners cooperated during the implementation of the project. Consider the following questions: How often did partners communicate - e.g. weekly? Monthly? How did they communicate – face-to-face? Online? Did any field visits take place? If so, why was it deemed necessary? And what did the field visit entail – please provide as much detail as possible.

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1. **SUSTAINABILITY**

In this section, elaborate on the extent to which the achievements of the project are likely to be sustained beyond its completion, leading to durable, self-sustained results. If there are any follow up activities taken place following the completion of the project, please note it here as well.

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1. **ADDITIONAL INFORMATION**

Any additional information on the project’s activities, such as media coverage, meeting reports, publications, websites etc.

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