**Annex 9**

***Support LSGs in Enhancing Overall Capacities for Improving e-Government***

Call for Proposals 08-2019

**NARRATIVE REPORT**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Local self-government | |  | | | Contract no. |  | |
| Title of the Project | |  | | | | | |
| Project duration | |  | Start |  | Expected finalisation |  | |
| Date of the report | |  | | | | | |
| Reporting period | |  | | | | | |
| Project status according to the work plan | | Expected finalisation | | Executed (estimation, in %) | | Total (estimation, in %) |  |
| (Activity) |  | |  | | | |
| (Activity) |  | |  | | | |
| (Activity) |  | |  | | | |
| (Activity) |  | |  | | | |
| Report submitted by | |  | | | | | |
| Telephone (mobile) | |  | | email |  | | |

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| 1. Summary of the work performed and key achieved impacts/ outcomes / outputs in the reporting period |
| *Please describe here the most important achievements of the project in the period for which you submit the report. Summarize and emphasize what you will describe in more detail in the section on activities. Try to give a qualitative insight into the achieved, interpretation of data, rather than the numbers themselves, etc. Up to 250 words.* |

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| 1. A detailed overview of the implemented activities and achieved impacts/ outcomes / outputs in the reporting period |
| *Please elaborate on the details of the activities carried out here, linking them to the Project Implementation Strategy you provided in the Application Form. Present data on beneficiaries, their structure, achieved or immediate impacts of project activities, etc. (if such data exist during this reporting period), as well as identified risks for the implementation of activities, and the measures that you propose in this regard. Up to 500 words.* |

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| 1. Detailed elaboration on the realised impacts/ outcomes / outputs in the reporting period |
| *Please elaborate here the information and quantified data in order to illustrate the achieved impacts and outcomes of the intervention in relation to the specific and overall objectives of the project (quantify wherever possible; refer to the indicators from the logic framework matrix). Link this part of the report with the Impacts section, outcomes, outputs and performance indicators from your Application Form. Up to 250 words.* |

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| 1. In which way and to what extent did the project integrate transversal topics |
| *Please provide information here, if available, in which way the project has integrated transversal topics - good governance, gender equality and social inclusion of vulnerable groups - as well as what are eventual results of these activities. Up to 100 words.* |

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| 1. Other relevant issues you would like to add to the report |
| *Here you can add everything else that you consider important to your report. Up to 100 words.* |

**Nota bene:**

* *This report must be signed and stamped by the Responsible person.*
* *The information provided below must correspond to the financial information that appears in the financial report.*
* *Please complete the report using a computer.*
* *Please expand the paragraphs as necessary.*
* *The Contracting Authority will reject any incomplete or badly completed reports.*
* *Unless otherwise specified, the answer to all questions must cover the reporting period as specified in the Grant Agreement*

Responsible person:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Surname

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

[Stamp]

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