



EUROPEAN COMMISSION
HUMANITARIAN AID OFFICE (ECHO)

FRAMEWORK PARTNERSHIP AGREEMENT
Document 5 *ver001027*

NARRATIVE FINAL REPORT FORM

1. GENERAL INFORMATION

Partner's name:

Operation contract number:

Title of operation:

Location of operation:

Amount of contract:

Start-up date of operation:

Duration of operation:

Period covered by this report:

Date of present report:

2. OPERATIONAL FRAMEWORK

2.1. Beneficiaries

2.1.1. Number of direct beneficiaries

2.1.2 Status of beneficiaries

2.2. Type of intervention

3. IMPLEMENTATION OF OPERATION

3.1 Objective of the project

Describe in what measure the project has reached the specific objective fixed by the project.

Indicate and justify if the objective has been modified compared to the initial proposal.

3.2. Obtained results

Describe the results obtained in terms of goods or services supplied to the beneficiaries.

Indicate and justify the results obtained compared to the specific retained indicators in the initial proposal (taking into account the modifications agreed with ECHO).

Indicate and justify if the results obtained are different to those described in the initial proposal.

3.3. Undertaken activities

Describe the activities undertaken mentioning and justifying eventual changes compared to the initial proposal.

3.4. Arisen difficulties during the implementation

Describe the arisen difficulties (if necessary compared to the risks and identified assumptions in the initial proposal) and describe the measures used to remedy the situation.

4. DETAILS OF THE OPERATION

Detail if necessary the following points. Annex, if existing, documents linked to the following activities (ex: monitoring report, evaluation report, audit report, preparatory study report, training programme, security plan, visibility programme). These documents are compulsory if ECHO financed the corresponding activity.

4.1. Monitoring

4.2. Evaluation of the operation (if necessary)

4.3. Audit

4.4. Feasibility studies

4.5. Training

4.6. Security

4.7. Visibility

4.8. Other documents to be annexed

Staff list (document 5bis)

Inventory of stocks (document 5ter)

Inventory of equipment (document 5quarter).

5. FINANCIAL ASPECTS

5.1. State of execution of budget

5.1.1. *Rate of expenditure of the budget*

5.1.2. *State any eventual changes made compared with initial and/or modified budget*

5.1.3. *State the re-assignment of the eventual non-assigned amounts mentioned in article 10§7 of the General Conditions.*

5.7. Co-financing

In the event of co-financing, state the identity of other donors that have participated in the financing of the operation as well as the level of their respective contribution.

6. CONCLUSION