



EUROPEAN COMMISSION
HUMANITARIAN AID OFFICE (ECHO)

FRAMEWORK PARTNERSHIP AGREEMENT
Document 3-4 ver001027

NARRATIVE INTERIM REPORT FORM

Report to provide to ECHO each three month for operations equal and longer than six months and at mid-term for shorter operations (if requested in the contract)

1. GENERAL INFORMATION

Name of the humanitarian organisation:

Operation contract number:

Title of the operation:

Location of operation:

Amount of contract:

Start-up date of operation:

Duration of operation:

Period covered by this report:

Submission 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

State the specific objective (in terms of benefits to be received by the beneficiaries by the beneficiaries from the goods/ services to be delivered by this operation).

Indicate if a part of the objective has yet been reached.

3.2. Obtained results

Describe the results obtained by the operation in terms of good 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).

State if the results obtained are different to those described in the initial proposal. If yes, justify why.

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 means used to remedy the situation.

4. FINANCIAL ASPECTS: STATE OF EXECUTION OF THE BUDGET

4.1. Rate of expenditure of the budget

4.2. State any eventual prior changes made compared with initial and/or modified budget

5. DEMANDS FOR OPERATIONAL MODIFICATIONS OF THE CONTRACT

NB: This heading cannot be considered as a formal request for a modification of the operational contract. The modification requests have to be made separately but can refer to this report to avoid repetition providing that they are done at a close date.

5.1. Modification of the length of the contract

Justification of the demand.

5.2. Modification of the allocated funds

Justification of the demand and detail about the modified budgetary lines.

(Attach documents 7 and 8 to the request for modification).

6. CONCLUSION