## **Final Narrative Report Template**

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| **Section One: General Information** |
| Country: |  | Project Title: |  |
| Grant Number: |  | Grantee’s Name: |  |
| Name & Email of Project Contact: |  | Name & Email of M&E Contact:  |  |
| Reporting Period: |  | Please Note:*(If this is your first report, the date of countersignature is the start of the reporting period).*  |

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| **Section Two: Contact List for Submission***Submit the entire report by email to your respective grants team.Please use the following email subject line: SUN [Name of Country] [Name of organization] [Grant Number] Update [Month/Year]. Example: SUN Bangladesh, Concern Worldwide, SUN\_GRANTS\_2018\_001\_31, September 2019.* |
| **Region** | **Contracts** | **Monitoring & Evaluation** |
| Asia | Edita Ajeti editaa@unops.org  | Asma Haque afrinha@unops.org  |
| Anglophone Africa | Edita Ajeti editaa@unops.org  | Medhanit Mekonnen MedhanitGM@unops.org  |
| Francophone Africa | Edita Ajeti editaa@unops.org  | Eve Gossiaux eveg@unops.org  |
| Latin America  | Edita Ajeti editaa@unops.org  | Eve Gossiaux eveg@unops.org  |

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| **Section Three: Required Attachments** | Checklist |
| **Financial** |
|  | Financial Report (Tabs 1 & 2 as an MS Excel attachment) |  |
| Source documentation of ALL expenses (receipts, checks, contracts, participant lists, etc.) for individual items with a value of USD 1000 or more. This includes your personnel. |  |
| Pr**ogrammatic** |
|  | Mandatory: Narrative Report |  |
| Mandatory: Project Logframe (Your final internal logframe with progress targets and achievements until the end of the project. You may paste your logframe as a tab to form 1 large Excel workbook if desired) |  |
| Mandatory: Results summary where you update targets and achievements until the end of the project (The global indicators shared by UNOPS) |  |
| Mandatory Risk log: Update your risk log |  |
| Workplan / Activity plan. An update of progress against the activities outlined in your activity plan until the end of the project.  |  |
| Optional: Human Interest Story (UNOP requires at least 1x during the project) |  |
| Optional: Photographs of the project with a legend telling us what they are (format JPEG).Optional: Publications, summaries or minutes of workshops/meetings, etc. |  |

**Section Four: Window 1 - Key Results**

1. *What has changed (big-picture results / achievements) at national/sub-national level throughout the*  *reporting period in relation to your country’s stated nutrition priorities?*
2. *How did the Pooled Fund contribute to the national/sub-national level change(s) on outcome(s)? (Provide information in the table below to the outcomes that apply to your project; delete those indicators that are not in your logical framework.)*
3. *How have your interventions contributed to ensure that we leave no one behind and reach the most vulnerable*

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| **Outcome 1: SMART Planning & Legislation. By the end of the grant period, the grantee SUN Countries have SMART, costed, multi-stakeholder, multi-sectoral Nutrition Plans in place**1. Extent to which national and sub national nutrition plans show inclusiveness of CSA inputs (a) in general and (b) in relation to COVID-19 nutrition response with significant inputs from the CSA.
2. Extent to which national and sub national nutrition plans clearly show inclusiveness of CSA inputs regarding gender inequality and women’s empowerment (a) in general and (b) in relation to COVID-19 nutrition response with significant inputs from the CSA.
3. Number of parliamentarian champions and key influencers that speak about nutrition in relation to COVID-19 in key decision-making processes related to legislation, policy making, planning and budgeting. (Please provide relevant examples)

Any other notable progress related to Outcome 1?**Outcome 2: Financial Resourcing. By the end of the grant period, international and domestic resources are better mobilized to finance national nutrition plans.**1. National costed nutrition plans address COVID-19 financing gaps highlighted through the work of CSA and other stakeholders. (Also include the role/contribution of CSA in this)
2. Amount of fund mobilized by the SUN CSA (a) in general and (b) with special focus on COVID-19 responses through other sources (other than SUN Movement Pooled Fund) in US Dollars. (Also describe the process, challenges and opportunities in this)
3. SUN CSA that have a sustainability strategy developed or finalized during this grant period along with a clear resource mobilisation component (also share the sustainability strategy or documentation related to this)
4. Number of national or subnational policy or plan formulation processes that used the budget analysis conducted or contributed to by CSA either as supplements or as contribution during this grant period (a) for COVID-19 Responses or (b) for nutrition responses in general?.

Any other notable progress related to Outcome 2?**Outcome 3: Effective Implementation and Accountability. By the end of the****grant period, the SUN Country CSA is on track in implementing their nutrition commitments and are making a demonstrable contribution to reducing malnutrition at sub-national levels.**1. Number of Multi-sectoral Platform (MSP) meetings on COVID-19 nutrition response coordinated by the SUN government focal point where SUN CSA participate with quality inputs. (Please describe the process, the quality of inputs and other important observations).
2. The extent (% implementation rate) to which CSA has implemented the commitments that contribute towards reduced malnutrition as outlined in your action plan/s

Any other notable progress related to Outcome 3? |

**Section Five: Operating Environment**

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| *Help us understand your country context as it pertains to your project.*  |
| **Theme** | **Commentary** |
| External factors | How did you manage or mitigate *any external risk*  *factors/ developments/*  *that posed*  *a challenge to the implementation of your work plan?*  |
| Internal factors | *Any change within your team/ organization/ practice/ personnel that*  *affected*  *the implementation?*  |

**Section Six: Gender Equity, Equality, & Non-Discrimination**

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| Directions: During this whole implementation period, how did your project ensure equity, equality and non-discrimination for all, with women and girls at the center of efforts? And how did your project identify and address the needs of women and girls? Examples: If you ensured women and girls are participating in a specific activity or that their opinions are reflected in your outputs – what effect did that have? Has the behavior or perception of others changed because you involved e.g. youth, people with disabilities or minorities? |
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**Section Seven: Lessons Learned and Recommendations**

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| Directions:Lessons learned are positive and negative experiences distilled from your project that can serve as guidance in the future. What challenges, lessons, or best practices have you encountered during this grant ? What actions did you take to address them? They could be related to project management, country context, etc. Phrase your description so that the reader understands the situation and cause and the consequence/s. What recommendation would you like to make? |
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Section Eight: Working in partnership

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| Directions:How did you promote collaboration with other networks specifically but not limited to SBN, Donor network and academia. Did you have joint programmes or action plans, how did you enhance opportunities for collaboration and joint action and avoid duplication. What were the changes observed due to a collaborative approach. Were any opportunities lost due to inadequate collaboration? Do you have any recommendations? |
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**Section Nine** **: Sustainability and Way-Forward**

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| Directions: How will you ensure that the benefits and results achieved outlive the project and are further advanced? Answer the questions for the outcomes you selected in your project. If you : Outcome 1: SMART Planning & Legislation *Please summarize your sustainability plans to ensure that the CSA will continue to have a significant role in influencing nutrition policies, plans and programmes at national and sub-national level beyond the grant period.* Outcome2: Financial Resourcing*Please summarize your sustainability plans that show how the CSA will continue with resource mobilization to support the nutrition priorities and the work of the CSA and CSO within the network beyond the grant period.*Outcome 3: Effective Implementation and Accountability*Please provide your sustainability plans to show how the CSA will continue to implement their priorities and reach the most vulnerable and support initiatives to leave no one behind beyond the grant period,* |
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**Narrative Reporting Guidance & Instructions:**

General guidance:

1. Final report should highlight key results/impact achieved by the project and directly linked to the implementation of the project rather than mere process and activities.
2. The final narrative report and the final financial report should refer to the same time period (the whole grant period).
3. Reported progress data and narratives should be credible and verifiable. Supporting evidence should be provided.
4. Progress reported on the final report should correspond with the submitted Monthly Updates.
5. Reported progress data should be disaggregated by age group, sex and geographic scope, where applicable.
6. Final reports should be maximum 10 pages following formatting guidance provided below.
7. Any questions on the narrative reporting issues or templates should be sent to your UNOPS grants team.

Section specific guidance:

Section Three:

1. Not all grantees selected each of the three outcomes of the global SUN Movement Pooled Fund Results Framework. Report only on those outcome/s that you selected for your project.
2. Please write complete and concise result stories that reflect upon the big picture results that are clear contributions of your project.

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| **Report formatting guidance:**1. The report should be maximum 10 pages.
2. Format the entire document using the following font: 11point \_ Arial
3. Spell out acronyms at least once if they are used in the report.
4. You may reference annexes if necessary.
5. Do not change format and structure on the provided template.
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