

### **Guide Lines for 6 Monthly Narrative Report**

Please also ensure that the Narrative Report is no longer than 10 - 15 pages (not including annexes).  
Please number the pages of your reports.

#### **Demographic Details: (1 page)**

1.1	Project Number & Title	
1.2	Project location/region:	
1.3	Reporting period:	
1.4	Name of Teacher Educators	
1.5	Phone (landline and mobile) and fax:	
1.6	Email	
1.7	Name of Executive Secretary	
1.8	Phone (landline and mobile) and fax:	
1.9	Email	
1.10	Postal address CBE/DBE:	
1.11	Phone (landline and mobile) and fax:	
1.12	Email CBE/DBE:	

Date/place: \_\_\_\_\_

Signature & official Seal of person responsible for the report (Stamp): \_\_\_\_\_

#### **Structure of Narrative Report (6-monthly)**

1. Please begin by briefly describing how the report was prepared: Who was involved in preparing it? What sources is your information based on? (1/2 page)
2. Changes in the project context (during the 6-month reporting period, 1 - 2 pages)

<b>KEY QUESTION</b>	<b><i>Of particular interest to NCEC:</i></b>
<b>2.1 How have general conditions in your specific project setting changed since you submitted your request for funding?</b>	- What significant positive or negative changes have taken place in the wider political, economic or social setting of the project?
<b>2.2 How has the situation of the target groups changed?</b>	- What significant positive or negative changes took place in the life situation of the target groups?
<b>2.3 What changes occurred with regard to your organisation?</b>	- During the reporting period were there any important changes in your organisation that were relevant to project implementation? - Were there any important changes affecting other external actors (organisations with which you cooperate)?
<b>2.4 What are the implications of all the changes you mentioned for the project?</b>	- How will the changes you mentioned affect the implementation of the project and the achievement of its objectives?

3. Implementing the project and achieving its objectives (4 - 5 pages)

KEY QUESTION	<i>Of particular interest to NCEC:</i>																
<p><b>3.1 As things stand, to what extent are the project objectives agreed in the project contract being achieved?</b></p>	<p>- For each of the indicators laid down in the project contract, please specify the (qualitative or quantitative) baseline values, any interim values and the current values.</p> <table border="1" data-bbox="852 468 1435 793"> <thead> <tr> <th colspan="4" data-bbox="852 468 1435 495">Objective 1</th> </tr> <tr> <th data-bbox="852 495 987 617">Indicator</th> <th data-bbox="987 495 1078 617">Base Line Value at the start</th> <th data-bbox="1078 495 1195 617">Current Value at the time of writing report</th> <th data-bbox="1195 495 1435 617">Reason of increase/decrease</th> </tr> </thead> <tbody> <tr> <td colspan="4" data-bbox="852 617 1435 644">Objective 2</td> </tr> <tr> <td data-bbox="852 644 987 793">Indicator</td> <td data-bbox="987 644 1078 793">Base Line Value at the start</td> <td data-bbox="1078 644 1195 793">Current Value at the time of writing report</td> <td data-bbox="1195 644 1435 793">Reason of increase/decrease</td> </tr> </tbody> </table> <p>- What conclusions do you draw from this concerning the achievement of each of the project objectives: Which objectives will you be able to achieve as planned by the end of the project, and which objectives currently appear problematic? - What other information supports these conclusions?</p>	Objective 1				Indicator	Base Line Value at the start	Current Value at the time of writing report	Reason of increase/decrease	Objective 2				Indicator	Base Line Value at the start	Current Value at the time of writing report	Reason of increase/decrease
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<p><b>3.2 What is the current status of implementation of the activities and the generation of outputs?</b></p>	<p>- What key activities have already been implemented? - What outputs has the project generated so far? Are these outputs already available to the target groups? - Which activities or planned outcomes deviated from what was originally planned? How would you explain this? - How is cooperation with the target groups unfolding (e. g. also with regard to monitoring)?</p>																
<p><b>3.3 Were there any other (unintended) effects?</b></p>	<p>- To what extent did the project generate additional effects, either positive or negative (<i>for instance with respect to gender, peace and conflict, the environment, society</i>)? - What action are you taking in response to these effects?</p>																
<p><b>3.4 What risks and/or unexpected opportunities currently exist for project implementation?</b></p>	<p>- What risks have you had to deal with so far – what measures did you take in response? - Please outline any new risks and opportunities, and explain how you intend to respond to them.</p>																
<p><b>3.5 Has there been or will there be an evaluation?</b></p>	<p>- Has a self-evaluation or an external evaluation been carried out to date (within the current project phase)? If so, what were the results and conclusions? If not, is an evaluation planned before the end of the project funding period?</p>																

4. Conclusions (1 - 2 pages)

<b>KEY QUESTION</b>	<i>Of particular interest to NCEC:</i>
<b>4.1 What is your interim conclusion concerning overall project progress and the achievement of objectives?</b>	<ul style="list-style-type: none"><li>- Please assess the information supplied so far in short sentences.</li><li>- What is your overall assessment of the current status of the achievement of objectives?</li><li>- What key lessons have the target groups learned so far from project implementation? Do they still see the formulated project objectives and planned activities as entirely relevant as they stand?</li><li>- What key lessons has your organisation learned so far from project implementation?</li><li>- What conclusions do you draw from this for further project implementation? Do objectives and/or indicators need to be adjusted as a result? If so, please explain why and propose specific adjustments.</li></ul>