|  |  |
| --- | --- |
| |  | | --- | |  | |
| Template 16b - [DD/MM/YYYY] |
| Framework Programme Completion Report |

For [framework programme name]

**[Name of Danish public authority]**

**Framework Programme (FP) Implementation Period:**

[This report should be prepared by the Danish authority no more than six months after FP completion. See SSC Guidelines Chapter 4.4.]

**1. SUMMARY OF ACHIEVEMENTS OF FP OUTCOMES**

|  |  |
| --- | --- |
| **Narrative summary of achievement of framework programme outcomes** | |
| FP outcome 1: Capacity building  [Outcome text] | *[What are the key achievements and results related to outcome 1, i.e., in terms of strengthened capacities of the partner authorities to improve framework conditions and the related product or service deliveries? What were the key constraints and challenges, and how were they addressed? Important to focus on the results and not the activity level.]* |
| FP outcome 2: Strengthened bilateral relations  [Outcome text] | *[What are the key achievements and results related to outcome 2, i.e., in terms of strengthened bilateral diplomatic relations? What were the key constraints and challenges, and how were they addressed? Important to focus on the results and not the activity level.]* |
| FP outcome 3: Enhanced private sector engagement  [Outcome text] | *[What are the key achievements and results related to outcome 3, i.e., in terms of paving the way for further engagement of the Danish private sector and use of Danish technology and knowledge on a commercial basis in the countries in the longer term? What were the key constraints and challenges, and how were they addressed? Important to focus on the results and not the activity level.]* |
| Other key (expected or unexpected) results, achievements and challenges | *[Narrative summary of other results on the three overall SSC objectives, which are not captured by the FP results framework: How have capacities been built, bilateral relations strengthened, and private sector engagements enhanced?]* |

|  |  |  |
| --- | --- | --- |
| Not Achieved | Partly achieved | Achieved |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Overview of project achievement of framework programme outcomes** | | | | | | | | | | | | |
| **Projects under the framework programme** | | | | **Assessment of project achievement of framework programme outcomes** | | | | | | | | |
| Project title | | Country | Phase | Outcome 1 *(Put X)* | | | Outcome 2 *(Put X)* | | | Outcome 3 *(Put X)* | | |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  | [X] |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | *[add rows as necessary]* |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget and spending** | | | |
| Initial approved total budget | Latest approved total budget [DD.MM.YYYY] | Realised spending total | Remaining budget |
| *[Insert in DKK. Final accounts attached as annex]* |  |  |  |

**2. ACHIEVEMENTS IN RELATION TO THEMATIC FOCUS AREAS OF THE FP**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Overview of thematic focus areas in country projects** | | | | | | | | | | | | | | |
| Thematic focus areas of the  framework programme | | [Country] | [Country] | [Country] | [Country] | [Country] | [Country] | [Country] | [Country] | [Country] | [Country] | Achievements *(Put X)* | | |
|  |  |  |
|  | *[Indicate relevant country for each thematic focus area (Put X). Insert additional rows if necessary.]* | [X] |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Narrative summary of major results and key constraints for each thematic focus area**  **of the framework programme across projects**  [Numbers correspond to the thematic focus areas in the overview above. Insert additional rows if necessary] | |
|  | *Max 5 lines. Indicate highlights in achievements and constraints across the country projects in relation to each of the FP thematic focus areas.* |
|  | *Max 5 lines. Indicate highlights in achievements and constraints across the country projects in relation to each of the FP thematic focus areas.* |
|  | *Max 5 lines. Indicate highlights in achievements and constraints across the country projects in relation to each of the FP thematic focus areas.* |

**3. RISK MANAGEMENT, LESSONS LEARNED AND RECOMMENDATIONS**

|  |  |
| --- | --- |
| **Risk factors and assumptions** | |
| Assessment of major risks factors and assumptions | *[How did major risks factors and assumptions influence the implementation of the framework programme – positively or negatively?]* |

|  |  |
| --- | --- |
| **Other results, lessons learned and recommendations** | |
| Key lessons learned | *[Describe lessons learned on FP level, as well as key lessons learned across projects.]* |
| Danida Fellowship Centre (DFC) cooperation (summary of Annex 2) | *[Assess the cooperation with DFC during the framework programme implementation period.]* |
| MEAL activities implemented  (summary of Annex 3) | *[Describe key MEAL activities implemented during the framework programme.]* |
| Recommendation for subsequent framework programmes | *[Provide recommendations on possible changes and adjustments relevant for subsequent framework programmes, both related to the Danish public authority, the partner authority, the Danish Embassies.*  *Further, provide recommendations on the framework programme concept as a whole: What has worked well/less well? How has the Programme Management Group and the Strategic Management Group worked, respectively? Other issues to highlight?]* |

|  |  |  |
| --- | --- | --- |
| **Follow up on previous recommendations** | | |
|  | **Recommendations** | **Implementation** |
| From SMG |  |  |
| From PMG |  |  |

**4. INPUTS FOR FURTHER COMMUNICATION AND DOCUMENTATION**

|  |  |
| --- | --- |
| **Overview of communications activities during project implementation** | |
| Media coverage during implementation | *[Include links and references or attach as an annex]* |
| Impact stories, cases, etc |  |
| Key persons for case stories |  |
| Research, knowledge products, etc. |  |

**5. Annexes**

* Annex 1: Final accounts (see SSC Guidelines Chapter 4.4, 6.6 and Template 13a)
* Annex 2: Danida Fellowship Centre activities overview (See SSC Guidelines Chapter 1.3.8)
* Annex 3: MEAL plan achievements (See SSC Guidelines Chapter 3.2.3)
* Annex 4: Reporting against FP Results Framework
* Annex 5: Project completion reports

**ANNEX 2: DANIDA FELLOWSHIP CENTRE**

*[Describe what DFC activities funded outside the FP that have taken place in relation to the projects. See SSC Guidelines Chapter 1.3.8.]*

**ANNEX 3: Monitoring, Evaluation, Accountability and Learning (MEAL)**

*[Describe FP MEAL plan achievements. What MEAL activities have taken place during the framework programme? See SSC Guidelines Chapter 3.2.3.]*

**ANNEX 4: REPORTING ON FRAMEWORK PROGRAMME RESULTS FRAMEWORK**

*[Add modules as necessary.]*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **FP outcome 1** | |  | | | *(Put X)* | | |
| Outcome indicator | |  | | |  |  |  |
|  |  |  |
|  | | **Year** | **Target** | **Results compared to plan** | | | |
| Baseline | Year |  |  | | | | |
| Target | Year 1 |  |  |  | | | |
| Target | Year 2 |  |  |  | | | |
| Target | Year 3 |  |  |  | | | |
| Target | Year 4 |  |  |  | | | |
| **Narrative description of results and deviations** | | | | | | | |
| *[¼-½ page]* | | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **FP output 1.1** | |  | | | (*Put X)* | | |
| Output indicator | |  | | |  |  |  |
|  |  |  |
|  | | **Year** | **Target** | **Results compared to plan** | | | |
| Baseline | Year |  |  | | | | |
| Target | Year 1 |  |  |  | | | |
| Target | Year 2 |  |  |  | | | |
| Target | Year 3 |  |  |  | | | |
| Target | Year 4 |  |  |  | | | |
| **Narrative description of results and deviations** | | | | | | | |
| *[¼-½ page]* | | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **FP outcome 2** | |  | | | (*Put X)* | | |
| Outcome indicator | |  | | |  |  |  |
|  |  |  |
|  | | **Year** | **Target** | **Results compared to plan** | | | |
| Baseline | Year |  |  | | | | |
| Target | Year 1 |  |  |  | | | |
| Target | Year 2 |  |  |  | | | |
| Target | Year 3 |  |  |  | | | |
| Target | Year 4 |  |  |  | | | |
| **Narrative description of results and deviations** | | | | | | | |
| *[¼-½ page]* | | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **FP output 2.1** | |  | | | (*Put X)* | | |
| Output indicator | |  | | |  |  |  |
|  |  |  |
|  | | **Year** | **Target** | **Results compared to plan** | | | |
| Baseline | Year |  |  | | | | |
| Target | Year 1 |  |  |  | | | |
| Target | Year 2 |  |  |  | | | |
| Target | Year 3 |  |  |  | | | |
| Target | Year 4 |  |  |  | | | |
| **Narrative description of results and deviations** | | | | | | | |
| *[¼-½ page]* | | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **FP outcome 3** | |  | | | (*Put X)* | | |
| Outcome indicator | |  | | |  |  |  |
|  |  |  |
|  | | **Year** | **Target** | **Results compared to plan** | | | |
| Baseline | Year |  |  | | | | |
| Target | Year 1 |  |  |  | | | |
| Target | Year 2 |  |  |  | | | |
| Target | Year 3 |  |  |  | | | |
| Target | Year 4 |  |  |  | | | |
| **Narrative description of results and deviations** | | | | | | | |
| *[¼-½ page]* | | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **FP output 3.1** | |  | | | (*Put X)* | | |
| Output indicator | |  | | |  |  |  |
|  |  |  |
|  | | **Year** | **Target** | **Results compared to plan** | | | |
| Baseline | Year |  |  | | | | |
| Target | Year 1 |  |  |  | | | |
| Target | Year 2 |  |  |  | | | |
| Target | Year 3 |  |  |  | | | |
| Target | Year 4 |  |  |  | | | |
| **Narrative description of results and deviations** | | | | | | | |
| *[¼-½ page]* | | | | | | | |

**ANNEX 5: PROJECT COMPLETION REPORTS**

*[Include summaries of project completion reports (first two pages in template 16a) from the project phases that were under the framework programme and have ended during the implementation period of the framework programme.]*