**THE EUROPEAN UNION SUPPORT**

**TO SOCIAL HOUSING AND ACTIVE INCLUSION**



**NARRATIVE MILESTONE REPORT**

* *This report must be completed and signed by the Contact person.*
* *The information provided below must correspond to the financial information that appears in the financial report.*
* *Please complete the report using a computer.*
* *Please expand the paragraphs as necessary.*
* *The Contracting Authority will reject any incomplete or badly completed reports.*
* *Unless otherwise specified, the answer to all questions must cover the reporting period as specified in the Grant Agreement*

1. **Description**
   1. Name of beneficiary of grant contract:
   2. Name and title of the Contact person:
   3. Name of partner(s) in the Project:
   4. Title of the Project:
   5. Contract number:
   6. Start date and end date of the Project:
   7. Start and end of the reporting period:
   8. Target municipality:
   9. Final beneficiaries and/or target groups[[1]](#footnote-0) (if different) (including numbers of women and men, as well as members of marginalised groups):
2. **Assessment of the Project implementation** 
   1. Brief overview of the project’s implementation for the reporting period
   2. Detailed overview of the activities and results for the reporting period (in comparison to the Description of the activities in the Project Proposal and Timeplan from the project proposal)

***Activity 1:***

***Title of the activity:***

Topics/actions covered:

Results of this activity:

Reason for modification for the planned activity (if applicable):

***Activity 2:***

***Title of the activity:***

Topics/actions covered:

Results of this activity:

Reason for modification for the planned activity (if applicable):

***Activity 3:***

***Title of the activity:***

Results of this activity:

Reason for modification for the planned activity (if applicable):

* 1. Activities that have not taken place (if any, justification of changes and plan of mitigation measures)?
  2. Overview and assessment of the results of the Project? Please provide specific information and quantified data illustrating achieved outputs and outcomes in relation to specific and overall objectives of the Project and whether the Project has had any unforeseen positive or negative results?

* 1. What has been the impact(s) on both the final beneficiaries &/or target group (if different) and the issue(s) in the target municipality or target region which the Project addressed?
  2. What will ensure the sustainability of the Project? Describe how the Project will continue after the support from the EU SHAI has ended and how will you ensure sustainability of achieved results. Are there any follow up activities envisaged?

* 1. What are the possible risks or existing issues which are threatening sustainability of the Project and how did you address them?
  2. Explain how the Project has mainstreamed cross-cutting issues such as promotion of human rights, gender equality, good governance and environmental issues?

1. **Procurement**

(please list all the procurement procedures conducted and their results)

| **Name of the provider** | **Object of the contract** | **Amount in USD** | **Date contracted** | **Procurement procedure applied** | **Explanation and comments** |
| --- | --- | --- | --- | --- | --- |
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1. **Progress and update of the Logical Framework Matrix (LFM)**

(please list the achievement of indicators according to the Logical Framework Matrix and provide update of the LFM, if applicable)

1. **Partners and other Co-operation (if applicable)**
   1. How do you assess the relationship between the formal partners of this Action (i.e. those partners which have signed a partnership statement)?
   2. Is the partnership to continue? If so, how? If not, why?
   3. Where applicable, outline any links and synergies you have developed with other actions.
   4. How do you evaluate co-operation with the services of the Contracting Authority, i.e. EU SHAI?
2. **Visibility**

4.1 How is the visibility of the Donor’s (the EU) contribution being ensured in the Action?

4.2**.** EU SHAI may wish to publicise the results of Project. Do you have any objection to publication of the results on the Programme website If so, please state your objections here.

1. **Plan for the forthcoming reporting period**

Reported by:

Signature of responsible person: ………………………………

Date report submitted:

Stamp:

1. “Target groups” are the groups/entities who will be directly positively affected by the project at the Project Purpose level, and “final beneficiaries” are those who will benefit from the project in the long term at the level of the society or sector at large. [↑](#footnote-ref-0)