TITLE OF THE SUB-PROJECT

IMPLEMENTING PARTNER

SUB-PROJECT FINAL REPORT

MONTH – MONTH 202X

Funded by   
the International Development Law Organization (IDLO)

xx Month 202x

## TABLE OF CONTENTS

[TABLE OF CONTENTS 2](#_Toc89941054)

[LIST OF ACRONYMS 3](#_Toc89941055)

[I. SUB-PROJECT SUMMARY 4](#_Toc89941056)

[II. SIGNIFICANT ACHIEVEMENTS *(max. 2 pages)* 5](#_Toc89941057)

[1. MAJOR RESULTS 5](#_Toc89941058)

[2. MAJOR ACTIVITIES 5](#_Toc89941059)

[3. NOTEWORTHY CHALLENGES 5](#_Toc89941060)

[III. RESULTS AGAINST SUB-PROJECT OUTCOMES *(max. 15 pages)* 6](#_Toc89941061)

[IV. EXPLANATIONS AS TO SIGNIFICANT VARIANCES FROM TIMELINE, IMPLEMENTATION PLAN AND BUDGET *(max. 2 pages)* 6](#_Toc89941062)

[V. PROGRESS ON GENDER STRATEGY/GENDER MAINSTREAMING *(max. 2 pages)* 7](#_Toc89941063)

[VI. LESSONS LEARNED AND BEST PRACTICES *(max. 2 pages)* 7](#_Toc89941064)

[VII. SUSTAINABILITY *(max. 2 pages)* 7](#_Toc89941065)

[VIII. CONCLUSION AND WAY FORWARD *(max. 2 pages)* 7](#_Toc89941066)

[LIST OF ANNEXES 8](#_Toc89941067)

## LIST OF ACRONYMS

|  |  |
| --- | --- |
| **IDLO** | International Development Law Organization |
| **x** |  |
| **x** |  |
| **x** |  |
| **x** |  |
| **x** |  |
|  |  |
|  |  |
|  |  |
|  |  |

## I. SUB-PROJECT SUMMARY

|  |  |  |
| --- | --- | --- |
| **1** | **Name of Implementing Partner:** | Text |
| **2** | **Sub-Project Title:** | Text |
| **3** | **Sub-Project Location:** | Text |
| **4** | **Sub-Project Duration:** | Text |
| **5** | **Sub-Project Total Budget:** | Text |
| **6** | **Sub-Project Manager:** | Text |
| **7** | **Sub-Project Reporting Period:** | Text |
| **8** | **Submitted to:** | Text |
| **9** | **Date of Submission:** | Text |

|  |
| --- |
| **Background** *(max. 1 pages)*  *Summarise the Sub-Project proposal sections on Context and Problem Statement, and Description of the Sub-Project.*  **Sub-Project Goal (impact level)**  *Copy from Logic Model.*  **Sub-Project Outcome(s) (specific impact level)**  *Copy from Logic Model.*  1.  2.  **Sub-Project Output(s)**  *Copy from Logic Model.*  1.1.  1.2.  2.1.  **Sub-Project Beneficiaries** *(max. 1/2 page)*  *Summarise the Sub-Project proposal section on Beneficiaries.* |

Name of Implementing Partner is pleased to submit the final report in compliance with the Sub-Project Agreement for the “Title” (the “Sub-Project”) signed by Name of Implementing Partner and IDLO.

## **II. SIGNIFICANT ACHIEVEMENTS** *(max. 2 pages)*

### **1. MAJOR RESULTS**

*Provide a general overview, in bullet point format, of all the major results obtained throughout the implementation of the Sub-Project in relation to the proposed Sub-Project’s overall goal (impact level), outcome(s) (specific impact level), and outputs. Where possible, provide quantitative and qualitative data and information to support the results obtained. Attach or provide links to any newspaper articles, success stories or other materials that are noteworthy.*

Text text text text

### **2. MAJOR ACTIVITIES**

*Provide a general overview in bullet point format of all the major actions taken or work performed throughout the implementation of the Sub-Project in relation to the proposed activities. Include dates and locations, and where possible, provide quantitative and qualitative data and information to support the activities performed. Attach or provide links to any newspaper articles, success stories or other materials that are noteworthy.*

Text text text text

### **3. NOTEWORTHY CHALLENGES**

*Provide a general overview in bullet point format of the outstanding challenges faced by the Implementing Partner throughout implementation of the Sub-Project. Indicate the actions taken to address the identified challenges.*

Text text text text

## III. RESULTS AGAINST SUB-PROJECT OUTCOMES *(max. 15 pages)*

*Provide a general summary of all the activities undertaken and results achieved throughout the implementation of the Sub-Project.*

Text text text text

*Provide a detailed explanation for each of the outcomes and related outputs achieved throughout implementation of the Sub-Project. Describe in detail the impact made by indicating the results obtained against the outcomes and outputs agreed in the Sub-Project proposal. The narrative should explain and reflect the expending in the financial report.*

OUTCOME 1: *Copy from Logic Model.*

Output 1.1.: *Copy from Logic Model.*

*Explain in detail the actions and activities performed to produce results for the above indicated outcome and output. Provide quantitative and qualitative data and information to support the results obtained. The use of charts, tables, photos, and quotes is welcome.*

Text text text text

Output 1.2.: *Copy from Logic Model.*

*Explain in detail the actions and activities performed to produce results for the above indicated outcome and output. Provide quantitative and qualitative data and information to support the results obtained. The use of charts, tables, photos, and quotes is welcome.*

Text text text text

OUTCOME 2: *Copy from Logic Model.*

Output 2.1.: *Copy from Logic Model.*

*Explain in detail the actions and activities performed to produce results for the above indicated outcome and output. Provide quantitative and qualitative data and information to support the results obtained. The use of charts, tables, photos, and quotes is welcome.*

Text text text text

## IV. EXPLANATIONS AS TO SIGNIFICANT VARIANCES FROM TIMELINE, IMPLEMENTATION PLAN AND BUDGET *(max. 2 pages)*

*If there were significant deviations from the work plan or budget, explain and justify the changes.*

Text text text text

## V. PROGRESS ON GENDER STRATEGY/GENDER MAINSTREAMING *(max. 2 pages)*

*Provide detailed information on how gender has been mainstreamed in the components and on progress made and results obtained against Sub-Project Outcomes, Outputs and Activities during the reporting period, as follows:*

* *Where gender is a primary, significant or collateral objective of the Sub-Project, this section can cross-refer to information already reported against the Sub-Project’s Outcomes, Outputs and Activities.*
* *Where gender is a not an objective of the Sub-Project, provide in detail information about the progress made and results obtained against activities identified in the Sub-Project Proposal’s gender section, with cross-references to information already reported against the Sub-Project’s Outcomes, Outputs and Activities.*

*Describe how the Sub-Project was gender-informed, gender-sensitive, and gender-responsive.*

Text text text text

*Refer to* *[Quick Reference Guide: Mainstreaming Gender in Programme Development, Implementation, Monitoring and Evaluation](https://www.idlo.int/sites/default/files/pdfs/subpage/idlo_gender_strategy_2019-20.pdf).*

## VI. LESSONS LEARNED AND BEST PRACTICES *(max. 2 pages)*

*Provide a detailed description of the lessons learnt and best practices identified throughout implementation of the Sub-Project. A lesson learned is the knowledge or understanding obtained through implementation of the Sub-Project, and can be positive or negative. A best practice is a method or procedure used during the implementation of the Sub-Project that has shown effective and positive results.*

Text text text text

## VII. SUSTAINABILITY *(max. 2 pages)*

*Explain in detail the actions taken throughout implementation of the Sub-Project to ensure the sustainability of results obtained during the implementation of the Sub-Project. In addition, describe any additional plans or strategies to be implemented to replicate or extend the results of the Sub-Project to ensure lasting impact – including plans and strategies for ownership, communication, partnerships, advocacy, visibility, and follow-up activities.*

Text text text text

## VIII. CONCLUSION AND WAY FORWARD *(max. 2 pages)*

*Provide final remarks about the entire implementation of the Sub-Project and next steps to be taken by the Implementing Partner in relation to the implemented Sub-Project.*

Text text text text

## LIST OF ANNEXES

|  |  |  |
| --- | --- | --- |
| Annex 1 |  | |
| Annex 2 | |  |
| Annex 3 | |  |