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**FINAL REPORT**

**RAPID RESPONSE**

**Please delete the guiding instructions marked in red font before submitting the report but maintain the headlines and questions.**

The total report may not exceed **8 pages** (excluding this page).

**The aim** of this report is to provide the organisation(s) that partnered in implementing an intervention with the opportunity to document, reflect on and learn from achievements made and challenges experienced in seeking to assist people and communities at risk. The final report is also part of the applicant organisation’s (i.e., the Grantee’s) ‘track record’ and can be taken into account in future assessments of applications to the DERF or other CISU administered pools of funds from the Grantee with the same or other partner organisations.

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| Grantee / applicant organisation |  | | |
| Contact person, name |  | E-mail |  |
| Implementing Partner |  | | |
| DERF Reference number |  | | |

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| --- | --- |
| Title of Intervention |  |
| Name of Call |  |
| Country of Intervention |  |
| Location(s) of Intervention |  |
| Period of Intervention |  |
| Total *Budget* of Intervention |  |

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Place and Date Person responsible (Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Person responsible (Name in capital letters)

**1****. Overall performance (CHS 1, 2, 4 & 7)** suggested length 3,5 - 4 pages

* 1. **Write max. 10 lines about the overall purpose of the intervention, and whether the intervention achieved its expected short-term impacts.**

a) Timeframe of the Intervention

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| How many days after submission of a fund disbursement request was funding made available to your organisation? | |  |
| How many days after the applicant organisation’s receipt of funds were you able to start implementation? | |  |
| How many days after the applicant organisation’s receipt of funds were target groups in receipt of assistance? | |  |
| What internal or external factors negatively affected the speed of implementation? |  | |
| Additional comments: |  | |

1. Planned and Actual direct target population

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| |  |  |  |  | | --- | --- | --- | --- | | **PLANNED TARGET POPULATION (INDIVIDUALS)**  (from intervention application/proposal) | | | | | **Age Group** | **Male** | **Female** | **Total** | | # of persons | # of persons | # of persons | | < 5 |  |  |  | | 6-14 |  |  |  | | 15-24 |  |  |  | | 25-49 |  |  |  | | 50-64 |  |  |  | | > 65 |  |  |  | |  |  |  |  | | **Total** |  |  |  | | |  |  |  |  | | --- | --- | --- | --- | | **ACTUAL TARGET POPULATION (INDIVIDUALS)** | | | | | **Age Group** | **Male** | **Female** | **Total** | | # of persons | # of persons | # of persons | | < 5 |  |  |  | | 6-14 |  |  |  | | 15-24 |  |  |  | | 25-49 |  |  |  | | 50-64 |  |  |  | | > 65 |  |  |  | |  |  |  |  | | **Total** |  |  |  | |

* 1. **Describe the intervention’s effect on the direct target population and the needs of particularly vulnerable groups (e.g. women, men, boys, girls, people with disabilities, elderly, ethnic minorities).**

*Provide an overview by stating if and how many people were reached (absolute numbers and share).**If relevant, briefly summarise the intervention’s approach to protection.*

* 1. **Write about the results and outcomes achieved.**

*How much progress was made towards the targets you identified for each indicator in the original proposal and which* ***monitoring tools*** *did you use?*

*If a result frame and/or indicator table formed part of the original proposal it should be referred to here.*

**Further guiding instructions**

* It is important to include information about how you found out **about the needs of vulnerable people**, and how you made sure the intervention took their needs into account (1.2). Explain how gender considerations were addressed in this intervention, and how they were mainstreamed in intervention implementation. For example, were men and women involved in the intervention design and implementation in a comparable way? Unless the intervention was specifically targeted at one group, how did you ensure that men and women benefited from the intervention in a comparable way? How did you ensure that the needs and capabilities of persons with disabilities were addressed?
* Specifically write about whether the targets were met in time and explain why key targets or milestones were not met, and any differences between the expected results and the actual results. **Explain the sources of measurement and means of verification used** (1.3).
* You should assess the results for each objective or outcome set out in the original plan, in both narrative and preferably also in frame/table format. It is helpful to organise the description of progress by the specific objectives or outcomes established in the intervention proposal.
* Provide the number of affected persons taking part in or affected by the intervention, split up by gender, age, and other guidance specified in the proposal. Best practice is to provide this information in quantitative (numerical) form, in a table. Suggested tables are provided above (b).
* Give the number of affected persons reached by the intervention, disaggregated by gender & age (infants less than 5, children between 6 and 14, youth between 15 and 24, adults between 25 and 49 years, between 50-64, and elderly, 65 or above), as well as any particular categories of vulnerable individuals/groups or specifically targeted individuals identified in the proposal (note: this may vary based on the nature of the proposal). Unless otherwise specified in the proposal, give quantitative (numerical) information. Include both the planned targets and actual number of people reached.
* If you included cash-based assistance or vouchers in your application, describe also how these have been distributed, how implementation went, and, if possible, also how the beneficiaries have used the funds/vouchers.
* **Note:** “Affected persons” have often been described in past donor reporting templates as “beneficiaries”. Because of the ongoing discussions about greater accountability toward and inclusion of the affected population, here we use the term “affected persons” instead of “beneficiaries”.

1. **Changes & amendments (CHS 7)** suggested length max. 0,5 page
   1. **Briefly explain any changes to the intervention from the original plan and explain why you needed to make them. Include also reflections about your actions taken on good advice(s) given in the recommendation note upon approval of your intervention.**

**Guiding instructions (please delete these below before you submit your report):**

* This section might include a discussion of how the humanitarian context has changed, changes in the needs of the affected persons, or other challenges or problems you had that meant the implementation plan, activities, indicators, or outcomes had to be changed. If a change was requested and approved by CISU, please mention it.
* Describe your reflections on (whether you followed it or not) the good advice(s) given upon approval of your intervention. These can be found in the recommendation note. How did you manage (if at all) to include these in your intervention.

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| 1. **Environment (CHS 3)** suggested length max. 0,5 page |

1. Choose which of the following three descriptions best characterised your intervention (tick only one box)

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| --- | --- | --- | --- | --- |
| MARK |  | DESCRIPTION |  | EXPLANATION |
|  | → | **The intervention included environmentally harmful components without incorporating mitigation measures to reduce anticipated impact** | → | The intervention duly identified and considered the environmental impact of its collective activities as harmful without being able to apply substantiated remedial action (e.g. sourcing, procurement, supply chains, logistics, transport, waste and service delivery). |
|  | → | **The intervention included environmentally harmful components and incorporated some mitigation measures to reduce anticipated impact** | → | The intervention duly identified and considered the environmental impact of its collective activities as harmful and applied some substantiated remedial action (e.g. sourcing, procurement, supply chains, logistics, transport, waste and service delivery). |
|  | → | **The intervention included environmentally harmful components and incorporated significant mitigation and environmental enhancement measures to reduce anticipated impact** | → | The intervention duly identified and considered the environmental impact of its collective activities as harmful and included significant substantiated remedial action as well as environmental enhancement components (e.g. sourcing, procurement, supply chains, logistics, transport, waste and service delivery). |

* 1. **Briefly reflect on your Environment Marker self-assessment (planned & actual).** Describe how environmental or climate issues were addressed. Were environmental considerations attainable and measurable and how did you address challenges encountered?

**Guiding instructions (please delete these below before you submit your report):**

* What did you do to ensure that the environment was protected and to manage risks to the environment? What environmental guidelines or policies did you follow?
* If the intervention produced positive outcomes for the environment, for climate sustainability, or better future resilience against natural disasters, write about them here.
* **Note:** CISU views the environment marker as a reflection exercise meant for reporting purposes and the marker will not form part of the DERF application assessment criteria. The DERF intervention feedback on final reports will, however, include comments related to the markers, as relevant.

1. **Participation & accountability (CHS 4 & 5)** suggested length max 1 page
   1. **How were people affected by the crisis (including vulnerable and marginalised groups) involved and consulted in the design and implementation of the intervention?**

**Guiding instructions (please delete these below before you submit your report):**

* On behalf of the affected population, here you are encouraged to share the most successful or standout inclusion/decision-making aspect of the intervention? How were people involved and how were decisions made and communicated?
  1. **Which feedback and complaints mechanisms were in place for affected populations to report cases of mismanagement, misconduct and/or sexual exploitation or abuse?** How did you deal with complaints received?

1. Complaints in numbers

|  |  |
| --- | --- |
| **No. of complaints received:** |  |
| **No. of complaints responded to:** |  |
| **No of complaints still pending:** |  |

* 1. **What did affected persons think about the assistance provided?**

**Guiding instructions (please delete these below before you submit your report):**

* How have you given affected populations information about the organisation and the intervention? How have you made sure that this information is well-timed and accessible to everybody?
* If possible, quantify beneficiary feedback (for instance “40% of consulted persons find the received support useful”; or 18% of those consulted had complains”).
* How did you use their opinions as a guide when you made decisions? How was feedback collected, tracked, analysed and taken into account? Did you have to make changes because of feedback you received? If so, how did you make the changes? Please give some evidence of collecting and using this feedback (e.g. tools for provision of information, or tracking systems).

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| 1. **Risk management (CHS 3, 8 & 9)** suggested length 0,5 page |

* 1. **How did your identified risks affect your target group?** **Which actions did you take to avoid or minimize risks? Did your risk management tools work as planned?**

**Guiding instructions (please delete these below before you submit your report):**

* Describe how risks to the intervention were identified, managed, and mitigated, including any operational, security, financial, personnel management or other relevant risks.
* Were the right risks identified? What new risks were there that you did not expect? What did you do to mitigate or address the risks you identified? Did this work?
* Write about external risks from the overall environment, and internal risks, for example, related to financial or personnel management issues. This might include risks of sexual exploitation and abuse of beneficiaries by intervention staff, corruption, conflicts of interest, loss of or harm to intervention staff, and loss of or harm to intervention materials or resources, for example. If your intervention takes place in an insecure environment, make sure you write about security risks, including how the security situation evolved over the course of the intervention and how this affected intervention activities.

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| 1. **Sustainability & learning (CHS 3, 7 & 8)** suggested length 1 page |

* 1. **Write about the strategy for closing the intervention and the expected after-effects of the intervention.** Focus on the sustainability of the intervention, or whether and how results or benefits will continue after it ends.
  2. **Briefly describe activities strengthening local partner and/or local actor capacities, as relevant.**
  3. **What are the key lessons learned and how will these be applied in future interventions?**

*What are suggestions for improving the design of similar interventions in the future? Based on the experiences or challenges that came up, what will the organisation do the same or differently in future similar interventions?*

**Further guiding instructions (please delete these below before you submit your report):**

* Briefly describe the strategy and steps to end the intervention. Assess the sustainability of its results.
* You can write about how the intervention contributed to the resilience of communities, or how it has supported local partners’ capacity. This is particularly important if resilience and support for local partners’ capacity were part of the intervention proposal.
* For some interventions, it may also be appropriate to write about ways that parts of it will continue, or will feed into other long-term recovery, rehabilitation or development efforts. For example, did the intervention support long-term strategies to reduce humanitarian needs, vulnerability and risks?
* As a general advice for this question: frame your answers in terms of what you learned instead of describing what went well or did not go well.

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| 1. **Cost effectiveness (CHS 2 & 9)** suggested length 0,5 page |

* 1. **In which ways did you try to improve the cost-effectiveness of the intervention? And did you spend money in a way that benefitted different groups of recipients equally and fairly?**

**Guiding instructions (please delete these below before you submit your report):**

* Assess the value for money or cost effectiveness of the intervention.
* In addition to updated DERF guidelines and recommendations related to cost optimisation and effectiveness, you should seek to provide information on the economy and equity of your activities.

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| 1. **Coordination (CHS 6)** suggested length 0,5 page |

* 1. **Describe how you coordinated with the government, other relevant organisations, and the broader humanitarian system, including the cluster system and alignment to other relevant UN-led appeals/coordinated responses (where applicable).**
  2. **Describe synergies, maybe with CSP or other interventions, and visibility in Denmark.**

**Guiding instructions (please delete these below before you submit your report):**

* Describe the impact of any coordination efforts, any synergies that developed, and recommendations for improving coordination in the future.
* Write about how coordination contributed to the intervention, for example, any good examples of working together with other interventions, or any other benefits that were the result of coordination. Are there ways that coordination could have been better or could have improved intervention outcomes?