**Final Partnership Report Template (end of PFA)**

1. **OVERALL PERFORMANCE**

Provide a summary of the overall performance and results of the partnership to date, with reference generally to the multi-year results of the project. Describe the progress in achieving the outputs/results of the partnership. Specifically note the project’s impact on the different needs of women, men, boys, girls and vulnerable individuals. (Max. ½ page)

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| *Guidance for partners (for guidance purposes only, please delete the text in this box before entering your text):*   * *Provide a narrative summary of the overall performance, describing briefly how progress has been realized over the course of the partnership framework agreement. Highlight important achievements, significant constraints or challenges encountered, or other elements that have been significant to the implementation of multi-year results. Performance should be discussed in relation to the overall context or needs, and original purpose or Outcome statement(s) in relation to the partnership.* * *Within the general discussion of performance, particular attention should be given to how the needs of vulnerable communities and individuals were identified and how these needs were met or taken into account. Explain how gender, age and diversity considerations were taken into account in this partnership. Highlight any challenges or concerns that arose, and how they were dealt with.* * *Give an overview about the partnership in general and in relation to its Outcomes.* * *Please include a description of the management and implementation arrangements during this partnership and how these were coordinated with other partners or relevant stakeholders.* |

1. **AMENDMENTS OR CHANGES**

Briefly explain any variations and/or amendments to the project from the original project workplan and/or framework agreement (whether in the implementation, activities, indicators, or outputs), and explain why you needed to make them, for example due to change in needs or in the overall situation. (Max. ½ page)

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| *Guidance for partners (only for guidance purposes, please delete this box after you add your text):*   * *Explain any variations or amendments to the original project plan, and the reasons why you made them. This might include a discussion of how the humanitarian context has changed, changes in the needs of the beneficiaries, or other challenges or problems you had that meant the implementation plan, activities, indicators, or outputs had to be changed. If a change was requested and approved by UNHCR, please mention it.* |

1. **PARTICIPATION OF AND ACCOUNTABILITY TO FORCIBLY DISPLACED AND STATELESS PERSONS**

Describe how the partnership has been designed to maximize accountability towards forcibly displaced and stateless persons. (Max. ½ page)

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| *Guidance for partners (only for guidance purposes, please delete this box after you add your text):*   * *How have you given forcibly displaced and stateless persons information about the organization and the project and ensured multi-channel communication during implementation? How have you made sure that this information is well-timed and accessible to everybody? How were people affected by the crisis (including vulnerable and marginalized groups) involved and consulted in the design and implementation of the overall partnership implementation?* * *Which two-way feedback/complaints mechanisms were in place for forcibly displaced and stateless persons to report cases of mismanagement, misconduct and or sexual exploitation and abuse?* * *What did the community or people think about the assistance provided? If possible, quantify beneficiary feedback (for instance "40% of consulted persons find the received support useful").* * *How were their opinions used when you made decisions? How was feedback collected, tracked, analyzed 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).* |

1. **PROGRESS ACHIEVED TOWARDS LOCALIZATION**

Describe how the partnership has pursued an effective and contextualized response that reinforces local capacities, infrastructure and systems, and secures better protection outcomes. (Suggested length: ¼ - ½ page)

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| *Guidance for partners (only for guidance purposes, please delete this box after you add your text):*   * *How have you, together with UNHCR, supported the representation and leadership of small-scale, community-based organizations in the operational response?* * *How have your programmes taken advantage of local capacity and systems without undermining and weakening such local capacities and structures?* * *What have you done to invest in capacity strengthening of small-scale community based organizations?* |

1. **RISK MANAGEMENT AND INTEGRITY**

Describe how risks to the overall partnership implementation were identified, managed, and mitigated, including any operational, security, financial, personnel management or other relevant risks. (Max. ½ page)

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| *Guidance for partners (only for guidance purposes, please delete this box after you add your text):*   * *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 corruption, conflicts of interest, loss of or harm to project staff, and loss of or harm to project materials or resources, for example. If partnership implementation was in an insecure environment, make sure you write about security risks, including how the security situation evolved over the course of the partnership and how this affected project activities.* |

1. **EXIT STRATEGY AND SUSTAINABILITY**

Briefly describe the exit strategy and closure steps for the partnership, and an assessment of the sustainability of the results. (Max. ½ page)

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| *Guidance for partners (only for guidance purposes, please delete this box after you add your text):*   * *Write about the exit strategy for closing the partnership framework agreement and the expected after-effects. Focus on the sustainability of the projects implemented, or whether and how results or benefits will continue after it closes.* * *You can write about how the partnership activities contributed to the resilience of communities, or how it has supported local partners’ capacity.* * *Did the partnership support long-term strategies to reduce humanitarian needs, vulnerability and risks?* |

1. **LESSONS LEARNED**

Describe any lessons learned, and how these will be applied in future partnership frameworks. (Max. ½ page)

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| *Guidance for partners (only for guidance purposes, please delete this box after you add your text):*   * *Describe primarily the strongest or weakest parts of the partnership activities, or what parts or strategies made the partnership successful or a failure and explain what you learned from these. Please also reflect on the lessons learned in relation to the project/program management, your engagement with local partners, your coordination with forcibly displaced and stateless persons, or to others engaged in the situation.* * *What are suggestions for improving the design of similar partnerships? Based on the experiences or challenges that came up, what will the organization do the same or differently in future similar projects?* * *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.* |

1. **VALUE FOR MONEY/COST EFFECTIVENESS**

Assess the value for money or cost effectiveness of the partnership. (Max. ½ page)

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| *Guidance for partners (only for guidance purposes, please delete this box after you add your text):*   * *Write about whether the partnership framework was good value for money. Assess its cost-effectiveness compared to what was projected initially. Write about ways in which you saved money during the implementation of our partnership activities.* * *Explain any cost overruns or high costs per unit or outcome.* |

1. **COORDINATION**

Describe the impact of any coordination efforts, any synergies that developed, and recommendations for improving coordination in the future. (Max. ½ page)

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| *Guidance for partners (only for guidance purposes, please delete this box after you add your text):*   * *Describe how you coordinated with the host government, other relevant organizations and the broader humanitarian system, including the cluster system and alignment to HRP/other relevant UN-led appeals/coordinated responses (where applicable).* * *Write about how this has contributed to the partnership activities, for example, any good examples of working together with other projects, or any other benefits that were the result of coordination. Are there ways that coordination could have been better or could have improved project outcomes?* |

1. **PARTNERS/THIRD PARTIES**

List any sub-partners for this partnership framework agreement and assess their performance and contribution. (Max. ½ page)

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| *Guidance for partners (only for guidance purposes, please delete this box after you add your text):*   * *Who were the partners or third parties (non-commercial entities)? Write about the role they played in implementation and how good their participation or contribution was.* * *If you worked with local partners, write about any specific examples of how working with local partners added value.* * *Write about your efforts to improve partners’ capacity or their ability to work on similar projects in the future. Were there ways that the project could have been better structured to improve engagement with or implementation through partners?* |