

ANNEX 3

REPORTING INSTRUCTIONS FOR INTERNATIONAL NON-GOVERNMENTAL ORGANISATIONS

An international non-governmental organisation (INGO) receiving Finnish Government development cooperation funds is required to report to the Ministry for Foreign Affairs about the progress of the programme or project and the use of funds.

The reporting obligations of the organisation are governed by the Act on Discretionary Government Transfers (688/2001), upon which these instructions are based.

I Progress reporting

The two (2) progress reports for the project shall be prepared for submission to the Ministry for Foreign Affairs on the following basis.

The progress reports shall contain, in accordance with the approved programme or project document (and its Results Chain) attached to the Agreement, information on the following, as appropriate and complemented with other relevant documentation:

- Fulfilment of objectives (possible deviations and corrective measures taken)
- Summary of key results
- Implementation of activities (possible deviations; possible external factors affecting the implementation)
- Sustainability
- Impact achieved
- Direct and indirect beneficiaries
- Other parties involved (local/international organisations etc.), including a description of harmonization efforts with the other parties
- Roles and actions taken by the beneficiaries/rights-holders/duty-bearers and/or other parties involved
- Monitoring of the programme or project by the Organisation and/or co-operation partners: procedures and findings

1. Inception Report of maximum 10 pages to be produced after one month from the start of implementation. In the report, the grantee shall describe e.g. initial findings, progress, any difficulties encountered or expected in addition to the work programme and staff travel.

2. An Interim Report of maximum 10 pages should be delivered before the 2020 Afghanistan Conference outlining the consultations and activities and events that have taken place in preparation to the Conference, in Europe as well as in Afghanistan, including in the provinces.

II Final Reporting

A final report for the project shall be prepared for submission to the Ministry for Foreign Affairs on the following basis.

The final report shall contain, in accordance with the approved programme or project document (and its Results Chain) attached to the Agreement, information on the following, as appropriate and complemented with other relevant documentation:

- Fulfilment of objectives (possible deviations and corrective measures taken)
- Summary of key results
- Implementation of activities (possible deviations; possible external factors affecting the implementation)
- Sustainability
- Impact achieved
- Direct and indirect beneficiaries
- Other parties involved (local/international organisations etc.), including a description of harmonization efforts with the other parties
- Roles and actions taken by the beneficiaries/rights-holders/duty-bearers and/or other parties involved
- Monitoring of the programme or project by the Organisation and/or co-operation partners: procedures and findings

Final report of maximum 10 pages (main text, excluding annexes). This report shall be submitted no later than one month after the end of the period of implementation of tasks.

III Financial reporting

The financial reporting of the organisation must give a true and fair view of the project's financial status: the expenditure of funds and the sources of received contributions. The financial reporting must be based on generally accepted accounting principles.

Along with the interim report and the final report, the grantee is expected to submit an up-to-date financial report including:

- a) activity costs
- b) material, procurements and investments
- c) operation and maintenance
- d) monitoring and evaluation
- e) administrative costs
- f) information regarding other contributions to the project / activity: source, amount and duration of contract

The final report also shall include the project's audit statement.