|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | |  |  | |

Round Report

*A round report shall be submitted to Norec after each round of exchange. The round report presents the progress of the project so far.*

## 1. FACT SECTION

**1.1. Coordinating partner:** <name>

**1.2. Organisation 2:** <name>

<organisation 3>

<organisation 4>

**1.3. Project ID and name** <as stated in Overall Project Description >

**1.4. Exchange round**

* Round <insert round number>
* Year(s) of exchange <year(-year)>

## 2. RESULTS SECTION

* 1. **Project results**
* Describe the progress at the end of this round for each indicator in the progress column in the results framework
* Describe how the participants’ activities, tasks and/or assignments have contributed to progress towards the expected results.
* Describe any deviations from progress towards the expected results.
* Describe any unintended results that occurred in this round.

## 3. LEARNING IN THE EXCHANGE PROJECT

* 1. **Participants**
* Provide a summary and/or representative examples of the participants’ roles and achievements, both at the host partner and at the home partner after their return.
* Provide a summary and/or representative examples of all the technical and soft skills shared and gained by the participants so far in the project.
* Describe how the new knowledge and competences acquired during the exchange have led to changes in the participants.
* Describe the main challenges the participants faced while on exchange, and how these were overcome.

**3.2. Partner organisations**

For each organisation in the exchange project:

* Describe your experiences with recruitment in this round, including any challenges faced to ensure diversity among the participants (such as marginalised groups).
* Describe your experiences with mentoring and supporting the participants, both professionally and socially.
* Describe how your organisation has changed or developed due to the knowledge and competences gained from the participants.

## 4. RISK AND RISK MANGAMENT

Describe how you mitigated the risk you encountered during implementation of the project. Your analysis must include risks related to human rights, women’s rights and equality, climate change and environment, and anti-corruption.

## 5. EXCHANGE PARTICIPANTS

**5.1. Exchange participants**

Insert the actual number of Norec participants for this round in the table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number of Norec participants from** | **To coordinating partner** | **To organisation 2** | **To organisation 3** | **TOTAL** |
| Coordinating partner |  |  |  |  |
| Organisation 2 |  |  |  |  |
| Organisation 3 |  |  |  |  |
| **TOTAL** |  |  |  |  |

## 6. PARTNERSHIP COOPERATION

**6.1. Description of how the cooperation has functioned between the partners so far**

* What are the main positive effects of working together as partners?
* What are the main challenges of working together as partners?
* Evaluate the cooperation within the partnership and describe possible improvements.
* Evaluate the financial management of the partnership.

## 7. PUBLIC RELATIONS ACTIVITIES

|  |  |
| --- | --- |
|  | **Yes/No** |
| Have you mentioned Norec on your website, with a link to [www.norec.no](http://www.norec.no)? |  |
| Have you posted about the project on your website? |  |
| Have you posted about the project on social media? |  |
| Have there been articles or stories about the project in the media (newspapers, TV, radio etc.)? |  |

**Other (please specify):**

**Provide the links to relevant websites, social media or newspapers, radio or TV:**

## 8. ADDITIONAL COMMENTS

## SIGNATURE

<Date>

On behalf of <coordinating partner>

<Name>

<Chief Executive Officer>

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**ANNEXES: FINANCIAL REPORT (C04)**

**AUDIT REPORT**

**RESULTS FRAMEWORK**

**Annex: RESULTS FRAMEWORK**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Expected result | Indicators  (1—3) | Situation at start (baseline value): | Situation after (target): | Current status: |
|  |  |  |  | <fill in your assessment of achievement of expected result so far> |
|  |  |  |  |
|  |  |  |  |
| Summary of main activities completed during the exchange | < Fill in the activities that the participants carried out during the exchange and specify any significant deviations from the plan in the overall project description (B01)> | | | |
| Summary of main activities completed after the exchange (follow-up work) | <Fill in the activities that the participants carried out after the exchange and specify any significant deviations from the plan in the overall project description (B01)> | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **Indicator data** | | | | | |  | |
| **LEVEL** | **EXPECTED RESULT** | **INDICATORS** | **BASELINE** | **TARGET Round 1** | **TARGET Round 2** | **TARGET**  **Round 3** | **TARGET**  **Round 4** | **FINAL TARGET Round 5** | **Data source of verification** | **Comments** |
| **IMPACT** |  |  |  | <fill in progress> |  |  |  |  |  | <comment on progress> |
| **OUTCOME 1** |  |  |  | <fill in progress> |  |  |  |  |  | <comment on progress> |
| *OUTPUT 1.1* |  |  |  | <fill in progress> |  |  |  |  |  | <comment on progress> |
| *OUTPUT 1.2* |  |  |  | <fill in progress> |  |  |  |  |  | <comment on progress> |
| *OUTPUT 1.3* |  |  |  | <fill in progress> |  |  |  |  |  | <comment on progress> |
| **OUTCOME 2** |  |  |  | <fill in progress> |  |  |  |  |  | <comment on progress> |
| *OUTPUT 2.1* |  |  |  | <fill in progress> |  |  |  |  |  | <comment on progress> |
| *OUTPUT 2.3* |  |  |  | <fill in progress> |  |  |  |  |  | <comment on progress> |
| *OUTPUT 2.4* |  |  |  | <fill in progress> |  |  |  |  |  | <comment on progress> |
| **OUTCOME 3** |  |  |  | <fill in progress> |  |  |  |  |  | <comment on progress> |
| *OUTPUT 3.1* |  |  |  | <fill in progress> |  |  |  |  |  | <comment on progress> |
| *OUTPUT 3.2* |  |  |  | <fill in progress> |  |  |  |  |  | <comment on progress> |
| *OUTPUT 3.3* |  |  |  | <fill in progress> |  |  |  |  |  | <comment on progress> |