 ****

**BEST 2.0**

**Interim Technical Report**

***\* All red text should be deleted before the report is submitted \****

*This report should describe all of the work completed during the reporting period. It is important that the report is complete and accurate.*

**Project Details**

|  |  |  |
| --- | --- | --- |
| **Project title:** | |  |
| **Project reference number:** | |  |
| **BEST 2.0 region:** | |  |
| **Targeted OCT(s):** | |  |
| **Name of the lead beneficiary:** | |  |
| **Project start date:** | |  |
| **Project end date:** | |  |
| **Value of BEST 2.0 grant awarded (€):** | |  |
| **Total project budget (€):** | |  |
| **Names of any associated beneficiaries:** | **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **Names of any affiliated entities:** | **1.** |  |
| **2.** |  |

Report Information

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| --- | --- |
| **Date report submitted:** |  |
| **Time period covered by this report:** | <insert start date > to <insert end date> |
| **Name of project contact person:** |  |
| **Email address of contact person:** |  |

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*The table above should be updated – page numbers only – before the report is submitted. Left click on table and select ‘update field’ then ‘update page numbers only’.*

**List of Acronyms and Abbreviations**

|  |  |
| --- | --- |
| e.g. |  |
| **CBD** | Convention on Biological Diversity |
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***Guidance:***

* *There is no word limit for the various sections. Responses should contain all of the relevant information in a concise way. It is important to ensure that the information included is complete and accurate.*
* *If you have already answered a question in one section do not repeat the information in another section but refer back to the previous section.*
* *When making statements of progress or impact please ensure you refer as much as possible to sources of evidence based on the indicators in your project logical framework.*

# Project overview

*Provide a brief overview of the project including:*

* *The location of the project activities (with a map if possible).*
* *The target species, habitats, ecosystem services etc.*
* *A description of the problem the project aims to address.*
* *The project’s approach to addressing the problem.*
* *What the project aims to achieve.*

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# Assessment of continued relevance and feasibility of the project

* *Assess whether the project objectives are still relevant and achievable.*
* *Describe any changes to the external context that might affect your ability to achieve the project objectives or to implement the project activities in line with the work plan in your proposal.*

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# Highlights from the reporting period

*Please describe any noteworthy milestones or achievements that have occurred during the reporting period. These can be in the form of bullet points.*

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# Progress towards achieving the project results and purpose

*Please describe the progress made towards the achievement of the project results and purpose (as contained in the logical framework submitted with your proposal).*

* *Are they likely to be achieved by the end of the project?*
* *If not, what action have you taken/will you take to ensure the situation can be improved?*

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# Progress in carrying out the project activities

*Describe the work completed during the reporting period for each of the activities foreseen in your proposal, indicating and explaining:*

* *Any changes in approach from the original project design[[1]](#footnote-1).*
* *Any deliverables/outputs as a result of the work.*
* *Any problems encountered (e.g. delays, cancellation of activities) and how they are being / will be addressed (if relevant).*

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# Stakeholder engagement

*Describe the support or engagement between all key stakeholders and the project.*

* *To what extent have stakeholders been involved in the project to date?*
* *Highlight any particular achievements, lessons learnt or challenges with regards to the engagement with/participation of the different stakeholders.*

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# Capacity building

*Provide details of any capacity building activities conducted, including:*

* *Details of how the project has supported capacity building within the territory e.g. institutional/organisational development, training and human resources development, sustainable financing, enabling environment etc.).*
* *Tangible evidence (facts/figures) of increased capacity of institutions/individuals within the targeted territory(ies) and region.*

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# Communication and project visibility

*Discuss the profile of the project within the territory(ies)and the region and describe any communication or visibility activities undertaken (e.g. events, workshops, media events etc.) to raise the profile of the project and the BEST 2.0 programme detailing:*

* *The groups targeted by each activity.*
* *Any communication products produced (brochures, leaflets, videos, website, social media etc.), including figures for dissemination where possible. (Please add pdf copies in the annexes of your report)*

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# Sustainability and replicability

* *How do you plan to ensure a sustained legacy (e.g., social, economic, ecological, technical etc.) of your project outcome; is your planned exit strategy still valid; are you planning to make changes to what was originally proposed?*

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# Lessons learnt

*This can include lessons from all levels including administrative, management, technical, and M&E. E.g.*

* *What has worked well, and what has not worked so well during the reporting period?*
* *If you had to do it again, what would you do differently?*
* *What recommendations would you make to others doing similar projects?*
* *How are you going to build this learning into the project and future plans?*

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# Safeguard policy assessment

*Provide a summary of any environmental and social safeguard issues that have arisen and any action taken to address them (if relevant).*

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# Any other comments on progress

*Add any additional comments/information not covered by the other sections in this report.*

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# Progress and achievements against the project logical framework

*Report of achievements against the project logical framework (repeat the logical framework from your proposal and include the necessary reporting)*

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| **Project summary** | **Indicator(s)** | **Progress and Achievements for the reporting period** | **Actions required/planned for the next reporting period** |
| **Overall Objective**  Insert original project Impact statement | | (The contribution the project has made towards the achievement of the overall objective) |  |
| **Purpose**(Insert original project purpose statement) | (Insert original purpose level indicators) | (Progress towards achieving the project purpose) |  |
| **Result 1.** (Insert original result with activities relevant to that result in lines below) | (Insert original result level indicators) | (Report general progress against this result and the appropriateness of indicator(s) in the logical framework. Data should be provided if available.) | |
| Activity 1.1  Insert activities relevant to this output | **Deliverables/products** | (Report on progress and note any deliverables/products produced) | (What will be done during the next reporting period?) |
| Activity 1.2  Etc. | **Deliverables/products** | (Report on progress and note any deliverables/products produced) | (What will be done during the next reporting period?) |
| **Result 2.** (Insert original result) | (Insert original result level indicators) | (Report general progress against this result and the appropriateness of indicator(s) in the logical framework. Data should be provided if available.) | |
| Activity 2.1. | **Deliverables/products** | (Report on progress and note any deliverables/products produced) | (What will be done during the next reporting period?) |
| Activity 2.2. | **Deliverables/products** | (Report on progress and note any deliverables/products produced) | (What will be done during the next reporting period?) |
| **Result 3.** (Insert original result) | (Insert original result level indicators) | (Report general progress against this result and the appropriateness of indicator(s) in the logical framework. Data should be provided if available.) | |
| Activity 3.1. | **Deliverables/products** | (Report on progress and note any deliverables/products produced) | (What will be done during the next reporting period?) |
| Activity 3.2. | **Deliverables/products** | (Report on progress and note any deliverables/products produced) | (What will be done during the next reporting period?) |

**Submission Checklist**

*(Please ensure that you have included all of the following before submitting your report)*

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| --- | --- |
|  | **Check** |
| Standard request for payment |  |
| Financial report (signed) covering expenditure up to the end of the reporting period |  |
| All relevant documents as annexes |  |

# Annexes

*Please include any relevant deliverables as annexes to this report.*

1. Any substantial change must be notified to the BEST 2.0 Secretariat and the relevant BEST 2.0 Regional Hub through a request for an addendum to the grant contract prior to the end date of the project. The BEST 2.0 Secretariat reserves the right to accept or to refuse the request. [↑](#footnote-ref-1)