

# GUIDELINES

## on the interim report

### submitted to Engagement Global – bengo

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The following guidelines provide information, explanations and guiding questions designed to help you draft an interim report based on the funding requirements of the Federal Ministry for Economic Cooperation and Development (BMZ) for private German executing agencies.

As with all applications, fund requests, amendments and proofs of use, the interim report is to be submitted online via the Engagement Global application portal at [www.antragsportal.de](http://www.antragsportal.de), and a legally binding, signed, printed copy is to be sent by post to the Central Programme Service of Engagement Global.

You are expected to provide a succinct and informative overview of the current status of the project's implementation, along with an assessment of the project results achieved to date. This should refer to the initial status when the application was submitted, the planned measures and the proposed expenditure. This information will then be used to evaluate the project, along with the changes brought about by the initiated measures, in accordance with funding requirements, including the special auxiliary provisions (BNBest-P/private executing agencies).

The interim report can serve you and Engagement Global as a monitoring instrument to predict whether the project can achieve the targeted objectives within the timeframe of the authorised project duration based on the available funding. It is also intended to help you recognise in good time whether adjustments must be made to the project that would require a proposed amendment.

The interim report consists of two parts:

- **Part I – an online form in the application portal** for directly entering basic data, primarily the financial report. Here we ask that you provide all project-relevant expenditures and revenues in the fields provided for this purpose, making reference to the budget year in question. Some of the information will already be taken from the application or, if applicable, amended proposal, i.e. automatically filled out.
- **Part II – the narrative report that covers the course of the project and the achieved interim results.** You will find a link to the form (MS Word document) in the application portal. Ideally, the completed document should not exceed 10 pages (font: Arial or similar at 11 points, all margins should be 1.5 cm). Use of the form is mandatory.

These guidelines use the second person plural ('you') to address the reader. This refers to both your organisation in Germany (private executing agency) and/or your partner organisation in the project country (local project partner). Since the description of the project implementation and the statement of accounts in the interim report are, as a rule, primarily based on the project management of the local project partner, this requires close coordination.

The interim report is to be drafted by the German private executing agency, which, based on the signed transfer agreement, is accountable to Engagement Global.

## Structure of the interim report

### **Part I – Financial report: accounting and expenditure** *(web based form in application portal)* **3**

• Title of the project	3
• Project duration	3
• Financial report: list of expenditures	3
• Financial report: list of revenues	3
• Balance from the previous year and how much of this is appropriated funding	3
• Appropriated funding during the accounting period	4
• Own funding during the accounting period	4
• Additional available resources	4
• Total revenues during the accounting period	4
• Determining the unused amount of appropriated funding	4
• Explanations	4
• Signatures	5
• Attachments and enclosures	6

### **Part II – Narrative report** *(text document)* **6**

<b>1. General information</b>	<b>6</b>
1.1 Project summary/project objective	6
1.2 Sources of information	6
<b>2. Status of the project's implementation</b>	<b>6</b>
2.1 Supplementary explanations of deviations from the planning	7
2.2 Status of the measures to be implemented	7
<b>3. Assessment of the ongoing course of the project by the private executing agency</b>	<b>7</b>
<b>4. Additional remarks</b>	<b>7</b>

## Part I – Financial report: accounting and expenditure

*(web based form in application portal)*

The financial report is compiled in the application portal. For each budget year, you may only use the assistant that is designated for that particular year. Hence, it is important to ensure that the reporting year matches the link to the corresponding assistant.

Please enter the relevant figures in the fields provided for this purpose. It is not possible to skip fields and begin entering information somewhere else. It is therefore recommended that you are well prepared and have all the requisite documents ready to hand. You can save a draft anytime and continue your work later. When all required fields are filled out and Part II has been uploaded, you can print a copy to review your work before you submit everything.

The text form for the narrative report (Part II) can be downloaded as an MS Word document by clicking on the link above the "Title of the project" field in the application portal.

### • Title of the project

The title is automatically taken from your application and cannot be changed. Please review the information entered, and click on "continue" or, if there are any inconsistencies or questions, contact bengo.

### • Project duration

The duration of your project is taken from your transfer agreement or, if applicable, from the last amending agreement and cannot be altered within the scope of the interim report. Please review the information entered, and click on "continue" or, if there are any inconsistencies or questions, contact bengo.

### • Financial report: list of expenditures

Please enter the actual expenditure, summarised for each of the budget items (investments, operating expenses, personnel costs and project visits), including amounts in cents. If there has been no expenses for one of the line items in the relevant budget year, please enter "0.00" in order to continue.

Please enter the administrative fees that were required for the budget year that you are reporting on. You are allowed to list no more than the approved percentage of funding (generally 4%). This amount is calculated based on the project expenditures incurred for the budget year in question.

Total expenditure will be calculated automatically based on the information that you provide. Please compare this with your own documentation before proceeding.

### • Financial report: list of revenues

Please enter here all of the relevant project revenues for the reporting year.

### • Balance from the previous year and how much of this is appropriated funding

Please enter your total balance and the amount of appropriated funding that was disbursed according to the previous interim report. Please ensure that the amounts are correctly entered. If this is your first interim report for a project, please enter "0.00" in both fields.

If, while compiling the interim report, you notice that figures from your previous report need to be corrected, please submit your correction as an attachment along with the current interim report and, wherever applicable, use the corrected balance figure.

- **Appropriated funding during the accounting period**

Please list all appropriated funding that you have received from Engagement Global during the budget year that you are reporting on, i.e. between 1 January and 31 December.

- **Own funding during the accounting period**

Revenues from the private executing agency and the local project partner, as well as additional providers of funding, are accounted for collectively in the interim report, i.e. they are to be added up and entered under "own funding".

In accordance with the co-funding agreement, the amounts of own funding must at the very least, match the contractually established share of the project funding. In other words, the estimated revenues from own funding must, as a rule, correspond with the agreed percentage of total revenues for the budget year in question. This is generally 25%. You can find the corresponding percentage in the transfer agreement.

- **Additional available resources**

Additional available resources are funds that flow into the project, but were not included in the original planning. This might typically be interest that has accrued on the project account of the local project partner or unanticipated personal and/or company donations that are specifically earmarked for certain project components, and where the donors would like a separate statement of accounts for their donations. Additional available resources result in reduced appropriated funding. Non-allocated donations are not additional available resources, but rather own funding that can be used to cover additional costs related to your project.

In case of doubt, we recommend that you contact us to clarify how your revenues are to be listed.

- **Total revenues during the accounting period**

Total revenues will be automatically calculated based on the information that you provide. Please note that the revenues should cover all expenditures. Consequently, revenues must be equal to or greater than expenditures.

- **Determining the unused amount of appropriated funding**

The amount of appropriated funding will be automatically calculated based on the information that you provide. This is displayed so you can see how the calculation is done. The total balance calculated here along with the unused amount of appropriated funding are to be entered, wherever applicable, in the next interim report (this is not carried over automatically).

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## • Explanations

Please confirm here, if applicable, that all requested instalments from Engagement Global have been spent within the appropriate time limit.

The deadline in Germany for expenditures within the SEPA zone (Single Euro Payments Area) is six weeks, which means that all disbursements from the German account, including transfers to the local project partner in the project country, should have occurred within six weeks after receipt of the funding on the German account.

The deadline for expenditures for foreign countries located outside the SEPA zone is four months. In other words, all disbursements must take place within four months after receipt of the appropriated funding on the German account.

Please note that this is a **shared (co-funding) financing scheme**, meaning that all expenditure consists of one part your own money and one part appropriated funding. Hence, the funding has only been completely disbursed when the proportionate amount of your own money has also been spent.

If the appropriated funding has not been transferred and/or spent within the designated period of time, please cite the reasons for this in the text field provided for this purpose. Calculate the accrued interest on the amount that was not spent within the appropriate time limit, starting from the date of receipt on the German account and extending until the final disbursement. You may find it helpful to use the interest calculator that is linked to the application portal.

If the expenditure delay can be attributed to external, project-related reasons that neither the private executing agency nor the local project partner could have influenced, you will have an opportunity here to clarify the situation. You can request here that Engagement Global refrain from charging interest. Please be sure to include the amount and the extension date for your request to waiver interest charges.

Then indicate whether, for the current reporting budget year, an external evaluation has been conducted and will be entered into the books. If you select “Yes”, you will have to upload the evaluation report and send a printed version along with the interim report to Engagement Global.

If the project’s annual accounts have been audited by an independent chartered accountant and are part of the statement, you may include the accountant’s report(s) (audit certificates) with your *interim report*, but these must be submitted at the latest with the *final report*. Please upload these as an attachment in the application portal and, at the same time, submit them by post as original documents along with the printed report.

It is mandatory to include a copy of the confirmation of the utilisation of funds. Please read it thoroughly beforehand.

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## • Signatures

Please note that the person (or persons) specified by you here is/are authorised to sign and thus must be the person(s) who provide(s) the legally binding signature on the printed interim report. The Central Programme Service of Engagement Global will check to ensure that the person(s) who signed the printed version of the final report is/are the same individual(s) who filled out the online form.

If there were changes in personnel during the course of the project, we ask that you report these to the Central Programme Service of Engagement Global, which will make the necessary changes in the database.

## • Attachments and enclosures

Before you submit your final report, please upload the completely compiled narrative report (Part II) as a compulsory attachment. Before you proceed to the upload section, please ensure that this document is readily accessible.

## Part II – Narrative report

*(text document)*

The form for the narrative report is available as a MS Word document via a link in the application portal and must be filled out separately and, after completing Part I, uploaded on the website.

The narrative report describes in detail the project and its results to date, along with the use of funds for the planned activities. The total length of Part II should not exceed 10 pages.

### 1. General information

The interim report is a stand-alone document that should be readily understandable, even without prior knowledge of the project. A reader with no background information should be able to envision what the project is about and what information was used as a basis for compiling the report.

#### 1.1. Project summary/project objective

To provide the reader with the necessary background information, please briefly describe (in just a few lines) the initial situation and the objectives pursued with the project. Please stick close to your original analysis of the problem (Part II) and the targeted objectives as you formulated them in the initial application (Part I). You can use the brief description from the last application or proposed amendment and copy it here.

#### 1.2. Sources of information

Please indicate who was involved in compiling the report and what information and sources it is based upon, for example, the project's own monitoring, self-evaluation, surveys, secondary sources, statistics, etc.

### 2. Status of the project's implementation

In the provided table, please enter all information from the application in the appropriate places. In the interim report, enter the overall objective, the output and all relevant indicators. Please also enter the initial situation as indicated in the application and the target with the relevant indicators. In the column "achieved situation", please list the development of the indicators observed by you, focusing as much as possible on qualitative and quantitative aspects. This will provide evidence of the progress in your reporting budget year.

When measuring indicators of the achievement of objectives that were not included in the application, please add this as a target on new rows and provide an explanation under 2.1.

For the interim report, it is not yet necessary to comment in the table form on the degree to which the project objective has been achieved, but you will have an opportunity to do so under point 3.

If there are stipulations in the transfer agreement, please describe how these have been taken into consideration and will be/have been implemented.

## **2.1. Supplementary explanations of deviations from the planning**

If there have been significant deviations from the planning, please describe them here. Note that fundamental amendments and adjustments to the results framework must be applied for and approved by Engagement Global before implementing these changes. In case of doubt, please contact us.

## **2.2. Status of the measures to be implemented**

Here we ask that you provide a detailed, comparative (for example, with a table of objectives and impacts) and transparent report on the planned and implemented measures for the reporting budget year. Please describe any particular successes or challenges faced during the implementation of the project, reasons for delays, deviations from the schedule, the number of participants, etc. Which measures were particularly popular or unpopular among the target group, and which ones encountered difficulties? What conclusions can you draw from this? What is your assessment of the interest/collaboration of the target group in the project?

Please also describe synergies, joint efforts with other actors or interactions that have occurred during the course of implementing the project.

## **3. Assessment of the ongoing course of the project by the private executing agency**

Based on the developments to date, provide a brief assessment of whether, in your opinion, the project can be pursued according to plan, and whether you expect the project objectives to be achieved within the approved timeframe. Please note in particular if you think the project objective – or one or more output – is in jeopardy. If there have been delays or other difficulties, or significant changes in the project environment or the structure of the local project partner's organisation, please describe what impact this will presumably have on the ongoing course of the project, what perhaps should be changed, and how the target group, local project partner and the private executing agency intend to coordinate their efforts to make these changes. You should take into consideration here both tangible physical and financial aspects.

If it looks like it will be necessary to submit an amended proposal, this should be clearly emphasised here. An amended proposal must always be submitted separately. If you have any questions, please contact bengo.

## **4. Additional remarks**

In this section you can include all additional remarks relevant to the accounting as well as explanations or findings that were not addressed in the other sections, but are necessary in order to understand the report.

Please report on any repayments of appropriated funds not used during the project.

Here you should also report on pending or completed payments of interest charges on appropriated funding that has not been spent within the appropriate time limit, along with any share of your own funding that still needs to be provided, and be sure to include the dates and amounts of all relevant bank transfers. If applicable, in the application portal upload your calculations of the amount of interest due as an attachment to Part I and mail this in printed form along with the interim report.

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## 5. Finalization

After you have completed both parts of this process, i.e. the narrative report and the financial report, please upload the electronic version of this in the application portal. Do not forget to print it out. This printout must include a legally binding signature and be sent along with any enclosed documents (e.g. interest calculations) to the following address:

ENGAGEMENT GLOBAL gGmbH  
Zentraler Programmservice  
Tulpenfeld 7  
53113 Bonn, Germany

Please note:

Your report will only be considered received if it has arrived in a complete form and has a legally binding signature. In contrast to the application, this report has to be both submitted via the application portal and, at the same time, sent in by mail with a legally binding signature. If after mailing your report you realise that revisions/corrections need to be made, please contact bengo.

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For questions and suggestions, please contact the bengo team.