**Final Report**

**Annotated Template**

[Indicate here the project duration]

[‘country name’ International Waters Ridge to Reef Project]

By:

[Name of Recipient Government Agency]

Prepared by:

Name of the Project Manager

# Preface

Executive summary of the key ridge to reef issues addressed in national project in relation to the key achievements of the project.

This should bear the signature of the chair of coordinating committee or head of lead agency.

# Acronyms

|  |  |
| --- | --- |
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| FAO | Food and Agriculture Organization |
| GEF | Global Environmental Facility |
| GEM | Geoscience, Energy and Maritime Division |
| IW | International Waters |
| IWRM | Integrated Water Resource Management |
| M&E | Monitoring and Evaluation |
| MYCWP | Multi-Year Costed Workplan |
| R2R | Ridge to Reef |
| RPCU | Regional Programme Coordination Unit |
| SPC | The Pacific Community |
| UNDP | United Nations Development Programme |
| UNE | United Nations Environment |
| WFP | Work and Financial Plan |
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# Basic Project Data

Provide the basic information of the Project. Such as:

|  |  |
| --- | --- |
| **Project Title** |  |
| **Project Site/ Location** |  |
| **Project Objectives** |  |

|  |  |  |
| --- | --- | --- |
| **Contract Information** | Contract number |  |
| Original Project Duration | Inclusive dates |
| Contract Extension (if applicable) | Inclusive dates of the extension |
| Contracting Party | Name of the agency or department who signed the MOA/MOU |
| Contracting Party Signatory | Name of the signatory to the MOA/MOU |
| Contract Amount (SPC-R2R) | USD \_\_\_\_\_\_\_ |
| Counterpart (Agency, Department) | USD \_\_\_\_\_\_\_ |
| Counterpart of other partners (e.g. development partners, NGOs, CSO, Academic, etc.) | USD \_\_\_\_\_\_\_ |

# Executive Summary

This section should provide information for the readers who will not read the entire document but who will need a summary of the project’s results anchored or based on the established national logical framework and the corresponding multi-year costed workplan. Although this section appears first in the document, it is usually written last after the full report has been written. The executive summary should not exceed one page.

The summary should contain the following elements (2-3 sentences each):

* Brief account on the purpose of the project and envisaged result of the joint undertaking. Highlighting the project contribution to the Regional R2R program outcomes such as but not limited to reduction of stress, improved catchment management, amongst others.
* Highlights of the results e.g. outputs and outcomes (what was achieved and not achieved, what were the major constraints and problems/issues and how they were resolved).
* Indication of the total amount spent for the reporting period (all resources – SPC R2R, counterpart financing including monetized in kind contribution, etc.).
* Assessment of the project performance in relation to the overall national project objectives and how the sub-recipient intends to safeguard and/or ensure the sustainability of the project achievements for the entire project duration.
* Other information you deem appropriate and pertinent.
* …

# Introduction

This section should provide the background or context for the project. The information required in this section can be obtained from the national project document, the national logical framework and corresponding multi-year costed workplan, scoping, stakeholders’ consultation meetings, and other background materials about the lead agency, and the sector. It is important that the report make reference to the [GEF Pacific Programme Framework Document](https://www.pacific-r2r.org/sites/default/files/2020-04/Pacific%20R2R%20Program%20Framework%20Document.pdf), the Regional IW R2R project [objectives](https://www.pacific-r2r.org/sites/default/files/2020-03/GEF-R2R-RSC-1-5_Purpose%2C%20goals%20and%20objectives%20of%20the%20GEF%20R2R%20International%20Waters%20Project.pdf) to which the national International Waters Ridge to Reef (IW-R2R) project is envisioned to contribute to achieving the objectives.

## Situational Analysis, project issues, needs

In not more than 500 words, provide a summary of issues and needs that were identified and used as basis for the national demonstration project.

## Project Scope, components and anticipated results

Linking this with the situational analysis section of this report, provide a summary of the decisions leading to the identification of the various measures – key components, expected outputs – that plausibly contribute to the anticipated outcomes. The logframe would be an important basis for this section which needs to be attached as an annex to this report. The multi-year work and financial plan is also an important annex to illustrate how the measures identified in the logframe is transformed into operational terms.

Using the table below, enumerate the key components and anticipated outcomes.

|  |  |  |
| --- | --- | --- |
| **Key Components** | **Expected Outputs** | **Anticipated Outcomes** |
| 1. …
 |  |  |
| 1. …
 |  |  |
| 1. …
 |  |  |
| 1. …
 |  |  |

## Project Organization and Management

In not more than 300 words, provide a summary of the role of lead agency in national/state terrestrial/freshwater/coastal management. Refer to the key national development/infrastructure plans and organizational business plans governing work of agency. This should just refer to the mandate of the lead agency acting as the implementing agent of the national R2R project.

Another paragraph describing the management of the IW R2R demonstration project, the steering, coordinating, and implementing bodies. Describe the main steps involved in establishing the committee (refer to the first meeting) and include a diagram or organigram showing the committee structure and links to other committees and planning bodies. In the annex, provide photographs of head of lead agency, the committee members with contact details, ridge to reef focal point, national project manager, and photo of PMU office space. The Terms of Reference (ToR) of the committee including a summary of the table of meetings should be made available as annex to this report.

## Project Stakeholders and Engagement

Provide a summary of the stakeholder mapping, analysis and processes for identifying stakeholders, the importance of their participation in the project, and proposed strategies for engaging with them. Include summary table of key stakeholders in main text of report.

In not more than 200 words, describe how beneficial the engagement strategies have been and recommended approaches for improving stakeholder participation.

In not more than ½ page, provide a summary of efforts to mainstream gender and equity issues in demonstration planning, execution, and monitoring and evaluation. Include as an annex the gender action plan.

Also, as an annex, please include the updated stakeholder analysis and engagement action plan as endorsed by demonstration project coordinating/ steering committee.

# Project Results and Achievements

This section should cover the outputs and achievements from start of the project until the end. You could consolidate the data from the previous progress reports (or update the midterm report) and summarize the results in this chapter.

For each of the project outputs and corresponding outcomes, indicate in detail (in quantitative and qualitative terms) what has been actually produced (in terms of outputs) and accomplished or achieved in terms of outcomes, also provide reasons of deviation from the plan where appropriate (reference will be the national logframe and the corresponding MYCWP).

Indicate issues and constraints, and corresponding remedial actions to respond to the problems (when describing the problems encountered and the indications for the solutions undertaken, kindly include if follow-up action or actions will be needed in order to close the gap for mainstreaming and/or institutionalizing the project achievement.

In most cases, the project has carried out workshops, trainings and the like, mention number of attendees/participants and number of males/females (A summary of all the trainings conducted indicating number of participants and number of male/female. With this summary sheet, please attach the attendance sheets as a complete annex to this final report) – see Gender Mainstreaming Section of this report template.

The results can best be presented following the results logic.

|  |  |  |
| --- | --- | --- |
| **Component/ Outcomes/ Outputs** | **Indicate the appropriate name of the component, the desired outputs and activities** | **Indicate the Status of implementation (choose from the following:*** Completed or not completed indicate the reason
 |

|  |  |
| --- | --- |
| **Component 1** | **Monitoring Programme for pollution and nutrients entering Honiara Adjacent Coastal (HAC) Water** |
| Outcome 1.1 |  |  |
| Output 1.1.1 | Honiara adjacent coastal water sampling methodology, analysis and reporting process operational | On track as planned |
| Output 1.1.2 |  |  |
| … |  |  |

|  |  |
| --- | --- |
| **Component 1** |  |
| Outcome 1.2 |  |  |
| Output 1.2.1 |  |  |
| Output 1.2.2 |  |  |
| … |  |  |

|  |  |
| --- | --- |
| **Component 2** |  |
| Outcome 2.1 |  |  |
| Output 2.1.1 |  |  |
| Output 2.1.2 |  |  |
| … |  |  |

|  |  |
| --- | --- |
| **Component 2** |  |
| Outcome 2.2 |  |  |
| Output 2.2.1 |  |  |
| Output 2.2.2 |  |  |

# Financial Summary

This section of the report provides a short account of the status of fund utilization. This should only cover the planned and actual financial expenditures for the reporting period. This chapter should not duplicate the detailed liquidation (or the separate financial) report. This section should just highlight the funds utilization rate and description of the financial inputs during implementation period. **This is best captured in column labelled as – SOURCES OF FUNDS – in your Multi-year work and financial plan.**

## SPC-R2R Financial Contribution

|  |  |  |
| --- | --- | --- |
| **Amount** | **Total Amount Spent** | **Utilization Rate[[1]](#footnote-1)****(in Percentage)** |
|  |  |  |
|  |  |  |

## Materialized Co-financing

Status of the contributions of the Partner Organization/s (e.g. Agency, department, etc.), and other stakeholders. Both cash and monetized in-kind contributions should be reported. Kindly refer to the GEF policy on co-financing for further guidance. In principle all non-GEF financial resources that are used for producing outputs of this project could be reported as co-financing.

|  |  |  |
| --- | --- | --- |
| **Name of Co-financer** | **Type of Co-financing[[2]](#footnote-2)** | **Amount[[3]](#footnote-3)****(USD)** |
|  |  |  |
|  |  |  |

# Implementation Progress Ratings

A brief and concise assessment of the results and achievements of the project from the perspective of the recipient. The assessment should endeavour to respond to the following assessment areas:

1. **Inputs**: To what extent have the planned inputs been supplied? Based on your financial plan, provide an assessment whether the planned inputs (such as technical and/or policy advice, and financial contributions) as indicated in the approved project document has/have been timely and sufficiently delivered. Provide 2-3 sentences describing the inputs delivery.
2. **Outputs**: To what extent have the planned outputs been produced? An assessment about the degree to which the envisaged outputs have been produced and whether the quality and timing were satisfactory. Provide 2-3 sentences describing the status of planned outputs.
3. **Objectives**: To what extent have the outputs contributed to achieving the project objectives? If not achieved, what is/are the reason/s for non-achievements and how this can be remedied? Provide 2-3 sentences describing the status of whether the objectives will be achieved or not. If not, what do you recommend as remedial measure/s.
4. **Sustainability** of the project results: To what extent will the intended results of the activity be sustainable? What are the sustainability elements (such as technical, policy, financial, etc.) that have been considered? Provide 2-3 sentences describing your efforts of securing and sustaining the project results.
5. **Risks/Assumptions/Conditions:** To what extent were the previously identified conditions, assumptions and accompanying risks addressed? Indicate whether the original risks and assumptions are still valid, and whether the conditions were honoured and/or dealt with?

|  |  |  |
| --- | --- | --- |
| **Context** | **Specify the identified Conditions, Assumptions and Risks** | **Provide your assessment in this column** |
| **Conditions** |  |  |
| **Assumptions** |  |  |
| **Risks** |  |  |

Also, assess the overall risk factors (internal or external) to the project which may affect implementation or prospects for achieving project objectives. Use the following scale in rating the risks:

|  |  |
| --- | --- |
| High Risk (H) | There is a probability of greater than 75% that assumptions may fail to hold or materialize, and/or the project may face high risks. |
| Substantial Risk (S) | There is a probability of between 51% and 75% that assumptions may fail to hold and/or the project may face substantial risks. |
| Modest Risk (M) | There is a probability of between 26% and 50% that assumptions may fail to hold or materialize, and/ or the project may face only modest risks. |
| Low Risk (L) | There is a probability of up to 25% that assumptions may fail to hold or materialize, and/ or the project may face only modest risks. |

1. **Overall Implementation Progress Rating**

Provide an overall rating of the implementation progress. Also, provide (in 1-2 sentences) the basis of your rating. For the rating, use the following rating definition:

|  |  |
| --- | --- |
| Highly Satisfactory (HS) | Implementation of all components is in substantial compliance with the original/formally revised implementation plan for the project. The project can be presented as “good practice”. |
| Satisfactory (S) | Implementation of most components is in substantial compliance with the original/formally revised plan except for only few that are subject to remedial action.  |
| Moderately Satisfactory (MS) | Implementation of some components is in substantial compliance with the original/formally revised plan with some components requiring remedial action.  |
| Moderately Unsatisfactory (MU) | Implementation of some components is not in substantial compliance with the original/formally revised plan with most components requiring remedial action. |
| Unsatisfactory (U) | Implementation of most components is not in substantial compliance with the original/formally revised plan.  |
| Highly Unsatisfactory (HU) | Implementation of none of the components is in substantial compliance with the original/formally revised plan. |

# Project Contributions to the Regional IW R2R Program Outputs and Outcomes

This Chapter provides snapshots of the national project contributions to the Regional Ridge to Reef program components such as:

1. National demonstration to support R2R ICM/IWRM approaches for island resilience and sustainability. Specifically an account of the status of:
	1. Successful pilot projects testing innovative solutions involving ICM, IWRM and CCA (linked to the STAR via larger Pacific R2R network).

*The identified innovations should lead to reduction of stresses and improved catchment management*.

* 1. National Diagnostic analysis for ICM conducted for prioritizing and scaling-up key ICM/IWRM reforms and investments.

*Indicate the status of the conduct of diagnostic analysis for priority coastal areas establishing the environmental state and socio-cultural information*.

* 1. Multi-stakeholder leader roundtable networks established for strengthened ‘community to cabinet’ ICM/IWRM.

*Provide information on how the local leaders and local government engagement/ participating in multi-stakeholder dialogue and roundtable networks*.

1. Island-based investments in human capital and knowledge to strengthen national and local capacities for R2R ICM/IWRM approaches, incorporating climate chance adaptation
	1. National and local capacity for ICM and IWRM implementation build to enable best practice in integrating land, water, forest and coastal management and climate change adaptation.

*Provide information about the post-graduate training course and account how it contributes to the enhancement of R2R ICM/IWRM management capacities*.

* 1. Incentive structures for retention of local R2R expertise and inter-governmental dialogue on human resource needs for ICM/IWRM initiated.

*In relation to 2.1 and the other capacity building activities conducted by this project, provide an account whether national human capacities in R2R have improved.*

1. Mainstreaming of R2R ICM/IWRM approaches into national development planning
	1. National and regional strategic action frameworks for ICM/IWRM endorsed nationally and regionally

*Provide information about the functioning of the Inter-Ministerial Committee, particularly the implementation of agreements and strategic action framework on land, water, forests and coastal management, including the use of the ‘State of the Coasts/ Islands’ reports as basis for decision making and R2R investments.*

* 1. Coordinate approaches for R2R integrated land, water, forests and coastal management and climate change adaption

*Provide a description of the networks of national R2R inter-ministerial committees and linkages and coordination with existing and other IWRM committees. Indicate whether the coordination has improved and whether the improvement is attributable to the national project interventions or activities.*

# Project contributions to the GEF Focal Areas, SDGs including Special Themes

This Chapter provides snapshots of the contribution of the national demonstration project contributions to the GEF Focal Areas such as International Waters, Biodiversity Conservation, Land Degradation, Sustainable Forest Management, and Climate Change Adaptation. Provide response only to the appropriate GEF Focal area/s where your project contributes to. Delete those that are not applicable or relevant.

## GEF Focal Areas

1. **International Waters**

Describe the project contribution towards achieving a collaborative management of transboundary water systems and implementation of the full range of policy, legal, and institutional reforms and investments contributing to sustainable use and maintenance of ecosystem services. The aim here is to illustrate how the project contributes to eliminating or reducing threats to international waters through catalysed multi-state cooperation to address concerns of transboundary water systems with special impact on conjunctive management of fresh and groundwater resources, rebuilding marine fish stocks and protecting coastal habitats. Based on your national demonstration projects, make an inference and ascertain the link between the measures for reducing stress and nutrient pollution to the rivers and coastal ecosystems, improved catchment planning and management, etc.

1. **Biodiversity Conservation**

Provide a summary of the project contributions towards maintaining globally significant biodiversity and the ecosystems goods and services it provides to the society. Efforts aimed at conserving biodiversity and maintaining habitat in national protected areas systems, and conservation and sustainable use of biodiversity in production landscapes and seascapes.

Where appropriate, provide the description or background information of the project site (location, area, threats that the project is addressing, condition of the biodiversity, sustainable financing, and most importantly an assessment of the management effectiveness. Under the METT (Management Effectiveness Tracking Tool) Framework, information on the following areas should be assessed and evaluated such as **Context** (status and threats), **Planning** (where do we want to be and how will we get there?), **Inputs** (what do we need?), **Management process** (how do we go about it?), **Output** (what did we do and what products or services were produced?), and **Outcome** (what did we achieve?).

As an example, you may provide a description on the legal and policy aspects, status of enforcement, protected area objectives and design, demarcation and delineation, resource management, research, budget and sustainable financing, and CEPA (Communication, Education and Public Awareness).

1. **Sustainable Forest Management**

Provide a summary on the plausible contribution of the project interventions towards achieving multiple, environmental, social and economic benefits from improved management of all types of forests and trees outside of forests. Highlight the contribution of the project towards improving rural livelihoods and achieve environmental benefits. For example, provide the data on the reduction of forest loss and forest degradation that is attributable to the project interventions such as land use planning, catchment management, law enforcement and forest protection activities, etc.

1. **Land Degradation**

Provide a summary of the project contributions to arresting and reversing current trends in land degradation, specifically desertification and deforestation. Specifically, activities that could bring about sustained productivity of agro-ecosystems and forest landscapes in support of human livelihoods. An example of this could be measures implemented geared towards improving the land productivity, climate smart agriculture, landscape management and restoration, improved livelihoods in rural areas.

1. **Climate Change Adaptation**

Provide a summary of how the project contributes to increasing resilience to the adverse impacts of climate change in vulnerable communities in the project sites. Plausibly infer the contribution of the various short, medium and long term adaptation measures in affected sectors, areas and communities; leading to a reduction of expected socio-economic losses associated with climate change and variability. For example, awareness raising activities on the climate change impacts, conduct of risks and vulnerability assessments, access to climate information and warning systems.

## Sustainable Development Goals (SDGs)

This section captures the plausible contribution of the national projects to the relevant Sustainable Development Goals, otherwise known as the Global Goals. The project is expected to contribute to 11 of the 17 SDGs. These are SDG 1 – No poverty, SDG 2 – Zero hunger, SDG 3 – Good health and well-being, SDG 4 – Quality education, SDG 5 – Gender equality, SDG 6 – Clean water and sanitation, SDG 12 – Responsible production and consumption, SDG 13 – Climate action, SDG 14 – Life below water, SDG 15 – Life on land, SDG 17 – Partnerships for the goals. Please use the table below to briefly (in 2-3 sentences) indicate your project’s contribution to the relevant SDGs. Please respond only to the appropriate SDG that your project is contributing to.

|  |  |
| --- | --- |
| **SDG** | **Project contributions** |
| SDG 1 – No poverty |  |
| SDG 2 – Zero hunger |  |
| SDG 3 – Good health and well-being |  |
| SDG 4 – Quality education |  |
| SDG 5 – Gender equality |  |
| SDG 6 – Clean water and sanitation |  |
| SDG 12 – Responsible production and consumption |  |
| SDG 13 – Climate change |  |
| SDG 14 – Life below water |  |
| SDG 15 – Life on land |  |
| SDG 17 – Partnerships for the goals |  |

## Special Themes

1. Gender Mainstreaming

Provide a summary on the processes for ensuring that equal opportunities for men, women, elderly and children to participate in the project implementation and in decision-making, including and most especially access to benefits and incentives.

The project has carried out workshops, trainings and the like. A summary table or list of all the trainings conducted indicating number of participants and number of males/females. With this summary sheet, please attach the attendance sheets as a complete annex to this final report).

1. Other markers – this is optional

# Lessons Learned (Innovations and Catalytic Impacts)

A short account of the innovative aspects and catalytic impacts of the project. This section will mainly contain the summary or highlights of the lessons learned and experiences about the:

* Pilot demonstration or testing of innovative solution/s in response to the problem/s identified at the onset of project.
* National implementation of the IW R2R project
* National programmatic approach to promote Ridge to Reef approach for sustainable resource management.

Guided by the lessons learned templates and [guidance documents](https://www.pacific-r2r.org/meeting-documents) made available by RPCU, the final lessons learned papers, experiential notes and other relevant reports will form part as an important annex to this final report.

Similarly, the innovative and catalytic impact of either a specific technology package or the overall national IW R2R project can be dissected using an assessment framework. Specific to this, below are just examples and quick and dirty guide for dissecting or assessing implementation experiences.

## Innovative aspects

What are the lessons and new learnings drawn from the implementation of the project? This should be in the areas of Strategy, Cooperation (internal and external), Processes (whether the project has contributed to a more streamlined process which leads to efficiency, etc.), and Steering (how the project has been steered towards achieving its objectives). For example, it could be highlighted in this section the strengthened coordination between the STAR and IW R2R projects towards achieving wider development impact – following the programmatic approach - in integrated water resources management (IWRM).

## Catalytic impacts

In not more than 500 words, provide examples of where the national demonstration project has helped catalyse change, e.g. capacity development, investment from other donors/ development partners, stimulated need for reform of policy and planning. For example, you could provide information to highlight the contribution of the project for enhanced coordination, synergies, and harmonized implementation among agencies not only for integrated water resources management (IWRM) but also the wider natural resource management and climate change adaptation and mitigation (CCA/M) interventions.

# Annexes

Provide as annexes all materials, reports of the technical studies conducted, reports of surveys conducted, proceedings or highlights of meetings with its corresponding signed attendance sheets, pictures of major activities and monitoring visits, major/important communications, and the communications strategy and/or plan, stakeholder engagement, gender action plans, etc. Also include the accomplished GEF templates such as Lessons Learned, IW Results Notes, etc.

Please also attach the list of consultants and personnel involved in the implementation.

Finally, the list of equipment (inventory) procured during the reporting period.

|  |  |
| --- | --- |
| **Annexes** | **Title of the document** |
| Annex 1 | … |
| Annex 2 | … |
| Annex 3 | … |
| Annex 4 | … |
| Annex 5 | … |
| Annex 6 | … |
| Annex 7 | … |
| Annex n | … |
|  |  |
|  |  |
|  |  |

1. Amount spent divided by amount budgeted/planned multiply by 100. [↑](#footnote-ref-1)
2. Grant or In-kind [↑](#footnote-ref-2)
3. Total cash and monetized in-kind contributions. [↑](#footnote-ref-3)