

Report Project; Progress

Project results

Please answer all the questions under this heading concerning the international partner.

The report, as the programme is funded by SIDA, mainly concerns results and development in the international partner municipality. Therefore, make sure that your international partner is involved in writing! Results in and benefit for the Swedish municipality is important but not primarily collected by this report.

Results on participant level

Have the project team or steering group participants, or other staff or politicians, acquired or applied new knowledge and skills because of the project, that contribute to strengthening local democracy? If yes, give examples.

Results on organizational level

Describe progress on your organizational readiness objectives. Include your assessment of any increased organizational readiness within the area.

Revisit your objectives! Note that you may have updated them (from as stated in the application) in a previous report!

If you applied from 2023 describe any progress on your (2-3) "organizational readiness objectives". Also include your assessment whether the organizational readiness has reached a new level within the area to which each objective refers (see page 18-21 in [Workbook for project planning | ICLD](#)).

If you applied before 2023 describe progress and results on your project objective and intermediate objectives by following up your indicators. Additionally, is any increased organizational capacity achieved to address your main problem? Are there any new decisions, policies or practices within the organization promoting equity, participation, transparency or accountability, regardless of what area of responsibility you are working within? The question refers to nine "organizational readiness" areas listed on page 18-21 in [Workbook for project planning | ICLD](#) that is submitted as part of the application from 2023. These are: Staffing and cross-boundary collaboration, Policy prioritization, Policy planning/implementation, Political commitment, Information processing, Community participation, Inclusion of minorities and underrepresented groups, Information sharing. If you identify any increased capacity within these areas, please comment!

Do you assess that the project has contributed to increased organizational readiness in any other areas so far? If yes:

- Which ones? (select among nine areas)
- Briefly describe how. It can for example be a new policy or practice.

This question is mainly relevant for those who applied from 2023 since the previous question only refers to (objective fulfillment and) capacity development within the (2-3) areas one has formulated objectives. Here one is expected to describe any increased capacity in other areas than the ones of the objectives.

If you have already mentioned all organisational capacity that may have increased above and the answer is No, skip question! If there is more to report, select within which areas your organisation has gained capacity and describe how.

Reflect on your objectives setting. Are you satisfied with the way you have formulated your objectives? If no, revise your organizational readiness related objectives.

If you are satisfied with your objective(s) as stated in the application or as updated in a previous report and the answer is yes, skip question. If you want to revise your project objective(s): Revise project objectives (up to three).

Have expected outcome of your activities been achieved? Report your activities and follow up the indicators.

Revisit your planned activities! Note that you may have updated them (from as stated in the application) in a previous report!

This question refers to Step 1 – Activity and Step 4 – Monitoring, in the Action plan on page 24-26 in [Workbook for project planning | ICLD](#) that all applicants from 2023 on is submitting. Regardless of when you applied, report your activities and their outcome in the same way.

Reflect on last year's action plan. How did it go? What are the challenges and lessons learnt?

Reflect on the activities conducted the past year. Are there any success factors or failures? What are the lessons learnt?

Submit Action plan (activity and indicator of expected outcome) for next project year.

Applicants from 2023 are asked to submit an action plan for the first year only. Since a lot can happen or change due to external factors or lessons learnt you have the opportunity in each report to reflect on what worked or not and submit an action plan for the upcoming year.

If you applied before 2023 and want to revise your activities compared to what was indicated in the application or in a previous report? Submit revised activity plan for the upcoming year. (Up to four activities and indicator of expected outcome).

Impact on societal level and dissemination

How has the group/s of rights holders who's situation you want to improve, been involved in project implementation?

Your direct target group – the main target group of your activities, is supposed to be duty bearers within the local government. However, this refers to the indirect target group - the “rights holders”, residents in society who’s situation you wish to improve by your project. Did you consult or involve them?

Has the project yet had any impact for the group/s of rights holders who’s situation you want to improve?

If yes:

- Briefly describe how. Indicate if any gender disparities exist, also any unintended negative effects for women or men.
- How do you reach out to ensure that residents are aware of results that affect them?

If no:

- Please estimate when you think any impact at societal level may have been achieved.

Have knowledge, methods or other results related to local democracy been scaled up or shared within your organization? For example, internal trainings, awareness-raising activities etc? If so how and to whom?

Are there organisational results of the project such as methods, tools, policies, etc that have been disseminated externally? If yes:

- Please indicate how and to what municipalities or organizations. OBS: List all!

Overall project results

Please summarize the overall progress of the project. What is the most significant change you achieved related to organisational readiness and local democratic development or human rights-based approach.

See this as a brief summary of your results. What is the most significant change you achieved?

Have you used the “SDG impact assessment tool” in your project? (yes/no)

- Select the goals of Agenda 2030 to which the project has a direct positive contribution.
- Briefly explain how.

Regardless of whether you have used this tool, select the sustainable development goals that you think your project has had a direct contribution to, and for each briefly describe how.

Are there any unexpected results?

Do you assess that your project has had any (positive or negative) environmental or climate impact?

Please give your assessment on what tools, skills or research are needed in order to improve and ensure results.

Did any unintended negative effects occur for people or groups because of the collaboration or the project? If yes, how have you managed these and what have you learnt for the future?

Exchange and peer learning

How many international/partner visits were carried out the year covered by this report?
(0,1,2,3,4,5)

Include all international travel within the project team, both partner/peer visits and any other travel to participate in workshops or trainings, if applicable.

Report the international travel you conducted, by declaring for each trip:

- Place/hosting partner
- Dates/number of days
- Number of travellers
- What you learned from each other
- What peer learning methods you used

This question refers to the table on page 27 in [Workbook for project planning | ICLD](#) where all partnerships who apply from 2023 are asked to plan the upcoming year's travel; where and how many days, how many people (this serves as the basis for the budget) but also what the "peer learning goals" are for each travel and what peer learning methods that will be used. Read more about these in [Peer learning in partnerships - toolbox | ICLD](#). This is to promote a greater focus on result-oriented exchange and peer learning during partner visits.

Report each international travel during the period covered by this report in this way –where and how many days, how many people (this serves as the basis for the costs you account for in the economic report!) what you learned and if possible, by which methods.

How did these international meetings and joint activities support your action plans?

The international travel/partner visits aim to promote progress on your objectives through capacity-building by exchange and peer learning between partners. Describe how the international meetings strengthened the partners in carrying out the project generally or activities specifically.

If participants from the project team take part in training activities linked to the partnership or other activities organized by the ICLD. Do you consider that these have strengthened the municipal partnership? If so, how?

Submit your international travel and peer learning plans for next year by declaring for each trip:

- Place/hosting partner

- Dates/number of days
- Number of travellers
- Learning goals
- Peer learning methods

In applications from 2023 and on, applicants submit a preliminary overview of the peer learning and travel plans throughout whole partnership. However, one is asked to declare all the above bullet points for the first year only. For the following years only the first three.

Since a lot can happen or change due to external factors or lessons learnt you have the opportunity in each report, to reflect on the exchange and travel the past year and make necessary changes as well as add the learning goals and peer learning methods for the upcoming years travel.

Submit an updated travel and peer learning plan for next year!

Have you had experts, mentors, researchers, or CSO partners involved in the project? Who?

Has any research been carried out related to your partnership? If so, what has it led to?

Other

Are there other funders of the project than ICLD, if so who?

Do you plan to submit any new applications in the coming year? If so, please indicate a potential topic of collaboration and timeframe.

How do you experience the contact with the ICLD? Do you see any potential improvements or perhaps something that was particularly valuable?

Economic report

Outcome is reported compared to the budget presentation.

Upload auditor's certificate.

Upload signed supporting document for labour costs.

Upload other supporting documents - only upon request from ICLD!

The international partner's resources and approval

Specify the resources e.g. staff, expenses such as premises, interpreters, transport - contributed by the international partner within the Project.

The international partner's coordinator shall approve of the report that the Swedish partner is submitting to ICLD through signing the Approval of annual report. Upload the signed Approval of annual report.