Narrative report: Youth Leader Exchange

It is a requirement that you evaluate your youth leader exchange in collaboration with your partner organisation. Therefore, remember to use your joint evaluation when filling in this report.

**Mandatory evaluation meeting**

Minimum two members of the project group or organisation must participate in an evaluation meeting which DUF will arrange and invite you to. At the meeting we will go more in depth with the learning points and change made by the exchange, positive and challenging experiences, and the impact of the exchange. The evaluation meeting is a supplement to this report.

The administrative closure of the project, with the disbursement or reimbursement of the remaining project funds, will be made as soon as this report and the final financial report have been handed in to DUF and have been approved by the DUF secretariat.

If you have carried out any qualitative or quantitative data collection in relation to the exchange, you can attach these as an annex to this report.

**Youth leaders’ personal report**

Besides this report, which is to be conducted between the cooperating partners, and not only by the youth leaders, each youth leader must submit a personal evaluation to DUF. The personal evaluation must be handed in at the same time as the overall report.

**Requirements**

The report must be written in English to ensure equal contribution and participation from both organizations.

Please read the instructions and guiding questions under each sub headline carefully. The instructions and guiding questions should be deleted before submitting the final report. The report should not exceed **five pages** **of text** (using Spectral font 10).

|  |  |
| --- | --- |
| 1.Basic Information | |
| **Project information** | |
| Project title |  |
| Case number |  |
| DUF member organisation(s) |  |
| Name of Danish project group |  |
| Partner organisation(s) |  |
| Project period |  |
| Total expenses |  |
| Financing from DUF |  |
| Other financial sources |  |
| Name and case number of the project connected to the exchange |  |

|  |
| --- |
| 2. Reporting |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Objectives and success criteria for the youth leader exchange**  Please fill out to what extent your objectives and success criteria have been met based on your own estimation. This can help you to reflect on the impact and contribution of the exchange. | | | | | | | |
| **The long-term development objective of the project connected to the exchange:** | | **To what extent have the objectives and the expected results been met? (mark with X)** | | | | | **How have they been met?** *(through what activities, initiatives, trainings etc.?)* |
| *(Here you can insert your long-term development objective)* | | **Not at all or to a small extent** | **To some extent** | **To a moderate extent** | **To a great extent** | **To a very great extent** |
| **Immediate objective 1** | **Expected results (outputs)** |  |  |  |  |  |  |
| *(Insert your immediate objective)* | *(Insert the expected results)* |  |  |  |  |  |  |
| **Immediate objective 2** | **Expected results (outputs)** |  |  |  |  |  |  |
| *(Insert your immediate objective)* | *(Insert the expected results)* |  |  |  |  |  |  |
| **Immediate objective 3** | **Expected results (outputs)** |  |  |  |  |  |  |
| *(Insert your immediate objective)* | *(Insert the expected results)* |  |  |  |  |  |  |

|  |
| --- |
| **Impact of the exchange** |
| For each of the three components in the change triangle, please describe the most important change(s) that this exchange has led to. You are welcome to give concrete examples.  **Organisational development**:  **Activities for children and youth**:  **Advocacy**: |

|  |  |  |
| --- | --- | --- |
| **Outreach: Please estimate the number of people reached** | | |
|  | **Number of people reached in total** | **Why is it an important target group to work with?** |
| **Primary target group** |  |  |
| **Secondary target group** |  |  |

|  |
| --- |
| **Changes in project plans** |
| Please describe whether you have carried out the activities as planned. If not, what has been the changes and why? |

|  |
| --- |
| **Information activities** |
| Kindly describe how you have communicated about the exchange within your own organization (for example on social media, in the organisation’s magazine, or by visiting local branches) and in the partner organization.  Kindly describe if you have carried out information activities to a target group outside of your own organizations. Who was the target group and how did you reach them?  Kindly list or link to any stories, articles or other material published in relation to the exchange. |

|  |
| --- |
| **In case of conditional approval of the grant** |
| (Only relevant if you were given a conditional approval of your project application when processed by the granting committee)  Please describe how the conditions set by the granting committee have been met. |

|  |
| --- |
| 3. Recommendations and learning points |
| To ensure learning from the exchange into your partnership and potential future projects, please describe the most important learning points from the exchange:  How can these experiences and learnings be used in your future projects?:  What are your plans for the future of your partnership and for future projects?:  Did you get the necessary support from DUF and from your own organisation?:  Is there anything which DUF can do more off or do better to support your international projects and your partnership? |

|  |  |
| --- | --- |
| 4. Signatures | |
| I hereby confirm that our report has been carried out between the cooperating organisations. I furthermore confirm that I have the authority to make decisions and sign agreements on behalf of my organisation. | |
| On behalf of the Danish member organisation | On behalf of the partner organisation |
|  |  |
| Date/Place | Date/Place |
|  |  |
| Name | Name |
|  |  |
| Position in organisation | Position in organisation |
|  |  |
| Signature | Signature |
|  |  |
| Stamp (optional) | Stamp (optional) |
|  |  |

|  |
| --- |
| 6. Annexes |
| **List of annexes** |
| **Obligatory annexes**   * Final financial accounts * Financial statement * Personal youth leader evaluation(s)   **Other annexes**   * Articles, stories etc. published by the cooperating partner organizations, or published in the local or national media |

*Format updated by DUF: December 2020*