# Strategic Partnership

# *Inception* *Report*

**Via e-mail to** [zivilgesellschaft-international@ada.gv.at](mailto:zivilgesellschaft-international@ada.gv.at)

***The blue comments serve as guidance for writing the report. Please delete them once you have filled in the required information****.*

## Programme N°      /

**Programme** **title**:

|  |  |
| --- | --- |
| Contract partner in Austria | Local project partner(s) *– please add further partner(s) if applicable* |
| Name: | Name: |
| Address: | Address: |
| Telephone, e-mail: | Telephone, e-mail: |
| Programme officer, contact: | Programme officer, contact: |

|  |  |
| --- | --- |
| Country/countries: | Region/locality: |
| Duration:  from: start date of the project / programme | to: end date of the project / programme |
| Reporting period: (exact dates) | Date of presentation: Indicate the day of  report submission, i.e. when you finished writing the report and sent it to ADA |

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Name and signature

## Date, author(s) of report:

*Please include a list of abbreviations.*

# Brief description (summary) of activities carried out and key outcomes; programme progress (if applicable) (max. 2 pages)

# Detailed description of activities carried out

Activities may include but are not limited to:

* Assessments, such as baseline survey, gender analysis, gap analyses, etc. (please include key findings and recommendations and attach a detailed report for each assessment)
* M&E framework
* Procurement
* Staff recruitment
* Training
* Beneficiary selection

# Outcomes and findings from inception phase

# Required modifications

* Required changes for programme planning / implementation and revision of intervention strategy, including target groups (if applicable, please submit an official modification request)
* Budget modification (if applicable, please submit an official request for budget reallocation)
* Changes in external circumstances / conditions
* Changes in risk analysis and mitigation
* Other points

# Lessons Learned

* Including added value of inception phase

# Monitoring / learning exercise

* Updates regarding monitoring, e.g. monitoring plan, etc. (if applicable)

# Evaluation

* Updates regarding evaluation (if applicable)

# Other points

* As applicable, otherwise, please delete

# Annexes:

1. If applicable, updated Logical Framework, Risk Register and Time Schedule
2. Etc. (please list accordingly)