Internationale Klimaschutzinitiative

**Verwendungsnachweis (Zuwendungsempfangende Organisationen)**

**Schlussbericht (GIZ/KfW)**

Bitte fügen Sie die folgenden Anlagen bei:

|  |  |
| --- | --- |
| ☐ | Zahlenmäßiger Nachweis / Nachkalkulation  Vorlagen für Zuwendungsempfänger stehen unter [diesem Link](https://www.international-climate-initiative.com/projekt-steuern/projekt-abschliessen/) auf der IKI-Website zur Verfügung. |
|  | Ggf. Inventarliste (siehe Hinweise auf Seite 2).  Als Vorlage kann das entsprechende Tabellenblatt im zahlenmäßigen Nachweis (IKI\_Vorlage\_Verwendungsnachweis\_Zahlenmaessiger\_Nachweis\_\_AZA\_DE) genutzt werden. |
|  | Ggf. Standard Indicator Report (Annex 7) (siehe Hinweise in Abschnitt 7)  Bei Bedarf steht die Vorlage unter [diesem Link](https://www.international-climate-initiative.com/projekt-steuern/projekt-abschliessen/) auf der IKI-Website zur Verfügung. |
|  | Ggf. weitere Dokumente, z.B. aus Projektmitteln finanzierte Publikationen (z.B. Flyer, Broschüren, Studien) |
|  | Results Monitoring Report (siehe Hinweise in Abschnitt 11) |

**Der Umfang des finalen Sachberichts sollte nicht mehr als 20 Seiten Fließtext umfassen.** Die Hinweise in grauer Schrift sind beim Ausfüllen zu löschen.

Die Unterlagen sind mit Angabe der Projektsignatur in der Betreffzeile per E-Mail (als Word- oder Excel-kompatibles- und PDF-Dokument) innerhalb von sechs Monaten nach Projektende unter [iki-final-report@z-u-g.org](mailto:iki-final-report@z-u-g.org) einzureichen. Die Signatur kann elektronisch erfolgen, ein Einreichen per Post ist nicht mehr nötig. Sollten manche Dateianhänge zu groß für den Emailversand sein, bitten wir um einen entsprechenden Hinweis bei Einreichung des Verwendungsnachweises/Schlussberichtes. Sie erhalten dann einen entsprechenden Link zum Upload der Dateien.

Die im Verwendungsnachweis/Schlussbericht dargestellten Quellen zur Verifizierung der Zielerreichung sollen verlinkt bzw. detailliert aufgelistet werden. Wichtige Publikationen sind als Anlage beizufügen.

**Hinweis für Vorbereitungsphasen:**

**Der Umfang des Sachberichts sollte nicht mehr als 5-10 Seiten Fließtext umfassen.** Abschnitt 7 zu den Indikatoren entfällt. Bitte beziehen Sie sich für Vorbereitungsphasen nur auf relevante Abschnitte. Vorbereitungsphasen, die zur Durchführungsphase bewilligt/beauftragt werden, reichen erst zum Ende der Durchführungsphase einen Verwendungsnachweis/Schlussbericht ein.

# Projektdaten

|  |  |  |
| --- | --- | --- |
| **Projektsignatur** |  | |
| **Projekttitel** |  | |
| **Partnerland/-länder** |  | |
| **Durchführungsorganisation** |  | |
| **Weiterleitungsempfangende Organisation(en)[[1]](#footnote-1) (WLO)** | Nein  Ja Im Falle von WLO, bitte das Prüfungsergebnis der Verwendungsnachweisprüfung für die jeweilige WLO vermerken: | |
| **Name der WLO** | **Auffälligkeiten aus der Prüfung des Verwendungsnachweises?** |
|  | Nein  Ja Wenn Ja, bitte entsprechend Verwendungsnachweis übermitteln |
|  | Nein  Ja Wenn Ja, bitte entsprechend Verwendungsnachweis übermitteln |
| **Projektlaufzeit** | Datum bis Datum | |
| **Berichtszeitraum** | - wie Laufzeit - | |
| **Datum** | Datum | |

|  |  |  |
| --- | --- | --- |
|  | Mittel in EUR entsprechend  Finanzierungsplan/Vertrag/Verhandlungsauftrag | Tatsächliche Mittelverwendung in EUR  entsprechend  Schlussbericht/Verwendungsnachweis |
| Gesamtkosten/-ausgaben des Projekts |  |  |
| Eigenmittel |  |  |
| Drittmittel |  |  |
| Zusätzliche Deckungsmittel  (z. B. Guthabenzinsen) |  |  |
| IKI-Fördermittel |  |  |
| Rückzahlungen |  |  |
| Kassenbestand |  |  |

Erläuterungen zu Abweichungen vom genehmigten Finanzierungsrahmen im Punkt 4.5 aufführen.

Sofern mit den Fördermitteln mehrere Projektmaßnahmen abgedeckt sind und Rückzahlungen erfolgt sind, bitten wir diese - wenn möglich - nach Projektmaßnahme aufzugliedern:

|  |  |  |
| --- | --- | --- |
| Rückzahlungsbetrag | Datum | Projektmaßnahme |
|  |  |  |
|  |  |  |
|  |  |  |

nicht zutreffend.

Im Rahmen des Projekts wurden vorhabenspezifische Gegenstände (>410 EUR / >800 EUR[[2]](#footnote-2)) und sonstige Gebrauchsgegenstände für die Projektumsetzung beschafft bzw. hergestellt:

Ja. Eine Auflistung der Gegenstände ist als Anlage beigefügt[[3]](#footnote-3). Die beschafften Gegenstände sollen entsprechend den Ausführungen in der Tabelle genutzt werden.

Nein.

|  |  |
| --- | --- |
| Ort, Datum |  |
| Bevollmächtigte Person: | …………………………………………………..……  ………………………………………………………..  Name und Funktion |

Final Technical Report (*Sachbericht*)[[4]](#footnote-4)

# Project concept

Sections 2.1 to 2.3 relate to the situation at the start of the project (i.e. as in the approved project proposal, plus any changes). For mitigation projects, state the greenhouse gas baseline recorded at the start of the project.

## Starting situation

## Project goals and target group

## Proposed measures and approach

## Changes to the general conditions and adjustments to the project concept and intervention logic

(if applicable; with reference to sections 2.2 to 2.3.)

# Results

## Overall assessment of the achievement of objectives

Narrative presentation of the project’s proven contributions to solving socio-political, economic, institutional or similar challenges identified at project design stage.

## Achievement of planned results

Which project goals (outcome / outputs) as well as related indicators were defined? To what extent were they achieved?

The last approved version of the project proposal including agreed changes should be used as a reference for project goals on outcome or output level, indicators and their target values.

**Outcome:**

**Outcome Indicator 0.1:**

|  |  |  |  |
| --- | --- | --- | --- |
| Unit | Baseline (start of project) | Final target value | Achieved cumulative value at the end of the project |
|  |  |  |  |
| More detailed explanations of the achieved cumulative value and the contributions of specific outputs to reaching the dimension of the outcome objective as measured by the indicator:    Means of verification (information on data sources, data collection and analysis methods, etc.):    If indicators were adjusted during the project and / or the target values do not correspond to the values actually achieved, the circumstances / reasons etc. should be briefly explained. For more complex changes, please refer to point 2.4 in detail. | | | |

**Output 1:**

**Output Indicator 1.1:**

|  |  |  |  |
| --- | --- | --- | --- |
| Unit | Baseline (start of project) | Final target value | Achieved cumulative value at the end of the project |
|  |  |  |  |
| More detailed explanations of the achieved cumulative value and the contribution of the work packages / activities carried out in the respective project context:    Means of verification (information on data sources, data collection and analysis methods, etc.):    If indicators were adjusted during the project and / or the target values do not correspond to the values actually achieved, the circumstances / reasons etc. should be briefly explained. For more complex changes, please refer to point 2.4 in detail. | | | |

Further tables on outcome and output indicators can be added as needed.

## Further qualitative information on goal achievement

Qualitative reporting (continuous text) of other changes on output or outcome level to which the project contributed and that are not captured in the chapter 3.2. Reporting should include any co-benefits that the project contributed to as well as any other unintended positive effects that become apparent in the course of the project. In case reference is made to other IKI projects, please do so using the respective project signatures.

## Further quantitative proof of project success

Quantification of project success not captured in project-specific indicators or the Standard Indicators. This can include the following:

* Documentation of greenhouse gas monitoring in mitigation projects not reported within the Standard Indicators (If parameters have been defined, the actually achieved project successes must be compared with the targets and discussed).
* Presentation of potential additional quantifiable data to document the success of the project from e.g. project-specific studies, project or other evaluations or the project’s monitoring system.

## Sustainability of the project and utilization of the project results

Description of the following points: Has a strategy for the sustainability of project effects (exit strategy) been developed and implemented? To what extent were local partners involved? To what extent did the project ensure that stakeholders can use the project results and products after the end of the project? Will other actors and stakeholders build on the successes of the project and continue the work undertaken by the project? Are there risks with regards to the sustainability of the project?

# Comparison to the initial project proposal

## Identification and justification of significant deviations

If relevant, assessment of the measures in comparison to the original project planning.

## Additional project measures and results

If relevant, presentation of measures that were carried out differently from the original project planning and the results achieved thereby.

## Project measures not carried out

## Time schedule

Please carry out a target-performance comparison of the schedule (if necessary, include in to the report as an attachment). The target information results from the originally approved version of the project proposal including any changes. Please include an assessment of the adequacy of the schedule.

## Total cost and funding

Presentation and justification of any deviations and reductions between project planning and implementation based on the information in the numerical proof / in the final invoice.

For GIZ/KfW only: If the preliminary actual costs are mentioned in section 1, we ask you to mention this here. In addition to this list, a statement of the costs incurred in the project must be submitted in accordance with the applicable contractual standards (target-performance comparison of the budget and schedule / final calculation). The performance-data results from the last approved version of the project proposal including any changes. If national currencies are converted into euros, the exchange rates used must be stated.

# Need for funding

Explanation of whether the project goals could have been achieved without the use of IKI funding.

# Lessons learned

Learning experiences in project implementation (e.g. successfully tested instruments/methods, unintended effects) and/or learning experiences in relation to climate / biodiversity policy (e.g. new and relevant capacity gaps). Such knowledge can, if available anyway, be transmitted in the form of knowledge products (e.g. presentations) as an attachment to the Final Report.

# Standard Indicators

This section is only applicable to projects that have agreed to report on Standard Indicators within their project concept or in the course of implementation. The section contains two sets of Standard Indicators: Set A contains the Standard Indicators as used initially by the IKI since 2015. Set B contains revised Standard Indicators introduced in 2022. To ensure coherent reporting, reports should be submitted on the set of Standard Indicators that the project reported on in the last interim report preceding this final report.

## Set A

The Standard Indicators in Set A comprises three Action Indicators (Action Mitigation, Action Ecosystems. Action People) and three Capacity Indicators (Capacity Policy, Capacity Institutions, Capacity Methods). As of the 2022 revision, projects no longer need to report on Capacity Indicators. Consequently, information only needs to be provided on the Action Indicators.

Please delete this section if not relevant.

**Action-Indicators**

AM (Action Mitigation):

|  |  |  |  |
| --- | --- | --- | --- |
| Unit | Target value (end of project) | Achieved cumulative value at the end of the project | Projected life-cycle effects of the measure (including after the end of the project) |
| t CO2 eq | *At the beginning of the project:*  *1. Amendment:*  *2. Amendment:* |  | *Estimated target value at the beginning of the Project:*       *until* Year  *Estimated target value at the end of the Project:*       *until* Year |
| More detailed explanations of the achieved cumulative value and the contribution of project’s work packages / outputs to achieving the value:    Means of verification (information on data sources, data collection and analysis methods, etc.):    If indicators were adjusted during the project and / or the target values do not correspond to the values actually achieved, the circumstances / reasons etc. should be briefly explained. The same applies to projected lifecycle effects: | | | |

AP (Action People):

|  |  |  |
| --- | --- | --- |
| Unit | Planned target | Achieved cumulative value at the end of the project |
| Number of People | *At the beginning of project:*      *;or.:*  *1. Amendment:*  *2. Amendment:* |  |
| Share of Women % | *At the beginning of project:      ;or.:*  *1. Amendment:*  *2. Amendment:* |  |
| More detailed explanations of the achieved cumulative value and the contribution of project’s work packages / outputs to achieving the value:    Means of verification (information on data sources, data collection and analysis methods, etc.):    If indicators were adjusted during the project and / or the target values do not correspond to the values actually achieved, the circumstances / reasons etc. should be briefly explained. | | |

AE (Action Ecosystems):

|  |  |  |
| --- | --- | --- |
| Unit | Planned target at the end of the project | Achieved cumulative value at the end of the project |
| Ha | *At the beginning of project:      ;or.:*  *1. Amendment:*  *2. Amendment:* |  |
| km (coastline) | *At the beginning of project:      ;or.:*  *1. Amendment:*  *2. Amendment:* |  |
| Please specify the ecosystem improving measures applied by the project: (multiple answers possible):  Restoration of ecosystems  Protected area established or extended  Management of protected area improved  Afforestation  Avoided deforestation  Other: | | |
| For measures concerning protected areas, please specify the type of protected area according to [IUCN criteria](http://www.iucn.org/about/work/programmes/gpap_home/gpap_quality/gpap_pacategories/) targeted by the project:  Strict Nature Reserve  Wilderness Area  National Park  Natural Monument  Habitat/Species Management Area  Protected Landscape/Seascape  Managed Resource Protected Area | | |
| More detailed explanations of the achieved cumulative value (incl. mechanisms implemented) and the contribution of project’s work packages / outputs to achieving the value:    Means of verification (information on data sources, data collection and analysis methods, etc.):    If indicators were adjusted during the project and / or the target values do not correspond to the values actually achieved, the circumstances / reasons etc. should be briefly explained. | | |

## SET B

SET B contains the revised Standard Indicators as introduced in 2022. A detailed definition of and more information on these Standard Indicators is provided in the ‘Indicator guidance sheets (IGS)’ within the ‘Guidelines on project planning and monitoring’. Please ensure that your reporting is in line with the provisions described in the IGS. As part of reporting on SET B of the Standard Indicators, projects need to submit a final version of the Annex “Standard Indicator Report” (Excel Tool).

Please delete this section if not relevant.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Standard Indicator | Dimension / Unit | Target (end of project) | Achieved value at the end of the reporting period (cumulative) |
|  | **SI 1 – Mitigation:** GHG emissions reduced or carbon stocks enhanced directly or indirectly by IKI project measures | Direct effects / tonnes CO2 eq |  |  |
| Indirect effects / tonnes CO2 eq |  |  |
| Did the project contribute to increased mitigation potential of policies? | *Please select* | |
|  | **SI 2 – Ecosystems:** Area of ecosystems with improved conservation and/or sustainable use due to IKI project measures | Area / hectare |  |  |
|  | **SI 3 – Adaptation:** Number of people supported by IKI projects to better adapt to the effects of climate change | Direct beneficiaries / number of people |  |  |
| Indirect beneficiaries / number of people |  |  |
|  | **SI 4 – Capacity people:** Number of people directly supported by IKI projects through networking and training to address climate change or to conserve biodiversity | Number of people |  |  |
|  | **SI 5 – Leveraged Finance:** Volume of private and/or public finance leveraged for climate action or biodiversity purposes[[5]](#footnote-5) | Mobilised private finance / EUR |  |  |
| Mobilised public finance / EUR |  |  |
| Catalysed private finance / EUR |  |  |
| Catalysed public finance / EUR |  |  |

# Safeguards

Please answer the following guiding questions for each performance standard:

* Which of the planned safeguards measures were implemented during the project period to avoid or mitigate adverse impacts?
* How do you judge the success of these measures in avoiding or mitigating negative impacts? Were the objectives achieved?
* Did the project comply with the performance standard in your opinion? Where did you see challenges or even violations of the performance standard? If yes, please explain the nature and severity of the violations and your response.
* Did the risk category of the Performance Standard change during the project period and why?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PS 2 – Labor and Working Conditions | |  | | --- | | See key question above. | |  | | Risk category: Please select. | |
| PS 3 – Resource Efficiency and Pollution Prevention | |  | | --- | | See key question above. | |  | | Risk category: Please select. | |
| PS 4 – Community Health, Safety, and Security | |  | | --- | | See key question above. | |  | | Risk category: Please select. | |
| PS 5 – Land Acquisition and Involuntary Resettlement | |  | | --- | | See key question above. | |  | | Risk category: Please select. | |
| PS 6 – Biodiversity Conservation and Sustainable Management of Living Natural Resources | |  | | --- | | See key question above. | |  | | Risk category: Please select. | |
| PS 7 – Indigenous Peoples and marginalzed groups | |  | | --- | | See key question above. | |  | | Risk category: Please select. | |
| PS 8 – Cultural Heritage | |  | | --- | | See key question above. | |  | | Risk category: Please select. | |

# Miscellaneous

Please add further information here. E.g. a list of links to the knowledge products. Essential knowledge products should also be included as an attachment (with the exception of the products that have already been made available as part of the Interim Reports).

# Conclusions and recommendations

# Contents of the Results Monitoring Report

A brief Results Monitoring Report should be attached as Annex 2 to the Final Report. The report will not be published and it may refer to previous sections of the Final Report. It should not be longer than five pages.

The Results Monitoring Report must show:

* the contribution of the project to the relevant funding policy goals of the International Climate Initiative (see information on the funding of projects as part of the International Climate Initiative, text available at:   
  [https://www.international-climate-initiative.com/en/about-iki/](https://www.international-climate-initiative.com/ueber-die-iki/))

The Results Monitoring Report must also contain information on the following points:

* the main results of the project, the secondary results achieved and the significant experiences gained;
* Compliance with budget- and timetable (justification of deviations from the original project planning);
* Sustainable impacts, including capacity development in the target region;
* Replicability of results, visibility and multiplier effect;
* Innovative character of the project;
* Relevance of the results for international negotiations (UNFCCC/CBD) and for the political or economic environment in the target countries, especially with regard to the target groups;
* Integration into national strategies, international cooperation and synergies with other projects and sectors;
* Realized contributions to economic, social and ecological improvements (co-benefits) in the target regions;
* Ecological impacts and optimization, vulnerability of the target region in adaptation projects and CO2 abatement potential in reduction projects;
* Own contribution, third party financing.

1. Die Eintragung im Abschnitt WLO(s) stellt die Bestätigung der Prüfung und Dokumentation des/r Verwendungsnachweise/s der WLO(s) dar und wird als **Prüfvermerk der verantwortlichen Durchführungsorganisation angesehen**. Rechtliche Grundlage für Durchführungsorganisationen (DO) mit Sitz im Inland sind die Allg. Nebenbestimmungen für Zuwendungen zur Projektförderung (ANBest-P) 2019, für DOs mit Sitz im Ausland der Zuwendungsvertag (siehe Paragraph zur Inspection Note). Die GIZ ist von der Erstellung des Prüfvermerks bzw. der Angabe zu WLOs an dieser Stelle ausgenommen. [↑](#footnote-ref-1)
2. Bitte beachten Sie, dass die Wertgrenze für Inventarisierungsgegenstände für alle Projekte, die nach dem 10.08.2019 bewilligt oder beauftragt wurden, 800 EUR beträgt. [↑](#footnote-ref-2)
3. Die Inventarliste sollte mindestens die folgenden Informationen enthalten: Bezeichnung des Gegenstandes, Seriennummer, Anschaffungsdatum, Anschaffungspreis, angestrebte zukünftige Verwendung, Organisation (Erstempfänger oder Weiterleitungspartner). [↑](#footnote-ref-3)
4. The questions of this final technical report (*Sachbericht*) can be answered by German grantees either in English or in German. In any case, the language of your answers must be the one of the agreed project proposal (Projektvorschlag). [↑](#footnote-ref-4)
5. For more detailed explanations/working aids, especially regarding the definition and distinction of mobilised vs. catalysed finance please refer to p.83-89 of the [IKI Guidelines on Project Planning and Monitoring](https://www.international-climate-initiative.com/fileadmin/iki/Dokumente/Standardindikatoren/IKI_Guidelines_on_Project_Planning_and_Monitoring_EN_202307.pdf) and on the corresponding worksheets for SI 5 of the [Annex 7 Standard Indicator Report (Excel Tool)](https://www.international-climate-initiative.com/fileadmin/iki/Dokumente/Projekt_steuern/Foerderantrag/TC_LC/IKI_Annex_7_Standard_Indicator_Report_EN_202307.xlsx). [↑](#footnote-ref-5)