



## External Affairs and Marketing

### ► Development Cooperation

**Please note the following important information:**

- Create a document using your own formatting (CD/CI) and, if possible, include photos, graphics, and tables to make your report visually appealing.
- Cover the required content and structure in your report on a maximum of 10 pages (excluding appendices). Please do not add «your own accountability report» in the appendix, as it will not be considered.
- The accountability report, including all appendices (preferably merged as one single PDF document, except overview of budgeted and actual costs in Excel format), must be uploaded via the online form (<https://www.pd-bs.ch/EZAWeb/index.html?action=formReport>). Reports sent to us by email cannot be considered. We are happy to assist you with any technical difficulties.

## Accountability report <project name>

Project	
Organisation:	
Project title:	
Country/ region:	
Duration of the project or project phase supported by the Canton of Basel-Stadt:	Date from - to
Reporting period:	Date from - to
Project manager (name and position):	
Contact details (telephone and email) :	

### 0. Executive Summary

Insert a short summary here. This summary should contain the following information: a short description of the most important outputs and outcomes during the reporting period, the lessons learnt, a short conclusion and an outlook for the next phase of the project or the sustainability of the project at the end of the project.

### 1. Introduction

Include a short description of the project and its intervention strategy. Be sure to also mention any relevant changes in the context (e.g. new political risks and opportunities) or changes related to key stakeholders that were identified during the reporting period and that had or could have an impact on project implementation.

### 2. Outputs of the project

Enter the most important outputs during the reporting period here. To do so, follow the instructions in the table. If relevant, also mention any implementation challenges and the measures taken to overcome them in the next project phase.

For projects with a total budget of more than 100'000 Swiss francs you should provide a detailed overview of planned and achieved output goals (including output indicators with baseline, target and current values, as well as information on data sources and collection methods) according to scientific standards.

Planned outputs		Actual outputs		Evaluation of target achievement and conclusions
<Planned output targets for the reporting period according to the project proposal>	<If budget over 100'000: Output indicators, baseline and target values>	<Achievement of output targets in the reporting period (if budget over 100'000: with indicator and actual value)>	<If budget over 100'000: Data source and collection method>	<Describe the achievement of the outputs and evaluate it critically and transparently. If necessary, name deviations from the original planning of the outputs, the causes and effects as well as possible solutions for the next project phase.>
Output 1.1				
Output 1.2				
Output 2.1				
Output 2.2				
...				

### 3. Outcomes of the project

Enter the most important outcomes during the reporting period here. Follow the instructions in the table. Also, describe any deviations from the original plan and any necessary adjustments for the next project phase. If relevant, mention any unintended positive or negative outcomes of your project.

For projects with a total budget of more than 100'000 Swiss francs you should provide a detailed overview of planned and achieved outcomes (including outcome indicators with baseline, target and current values, as well as information on data sources and collection methods) according to scientific standards.

Planned outcomes		Actual outcomes		Evaluation of target achievement and conclusions
<Planned outcome objectives and direct beneficiaries/ target groups for the reporting period as stated in the project proposal>	<If budget over 100'000: Outcome indicators, baseline and target values>	<Achievement of outcome targets in the reporting period (if budget over 100'000: with indicator and actual value)>	<If budget over 100'000: Data source and collection method >	<Describe the achievement of the outcomes and critically and transparently assess the added value achieved by the project for the direct beneficiaries/ target groups. If applicable, state any deviations from the original planning of the outcomes, the causes and effects as well as necessary adjustments for the next project phase.>
Outcome 1				
Outcome 2				
...				

### 4. Expenditures and project management

Indicate the budget of the project or the project phase supported by the Canton of Basel-Stadt, how much of it was contributed by the Canton of Basel-Stadt and how much was used during the reporting period (see table). Attach a detailed overview of the budgeted and actual costs during the reporting period as well as the actual financing (incl. third party and own funds) (as an Excel file). If applicable, comment on budget deviations of more than 10% and indicate whether this has an impact on the next project phase.

Total budget of the project or the project phase supported by the Canton of Basel-Stadt	CHF ...	100%
Total project contribution from the Canton of Basel-Stadt	CHF ...	... % in relation to the project budget
Total amount spent in the reporting period	CHF ...	... % in relation to the project budget

*Explain critically and transparently if problems at the organisational level have affected the management of the project and what adaptation measures will be taken for the next project phase. This also applies to problems in the cooperation with project partners.*

## **5. Lessons learnt**

*Summarise the main good practices and innovations in working with relevant partners, beneficiaries, inter-governmental cooperation, etc. but also obstacles and difficulties. If available, also mention important findings from evaluations and reviews.*

## **6. Conclusions and outlook**

*Include a short conclusion and an outlook for the next phase of the project or, at the end of the project, the sustainability plan and, if relevant, plans for scaling up the activities or replicating the project.*

## **7. Annexes**

*List the annexes you are submitting with this report. If possible, please merge all documents into one PDF document (except overview of budgeted and actual costs in Excel format); if this is not possible, attachments can also be uploaded as separate files in the online form (<https://www.pd-bs.ch/EZAWeb/index.html?action=formReport>).*

<b>Annex no.</b>	<b>Documents</b>
1.	Detailed overview of the budgeted and actual costs as well as the actual financing (as Excel file) (mandatory)
2.	List of abbreviations (optional)
3.	Additional photos, graphics, tables, etc. (optional)
4.	...