HUMANITARIAN INNOVATION FUND
Final Project Report

GENERAL GUIDELINES

The purpose of the Final Report is to provide written documentation of the work delivered under the HIF grant at the project's end. It should provide the HIF with a high-level summary of the project's progress, plus a more detailed description of what has been achieved during the entire grant period.

Our aim is to enable HIF grantees to report on their activities in a logical and proportionate manner. To that end, we have specified a tightly defined structure with word limits for some of the sections. There is, however, a dedicated final section to provide any further information or additional comments.

Please complete all sections, but avoid duplication by referring instead, where appropriate, to material presented elsewhere in the report. Please ensure you read all questions and guidance and provide everything asked for in each section. Note however that, due to the diverse nature of HIF funded projects, some of the questions might not be relevant for your project. If you believe this is the case, briefly explain why in the space provided below for each of the questions concerned.

We highly encourage you to review this document at an early stage to ensure your current project monitoring systems enable you to collect the information we will require by the end of the grant.

If needed, check the HIF Humanitarian Innovation Guide for a more comprehensive description of most of the concepts and terms used in this template.

If you require further clarification to complete any of the sections in this form, or regarding our reporting processes and procedures, please contact your HIF Programme Officer for advice.

REPORT SECTIONS

1. BASIC PROJECT INFORMATION

Funding call:

Project title:

Innovation stage:

Project reference:

Grantee organisation name:

Other implementing partners:

Start date: End date:

Reporting period: –

Project location/s:

Total HIF funding   Total HIF funding
awarded: spent to date:

Total funding awarded by other sources:

Project summary:

2. OVERALL PROGRESS

Please provide a **brief summary update** on your progress against the following areas (where relevant).

2.1) **Learning objectives**: What were your top 3 learning objectives for the grant?

2.2) **Learning objectives**: What have you learned so far?

2.3) **Project delivery**: How has the implementation of your project progressed?

2.4) **Impact on humanitarian outcomes:** Did your project achieve any impact for people affected by crisis?

2.5) **Uptake and scale** (i.e. progress towards or instances of adoption or replication of your innovation):

3. CHANGES AND AMENDMENTS

All major changes should have already been discussed and approved by the HIF team, as laid out in your 'Grant Agreement'. If you have made any other changes (from your original proposal, or from previous amendments approved by the HIF) please describe them. including why they were necessary. This section aims to enable the HIF team to be fully updated on any changes made.

Amendment / Change	Reason for this change	Has this been (a) discussed with HIF, (b) formalised in an Agreement Amendment, (c) not discussed with HIF? If (c), please explain.

4. MEASURING RESULTS

4.1) For each **Result** included in your current workplan (except for dissemination focused actions – covered in section 7), please complete the following:

RESULT 1:	
Please describe the extent to which this result has been achieved:	

ACTIVITIES				
Main areas of activity: *(Note that you are not expected to provide here full detail on every single activity)*	Explain how these contributed to achieving this result:	List all key outputs generated (e.g. tools, prototypes, reports, etc) and attach as appropriate when submitting this report.	Did you engage people affected by crisis? How?	How did you consider the diverse perspectives of people affected by crisis/users with different identity characteristics?

RESULT 2:	
Please describe the extent to which this result has been achieved:	

ACTIVITIES				
Main areas of activity: *(Note that you are not expected to provide here full detail on every single activity)*	Explain how these contributed to achieving this result:	List all key outputs generated (e.g. tools, prototypes, reports, etc) and attach as appropriate when submitting this report.	Did you engage people affected by crisis? How?	How did you consider the diverse perspectives of people affected by crisis/users with different identity characteristics?

RESULT 3:	
Please describe the extent to which this result has been achieved:	

ACTIVITIES				
Main areas of activity: *(Note that you are not expected to provide here full detail on every single activity)*	Explain how these contributed to achieving this result:	List all key outputs generated (e.g. tools, prototypes, reports, etc) and attach as appropriate when submitting this report.	Did you engage people affected by crisis? How?	How did you consider the diverse perspectives of people affected by crisis/users with different identity characteristics?

RESULT 4:	
Please describe the extent to which this result has been achieved:	

ACTIVITIES				
Main areas of activity: *(Note that you are not expected to provide here full detail on every single activity)*	Explain how these contributed to achieving this result:	List all key outputs generated (e.g. tools, prototypes, reports, etc) and attach as appropriate when submitting this report.	Did you engage people affected by crisis? How?	How did you consider the diverse perspectives of people affected by crisis/users with different identity characteristics?

RESULT 5:	
Please describe the extent to which this result has been achieved:	

ACTIVITIES				
Main areas of activity: (Note that you are not expected to provide here full detail on every single activity)	Explain how these contributed to achieving this result:	List all key outputs generated (e.g. tools, prototypes, reports, etc) and attach as appropriate when submitting this report.	Did you engage people affected by crisis? How?	How did you consider the diverse perspectives of people affected by crisis/users with different identity characteristics?

4.2) Considering your **project** as a whole, please describe the following:

RISKS AND CHALLENGES	
What have been the biggest risks and challenges faced in the reporting period? How did you mitigate against these and how did this affect the project?	

ETHICAL CONSIDERATIONS	
What have been the biggest ethical issues faced during the reporting period? How did you mitigate against these and how did this affect the project?	
Have you identified any unintended/unforeseen outcomes (positive and/or negative) as a result of the project?	

GENDER EQUALITY AND SOCIAL INCLUSION	
Please describe the steps taken to ensure gender equality and social inclusion of vulnerable and marginalised groups when implementing the project.	
How might the innovation or findings from the project help to promote gender equality and social inclusion during humanitarian crises?	

LESSONS LEARNED	
Please comment on the 3 main lessons learned during project implementation	
If you could start this project again, what would you do differently and why?	

5. PARTNERSHIPS AND COLLABORATION

For each partner engaged in the project please describe the following:

Name of partner	At what stage was this partner first engaged (e.g. at proposal or project design stage or later)?	Has your relationship changed during the project period? If yes, how? Why?	How did these changes affect the project?	Do you plan to continue with this partnership beyond this project? How?	What added value does this partner bring to the project? (e.g. technical expertise, knowledge of the environment/setting, access to target population or other key stakeholders, etc)	Did your partnership face any challenges? What were they and how did you manage them?

What are the main lessons learned relating to the management of your partnerships and wider collaboration with other stakeholders?

6. DISSEMINATION

6.1) What dissemination activities have you undertaken to date (e.g. publicising project results at specialised events, developing publications, etc)? For which target audiences? If available, please provide links.

6.2) Has the project received any third-party coverage (e.g. news, third party blogs, citations in peer reviewed journals articles, etc)? Did you play a direct role in making this happen? If possible, provide links to these references.

6.3) Are you aware of your project findings or innovation being referenced in humanitarian policy documents and/or response plans? If yes, was this as a result of your own project activity? Please provide links to these where possible.

6.4) If applicable, how has the learning (findings from your project or on your innovation's results) been shared with communities affected by crisis and/or other local stakeholders?

7. UPTAKE AND SCALE

7.1) Does your project have any potential for adoption or replication? By whom? At what scale?

7.2) Do you have any plans to further develop your project in the immediate or long-term? If so, please describe below.

7.3) Please describe what barriers you would need to address to further develop your project and support uptake of findings or your innovation at scale

BARRIER	Does it apply to your project?	How does it affect your project's potential for uptake and scale? How might this be addressed?
Funding constraints:	Yes No	
Skills and knowledge gaps about uptake and scale within the project team:	Yes No	
Limited evidence available to proceed to support uptake / scale:	Yes No	
Difficulties of linking with key stakeholders (in the humanitarian sector and/or beyond)	Yes No	
Not yet ready for replication to other contexts:	Yes No	
Other barriers (please describe):	Yes No	

8. FEEDBACK FOR THE HIF PROGRAMME

Please provide any feedback for the HIF team to help improve our support for grantees, and/or suggestions to enhance other aspects of the HIF programme.

9. OTHER COMMENTS

Please share below any additional comments not previously covered which you want to highlight, and/or expand on responses above if needed (clearly stating section & question being referred to).

Thank you for completing this report. Your answers will help Elrha monitor and track the impact of our support, enabling us to learn and improve as well as to continue championing the power of humanitarian research and innovation globally.

The HIF team will get in touch if any information included in this report requires further clarification. In turn, please do let us know if you want to provide any updated or supplementary information.