



## Description

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This template contains the framework for communicating project status information to FIRE PROGRAMME. This template will enable you to keep stakeholders apprised of the status of your project.

## Version Control

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Version	Description	Author	Date
1.0	Initial version	DECI	
1.1	Amended version	AKΣ Consulting	May 2014

**PART 1:**  
**GUIDELINES OF THE REPORT**

# PLEASE READ CAREFULLY

## Reporting guidelines

FIRE PROGRAMME Reports should focus on reflecting on the lessons learned during the project implementation, while documenting what was achieved with the money and time invested during the life of the project.

FIRE PROGRAMME understands that reporting can be a demanding, time-consuming exercise that if conducted for the benefit of the funding agency alone, might overlook aspects of project implementation of great relevance for the project team and their future work.

FIRE PROGRAMME encourages recipients to experience the benefits of developing reports for their own use, by identifying the main area(s) where the project team wants to focus their evaluation efforts to gain a deeper understanding of the project implementation for the benefit of the project team and the organization as a whole.

FIRE PROGRAMME requires two types of reports -financial and technical- to be submitted to the FIRE PROGRAMME secretariat:

- **Progress report:** FIRE will use this document for internal monitoring purposes (not for public distribution) focusing on processes and operational issues, providing context for project implementation and revised timeframes. Progress reports should be short, concise (maximum 20 pages long excluding guidelines, project factsheet information and content table). Findings documented as part of the progress report, as part of the progress reports will be used by the FIRE secretariat to promote the supported project. Only selected content from the technical report will be use for promotion purposes. Recipients are encouraged to define the ways they want to use the reports for their own benefits. Progress reports are reviewed and approved by the FIRE Steering Committee to be able to process disbursements as per the signed contract. No disbursements will be processed until progress reports are submitted, reviewed and approved.
- **Final report:** FIRE will use this document for public distribution. Recipients are encouraged to define the ways they want to use the reports for their own benefits. Is important that the project team defines uses and users in the progress report, so the final report can focus on that. FIRE secretariat will help to facilitate the use of the report findings, by identifying other opportunities aligned with your requirements. The final reporting is an opportunity to synthesize and assess the activities conducted as part of the grant, while reflecting on the project's management, limitations, and achievements during the project lifecycle. It should include a review of the findings included in the progress report. Short, concise (maximum 30 pages long excluding guidelines, project factsheet information and content table). Findings documented as part of the final report, as part of the progress reports will be used by the FIRE secretariat to promote the supported project. Final technical reports will be edited by AFRINIC Communications Unit to be made available for the general public for download on the FIRE

PROGRAMME website.

Reports must be submitted by email to [fireprogram@afinic.net](mailto:fireprogram@afinic.net) using the following **template**, as per the proposal originally approved for funding.

Please **do not modify the template** layout and use the structure provided to guide your reporting process. All the *Tips* coloured boxes at the beginning of every section in the template will be removed by AFRINIC from your reports before public distribution.

**Please use only *Heading 2 and below* for formatting your project report**, so when you update the Table of contents all requested information is easily located throughout the document. *Heading 1* has been used when designing this template, to define the sections requested by FIRE PROGRAMME.

FIRE PROGRAMME Grant Recipients are encouraged to share the progress of the project through [fireprogram@afinic.net](mailto:fireprogram@afinic.net) mailing list, where current recipients are subscribed.

FIRE PROGRAMME encourages project teams to document project activities using other forms of information sharing, such as blogs, wikis, collaborative tools, social media feeds, etc. The reports should include a brief description of the communications strategy implemented by the project team. Please share the links for additional documentation efforts conducted as part of your technical reports.

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## Tips for effective reporting

Reports are a tool to learn from the project implementation, to describe the change experienced by the project team, project beneficiaries and partnering organizations, share information, promote accountability and transparency.

They provide evidence of the project development and implementation helping others to understand the rationale behind the project, the challenges faced, the processes and procedures involved, the solutions provided, the lessons learned, among other uses.

Other donors, sponsors and investors used them as a tool to allocated new funding to organizations, award prizes, etc. so is in your best interest to produce good quality reports.

- Project leader should **inform all members of the project team** about the reporting requirements so everyone can effectively contribute.
- Discuss with your project team what the theory of change behind your project is. What behaviours, processes, procedures, and relationships do you expect to change through your project implementation? What do you want to achieve through the project activities? What do you want to learn through the project implementation? Who is going to use the findings?
- Discuss with your project team **who would be the future users and how they would use the findings throughout the project lifecycle**. The uses identified should relate to the theory of change that you have discussed with your project team. The discussion about theory of change, users and uses, will be a very important input to your communication strategy: depending on who the user is and of what use will be the findings, a communication strategy can be developed. For example, if the users of the findings are policy makers and the use is to influence a change in the regulatory framework, which communication approach will work the best?
- Remind the reader of the context where the project plans to intervene. This **baseline information** will help the project team to identify the changes that can be attributed to the project intervention.
- **Document the project cycle and its activities**. It is recommended to keep a project diary about the activities conducted and all the financial records related to those activities on file, to be able to write a narrative of the project implementation.
- **Compare project records with the approved proposal** will allow you to track progress, keeping the project and its budget on track and making any necessary adjustments.
- Reflect on the lessons learned by the project team and identify the **key messages** that the project team would like to convey through the project reports, especially in the Overall Assessment section of the report.
- **Reports should be self-explanatory**, which mean that you should not exclude information, which has been already included in either the proposal, grant agreement or any previous report, as the reader probably might not have access to any additional documents.
- **Share templates created for your project**. Sometimes the most innovative aspects of a project reside in the processes and procedures used to implement the project activities. The templates your

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organization has created to collect data, analyze it, store it might hold the key of your project success.

- **Be creative and use online resources to share** the lessons learned through the project, document the project lifecycle and that best serve the key messages you want to convey. For example:
  - Provide online access to materials produced as part of the project for easy access;
  - Create online photo gallery for your project activities.
  - Keep attendance records to document an event and organize mailing lists to facilitate communication and encourage exchange of information.
  - Design surveys that fit your project activities. Write clear and direct questions to avoid misunderstandings in the collection of responses. Identify the key people that should participate in the survey as the source of information.
  - Capture interviews in short videos, structuring their script in a way that you can minimize the need for editing, to facilitate access and use.
  - Create info-graphics to explain your research findings (qualitative and/or quantitative).
  - Generate diagrams to explain the project timeline and how milestones have been achieved during the life of the project.

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# PART 2:

# PROJECT INFORMATIONS

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## Project factsheet information

**Project title** Smart Eco

**Grant recipient** TEN

**Dates covered by this report** 01-05-2014 / 30-04-2015

**Report submission date** 08-05-2015

**Country where project was implemented** Tunisia

**Project leader name** Majdi Calboussi

**Team members (list)** Anis Habibi  
Hassen Zied  
Aymen Ben Moussa

**Partner organizations** Tools4com

**Total budget approved** 65 800\$

**Project summary** SmartEco is a community web platform that brings together all stakeholders in the ecotourism sector (service providers, practitioners, etc.).



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## Project Summary

**Tips:** *It is recommended to **complete this section once you have finalized the text of the report.** It will be easier to go back through to build the summary based on the highlights of the report the project team just put together.*

*The Project Summary can be up to **one page long.***

*It should include a brief justification; an outline of the project objectives to be achieved; the project real timeline and the main activities conducted.*

*The abstract of the project written when FIRE PROGRAMME initially approved the project and the objectives listed in the Grants Agreement signed by AFRINIC and your organization should be useful inputs when preparing this section of the report.*

Please write the project summary here...

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## Background and Justification

The background summarizes the main features of the project and describes the project's objectives and general purpose. It should include:

- Name of the recipient
- Project location
- Rationale of the project
- Project history
- List of relevant studies and basic data
- Issues to be resolved
- Activities to be carried out

SmartEco is a project imagined by TEN's founders, the main idea of this project is to promote the ecotourism in Tunisia. To promote Ecotourism, the main goal is to give an idea about possible products and tours that one can do or buy in Tunisia. Starting from that point we imagined that a platform can help a lot by gathering all kind of information about what's possible to find in Tunisia. Known how heavy the duty is, we imagined that everybody can help by introducing information about places & products that he knows well in his surrounding area. This will made a community platform. All product owner will have the opportunity to promote his own services and he will have the possibility to get an e-commerce platform that will bring to a global level. No matter how low his knowledge level in high-tech the platform will be so easy to use and configure. No matter where he is in Tunisia, every product owner can log in thru internet and show to all the world the magic that he can do. Not to mention that product users can give advice and how is their experience about a product or a tour. All this is based on the results of field research, products owner lacks of commercializing knowhow due to their education low level and low income and the tourists about finding products tours in Tunisia.

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## Project objectives

- Enable eco-tourists to learn about Tunisian eco-tourism products;
- Allow ecotourism stakeholders to exchange and implement joint actions;
- Gather ideas and projects and create common synergies;
- Become valid source on behalf of communities.
- Becoming an inclusive group representing communities and integrating all the various statutory and non-law participatory groups.
- Ensure that groups usually excluded or marginalized are properly included.

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## Users and uses

**Tips:** *Discuss with your project team who would be the future users and how they would use the findings throughout the project lifecycle. The uses identified should relate to the theory of change that you have discussed with your project team. The discussion about theory of change, users and uses, will be a very important input to your communication strategy: depending on who the user is and of what use will be the findings, a communication strategy can be developed. For example, if the users of the findings are policy makers and the use is to influence a change in the regulatory framework, which communication approach will work the best?*

**Who are the main stakeholders and how can they affect the project?**

**Who will be the user of these findings?**

**What are the more relevant things the project team wants to learn about or evaluate through the lifecycle of this project?**

The main stakeholders of this project are product owners, tour guides, tourists and users of the platform in general manner. On the platform, users have the major role which is to populate with data, share and interact with each other's to get a better user experience. Users will learn how to promote products or to share their own experience. We want to ensure that all ecotourism products in Tunisia will be listed in one place accessible to all. We want to learn about how we can help organisations, communities and individuals to promote and implement their ecotourism products. All data present in the platform will give us indication about what customer search, how many products are sold, etc... All those information will help to understand the market and to better plan a development strategy to create new products and better respond to customers need.

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# PART 3:

# THE PROJECT

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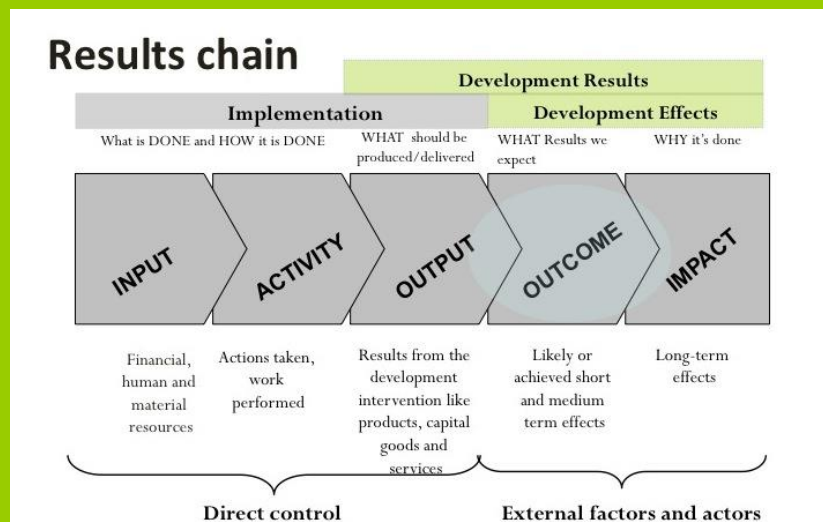
<http://evaluationandcommunicationinpractice.ca> (as accessed on 3/7/2013)

## Project

- **Understanding the chain that leads to results**

**Tips:** This is the most important section of the report. Here, the reader will **understand the processes and operational issues** of your project and how they contribute to the achievement of the objectives and the theory of change behind the project implementation.

It is possible that the project team's understanding of the development problems to be addressed with this project will have evolved or **changed** from those described when the project was originally submitted and approved. If that is the case, please share what motivated the change and what course of action has the project team identified.



*Results chain diagram provided by In Develop*

### **Narrative - project planning**

Please write a narrative description about the project planning.

- Please write a brief description about the problem statement you develop on your approved proposal.
- Describe the identified stakeholders and their potential involvement during the planning?

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- Describe the risks identified and the mitigation plan associated?
- Insert the main milestones of the project.
- Please use the table below to report about the project planning.

The development of the ecotourism passes by raising awareness and outreach of people (the potential national customer essentially), the local communities (Promoters) and as well as the administrations and professions involved in the process.

The preliminary promotional activities in the marketing of the products of the ecotourism will be about the promotion of the image of regions (territorial marketing) and their natural characteristics, communication on the diversity of landscapes and local cultures, the diversification of messages according to targeted customers, the diversification of communication media, pooling efforts of actors and operators.

Tunisia lack of territorial marketing strategy, the aim of the platform is to promote Tunisia by communicating about nature and culture offered to visitors.

Identified stakeholders are product owners, tour guides, tourists and users of the platform in general manner. On the platform, users have the major role which is to populate with data, share and interact with each other's to get a better user experience. After launching beta release access account will be delivered to a group of product owners to fulfil their product details in the platform and perform usage test and give the advice in enhancing user experience.

The main identified risk concerning the success of the platform is that stakeholders and or internet users find it difficult to use and do not choose to work with. The other risk is that the platform lack of visibility for internet users. To make it easy to use for stakeholders, training and awareness campaign will take place after the beta release. To make the platform visible, partnership with OSC in different countries will be made with online commercial on Facebook and other social media platform.

Major milestones are; platform beta release on January 2015, stakeholder's presentation & test February 2015, mobile application beta release March 2015, mobile application test April 2015, Final release of platform and mobile application.



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PARAMETERS	INDICATORS	CHECKING SOURCES	RISKS	TIMELINE	ASSESSMENT
<p><b>IMPACT</b></p> <p><i>Likely or achieved long-term effects</i></p> <ol style="list-style-type: none"> <li>Local communities are more aware and active about the benefits of the preservation and enhancement of natural heritage and about sustainable development and ecotourism.</li> <li>Better ecotourism income</li> </ol>	<p>How do you measure project progress, linked to your objectives and the information reported on the Implementation and Dissemination sections of this report?</p> <p>new products are promoted autonomously by the local communities targeting their natural assets</p>	<p><b>Where do you find the information to document the indicators</b></p> <p>Government tourism reports</p>	<p><b>Identified above</b></p> <ul style="list-style-type: none"> <li>- Products visibility in internet is low</li> <li>- The platform is difficult to use</li> <li>- National security issues</li> </ul>	<p>Dates when the listed activity should be developed</p> <p>June 2016</p>	<p><b>Assessment indicating how the activity should be conducted</b></p> <p>Project Monitoring</p>

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<p><b>OUTCOME</b></p> <p><i>Likely or achieved short and medium term effects.</i></p> <p><i>Focus on the changes facilitated by the project for its beneficiaries</i></p> <p><i>Outcomes tend to be under the influence of the project team but not under direct control</i></p> <p><i>Short term:</i></p> <p><i>Long term:</i></p> <ol style="list-style-type: none"> <li>1. Ecotourism operators competitiveness and their ability to respond to market demand are increased</li> <li>2. Improved ecotouristic offer, especially off-season and in marginal geographic areas.</li> <li>3. Ecotourism products visibility is increased</li> </ol>	<ul style="list-style-type: none"> <li>- 5 tourism packages created</li> <li>- 50 km hiking trails marked.</li> <li>- 1 assessment about ecotourism opportunities</li> </ul>	<ul style="list-style-type: none"> <li>- Monitoring Reports and Chambers of Commerce annual report;</li> <li>- Involved Tour Operators data;</li> <li>- interview with stakeholders and tourism operators done during monitoring activities</li> </ul>	<ul style="list-style-type: none"> <li>- Products visibility in internet is low</li> <li>- The platform is difficult to use</li> <li>- National security issues</li> </ul>	<p>June 2016</p>	<p>Project Monitoring</p>
<p><b>OUTPUTS</b></p> <p><i>Result and/or deliverable produced as a direct result of the project activity</i></p> <p><i>Outputs are under direct control of the project team</i></p> <ol style="list-style-type: none"> <li>1. Equipped office;</li> </ol>	<ul style="list-style-type: none"> <li>- 1 equipped office</li> <li>- Functional SIG platform</li> <li>- 1 mobile application</li> <li>- 1 documentation wiki</li> </ul>	<ul style="list-style-type: none"> <li>- Monitoring report</li> </ul>		<ul style="list-style-type: none"> <li>- June 2014</li> <li>- March 2015</li> <li>- May 2015</li> <li>- June 2015</li> </ul>	<p>Project monitoring</p>

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2. A Geographic Information System platform; 3. Mobile application 4. Didactic materials for trainings;	- 1 training workshop				
<b>PROJECT ACTIVITIES</b> <i>Actions taken, work performed</i> 1. Establishment of the Project Unit and set up of office. 2. Selection and hiring of local staff. 3. Setup monitoring scheme 4. Setup financial monitoring system 5. Development of web platform 6. Development of mobile application 7. Creation of communication tools 8. Creation of training tools 9. Collection and capitalization of best practices	- 1 equipped office - 1 team hired (4 developers + 1 team leader) - 1 Monitoring scheme - 1 Financial monitoring scheme - 1 web platform - 1 mobile application - 1 wiki	Monitoring report		- June 2014 - August 2014 - September 2014 - October 2014 - November 2014 - March 2015 - May 2015 - May 2015 - June 2015	Project monitoring
<b>INPUTS</b> <i>Financial, human and material</i>	2 000 staff hours	Monitoring report	Fund transfer delay	June 2014	Project monitoring

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<p>resources</p> <ul style="list-style-type: none"><li>- 1 laptop, 4 computers, 1 printer, 1 video projector, 1 dedicated server, 1 pad, 1 external hard disk, 1 office, 1 DSL connection, 5 desks, 5 chairs, 4 developers, 1 team manager, 1 web domain</li></ul>					
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### ***Narrative – Project implementation***

Please write a narrative description about the project implementation. Please use this section of the report to provide context to the work conducted. For example:

1. Are the obtained results aligned with planned objectives? If not, explain why.
2. Are the results acceptable both in terms of the quantity and their quality?
3. Elaborate on the strategy to measure acceptable quantity and quality?
4. To which percentage has project plan been achieved to date?
5. Describe the **involvement** of project beneficiaries, during all phases of project implementation.
6. Describe any **gender, ethnic and generation gap** issues that have impacted positively or negatively your project implementation.
7. Please take the time to reflect about activities that you struggle to implement during the period reported, along with processes and methods originally planned that might need **adjustment** to achieve your project objectives.
8. How have the activities been monitored?
9. Describe archiving strategy.

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**Please use the table below to report about project implementation...**

Input	Project activities	Outputs	Outcomes	Timeline	Status	Assessment
<p><i>Financial, human and material resources</i></p> <p>1 laptop, 4 computers, 1 printer, 1 video projector, 1 dedicated server, 1 pad, 1 external hard disk, 1 office, 1 DSL connection, 5 desks, 5 chairs, 4 developers, 1 team manager, 1 web domain</p>	<p>Actions taken, work performed</p> <ol style="list-style-type: none"> <li>1. Establishment of the Project Unit and set up of office.</li> <li>2. Selection and hiring of local staff.</li> <li>3. Setup monitoring scheme</li> <li>4. Setup financial monitoring system</li> <li>5. Development of web platform</li> </ol>	<p>Result and/or deliverable produced as a direct result of the project activity</p> <p>Outputs are under direct control of the project team</p> <ol style="list-style-type: none"> <li>1. Equipped office;</li> <li>2. Web platform</li> <li>3. Mobile application</li> </ol>	<p>Likely or achieved short and medium term effects.</p> <p>Focus on the changes facilitated by the project for its beneficiaries</p> <p>Outcomes tend to be under the influence of the project team but not under direct control</p> <p>Short term:</p> <p>Long term:</p>	<p>Dates were the listed activity was developed</p> <ul style="list-style-type: none"> <li>- June 2014</li> <li>- August 2014</li> <li>- September 2014</li> <li>- October 2014</li> <li>- January 2015</li> <li>- April 2015</li> </ul>	<p>Indicate when the activity started, on-going or completed (describe the status in terms of percentage)</p> <ul style="list-style-type: none"> <li>- 100%</li> <li>- 50%</li> <li>- 100%</li> <li>- 100%</li> <li>- 70%</li> <li>- 10%</li> </ul>	<p>Assessment indicating how the activity has been conducted</p> <p>Describe technologies implemented, methods and techniques used and any challenges that have been identified</p> <ul style="list-style-type: none"> <li>- Gantt diagram</li> <li>- Project reporting</li> </ul>

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## Indicators

**Tips:** *Indicators help to measure project's progress.*

*Indicators help the objectives that were set by the project team to be affordable, tangible, and measurable.*

*They help to verify the success and rewrite the course in case we are not achieving it.*

*An indicator could be quantitative (percentage, amount) or qualitative (perception, opinion).*

*The FIRE secretariat suggests the SMART approach to indicators:*

- S**     **Specific**
- M**     **Measurable**
- A**     **Achievable (acceptable, applicable, appropriate, attainable or agreed upon)**
- R**     **Relevant (reliable, realistic)**
- T**     **Time-bound**

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Please use the table below to share your project indicators...

Baseline	Indicators	Progress	Assessment	Course of action
Refers to the initial situation when the projects haven't started yet, and the results and effects are not visible over the beneficiary population.	How do you measure project progress, linked to your objectives and the information reported on the Implementation and Dissemination sections of this report?	Refer to how the project has been advancing in achieving the indicator at the moment the report is presented.	Descriptions should be clear and ideally contain operational terms where needed. Please describe the quality dimensions.	What is the project team planning to do next is very important to document, especially if changes to the original plan have to be implemented for the success of the project.
No ecotourism activity	Equipped office	- 100%		
	Web Platform	- 70%		
No referenced ecotourism package	Mobile application	- 10%		
	New ecotourism opportunities created			
	Number of ecotourism package created			
	Number of hiking trail marked			



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## Project outputs, communication and dissemination activities

**Tips:** Take into account that the reader of your report has not being involved in project implementation, so readers do not have any further knowledge besides the information you are providing here.

This section of the report will allow you document the communication and dissemination efforts that the project team has conducted, which might be part of a specific communication strategy design as part of the project, or in place for the organization as a whole. When possible, please provide information about strategies in place and the rationale behind them.

Lessons can be learned from many aspects of project implementation, covering a wide variety of aspects such as technical, social, cultural and economic. Taking the rationale behind the project and its objectives can serve as a framework to draw your conclusions. Lessons can be identified by project partners, beneficiaries and general staff from the organization. A project diary and other activity records can serve as a tool to reflect during project team meetings and immediately after project activities are conducted.

**Outputs are immediate, visible, concrete developmental change that is the tangible consequence of project activities, under direct control of the project team.**

Example of possible outputs to report are:

- New products and Services (software, online platforms, applications);
- Information sharing and dissemination (publications, conferences, multimedia, social media);
- Knowledge creation (new knowledge embodied in forms other than publications or reports, such as new technologies, new methodologies, new curricula, new policies);
- Training (short-term training, internships or fellowships, training seminars and workshops) and
- Research Capacity (research skills; research management capacity and capacity to link research to utilization of research results).

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**Please use the table below to report about project dissemination...**

Project outputs	Status	Assessment	Dissemination efforts
<p>Output No. 1 (use the same names as per the listed outputs in the table above, see Project implementation)</p> <ol style="list-style-type: none"> <li>1. Equipped office;</li> <li>2. A Geographic Information System platform;</li> <li>3. Mobile application</li> </ol>	<p>Please select the option that better describes the status into the development of this output:</p> <p>1 equipped office</p> <p>1 web platform</p> <p>1 mobile application</p>	<p>Descriptions should be clear and ideally contain operational terms where needed. Please describe the quality dimensions.</p> <p>1 office with 5 desks and 1 meeting room</p> <p>1 web platform</p> <p>1 mobile application</p>	<p>Please specify what dissemination efforts were made, with special attention to those intending to reach target groups by gender, age, ethnic and socio-economic profiles to impact marginalized and disadvantaged groups.</p>

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## Project outcomes

**Tips:** This section should be completed **ONLY** for the final report.

FIRE PROGRAMME expects you to report about the **outcomes** of the project as defined in the table below, based on the project implementation section of this report. Project team is encouraged to discuss the questions provided below to guide the reflection:

Can you identify and describe the relationships between the activities implemented and the social, economic, cultural and/or political benefits of your project implementation?

### Outcomes can be defined as:

- Medium-term effects
- Effect of a series of achieved outputs
- Should capture the changes for the beneficiaries
- Take place during the life of project/strategy
- Influence but not direct control

**Small and Medium Enterprises (SMEs)** of the tourism sector, as responsible tourism has a direct impact on local economies. Tour operators, accommodation facilities, artisans, agro-food companies, transport companies, cultural and entertaining facilities, local industries and many other private actors will become part of a virtuous tourism system, thanks to the increased accessibility to the target areas and thanks to the enhanced product diversification. By redistributing tourism pressure over an extended season and toward different market segments drawn from local cultural and natural diversity, the project will allow niche enterprises to increase their market opportunities and the whole sector extending their working period. Moreover, the access will be fostered to marginal areas, generally left aside from mass tourism incomes. The local SMEs will also gain innovative marketing tools to increase their competitiveness on national and international market. Tour operators and transport companies, in particular, will be offered an alternative way to face the economic crisis that is affecting the traditional mass tourism. **Marginalized people of inland areas** will have the opportunity to join the local tourism supply chain, welcome tourists and increase their economic revenues. Furthermore, they will take advantages from the cultural exchanges coming from the contacts with tourists.

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## Project management and sustainability

**Tips:** Please comment on the general project **administration, staffing, procurement**, etc. specially those aspects contributing to the fulfilment of the project objectives as well as those that have delay project implementation.

Indicate **how the project team has strengthened its capacity** and work towards sustainability with the support provided by FIRE? (new equipment, training, improved administrative skills, lessons learned from the project). Has the organization increased its research or administrative skills of the team involved? Has the project allowed for a particular contribution to capacity building of women or marginalized social groups? Special attention should be paid to the expected or unexpected impact on marginalized social groups.

Have you done **anything different** to provide administrative support for this project **besides your “business as usual”** processes and procedures? Has the project inspired change inside your organization?

**Sustainability is to be examined not only in terms of staff retention and financial stability of the organization supporting the project but about the communities’ appropriation of benefits perceived from project implementation.**

The FIRE Secretariat is very interest to learn if this project has generated opportunities for future development (new funding from partnerships, sponsorships, investment or other funding mechanisms), please provide details.

Please explain if the FIRE grant has helped to consolidate your organization and how. If any of the project activities will continue after the end of the FIRE grant, please describe how your organization is planning to support future developments.

Please write about project management and sustainability here...

The Project Management Unit will represent the core leading team of the project. It will consist of the Project Coordinator and a Financial Manager.

The Project Coordinator is responsible for the effective and efficient management of the project in all its technical and managerial components. He assure the implementation of all the activities, according to the planned timeframe. Establish and implement project monitoring and evaluation

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plans. Provide regular, high-quality and timely written reports on project progress. Contribute to preparing timely and accurate plans, proposals, and budgets for project amendments. Manage the project budget, including cash flow, monthly fund requests, budget amendments, and financial reports.

About financial sustainability, the project will work with the tourism sector, which is supposed to grow, generating important financial movements: tourists are always disposed to pay for the quality of received services, and operators are disposed to contribute financially when they can receive an increase of business in return. The project's success is linked to tourism increase, and if this objective will be achieved, all involved actors will feel responsible and will be disposed to sustain financially the enhanced assets and the provided service. Furthermore, all outputs will be produced with eco-friendly materials and all internal communication system will make use of electronic devices, avoiding wasting paper.

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## Impact

**Tips:** *This section should be completed **ONLY** for the final report.*

*This section of the report does not refer to the project activities, but about the “**bigger picture**”. It will be desirable if the project team can reflect on the **impact that the project has contributed to as part of other actions implemented by your organization and/or your partners.***

***Impact refers to the influence the project may had on the way people does things through the use or adoption of the project outputs; changes in the context the project was implemented; changes in the community the project has been working with; and/or changes inside the organizations that have participated in the implementation or the relationships established through the project’s implementation.***

*Impact is often impossible to measure in the short term and is rarely attributable to a single activity. Impact can be linked to a vision or long-term development goal that your organization might be working towards.*

*It can be identified as a logical consequence of achieving a combination of outputs and outcomes.*

*Impact is usually measurable after the project life and is outside the direct control of the project team and the organization.*

Defining impacts as the positive effects that the project will produce in the medium-long term, they can be described as follows;

At technical level, the project will influence the capabilities of the technicians of Local Authorities and of the entrepreneurs and will affect their way of working in partnership among them.

At a socio-economic level, the action will create a positive circuit and will contribute to a more balanced welfare distribution in the national territories, including marginal areas, population and economic sub-sectors.

The most visible and tangible impacts will be the new tourist flows created due to the project and promoted by the involved stakeholders, such as bed and breakfast, restaurants, and other tourism facilities appearing around and inside Points of interest, as well as tourist services, such as hiking trails, food, handcraft, renting agencies, sportive services and others.

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## Overall Assessment

**Tips:** This section of the report is extremely valuable for the FIRE secretariat as it provides evidence about the role and relevance of FIRE contributions in the AFRICA region.

**Tips:** Briefly provide **your own views** on the value and importance of the project relative to the proposed innovation, investment of time, effort and funding involved. Include the strengths and weaknesses of the project and the steps taken to strengthen the credibility and reliability.

This is your opportunity to conduct a **team reflection about the value of the project for the organization**. The following questions might help you to prepare a substantive overall assessment.

- To what extent the project meet its objectives?
- What were the most important findings and outputs of the project? What will be done with them?
- What contribution to development did the project make?
- Were certain aspects of project design, management and implementation particularly important to the degree of success of the project?
- To what extent the project help build up the research capacity of your institution or of the individuals involved?
- What lessons can be derived that would be useful in improving future performance?

Please write the project overall assessment here...

The main objective of the project was to introduce a new tool for promoting ecotourism products in Tunisia.

The dissemination plan include several awareness raising and training events, which aim to prepare stakeholders in:

- Becoming familiar with the concept of sustainability
- Understanding the nature and use of indicators
- Reading and applying methodology sheets and metadata forms
- Evaluating and interpreting indicator information
- Entering data, viewing maps and results, and exporting reports

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In addition to training workshops, dissemination activities also include the construction of a web site with descriptions of the project and its results providing an access point to interested parties worldwide. The preparation of publications and brochures for dissemination to stakeholders and the general public; as well as the organisation of a conference and information day, to invite to learn about the project, its achievements and the GIS tool.



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# PART 4:

# RECOMMENDATIONS

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## Recommendations

**Tips:** *Include any recommendations in this section that you and your project team, the organizations supporting the project and the community you worked with, would like to make to other practitioners or researchers on the field facing similar problems or implementing similar solutions.*

*Please take a minute to share recommendations with the FIRE secretariat that might help to improve the support provided.*

Please write the project recommendations here...

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# PART 5:

# BIBLIOGRAPHY

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## Bibliography

**Tips:** *Include complete bibliographic references to all sources (printed, on-line, quotes, etc) used to prepare the different sections of this report. The APA style guide offers examples about how to reference a variety of sources. <http://www.apastyle.org/learn/quick-guide-on-references.aspx> (as accessed on 3/7/2013).*

Please write the project bibliography here...