

Annex B

REPORTING FORMAT

THE NARRATIVE AND THE FINANCIAL REPORT TO BE PREPARED BY THE RECIPIENT INSTITUTION

Recipient Institution: NGO "Society of Parents of Children with Special Needs - Bar" Year 2024, June 20

Period covering this report:

- This report must be completed by the Recipient Institution and accepted by UNDP
- The Recipient Institution must attach any relevant evidence to support the report
- The information provided below must correspond to the information that appears in the financial report
- Attach the accepted grant proposal to this report

Performance:

1- Workplan Performance (cumulative, including the current period)

COMPLETED ACTIVITIES	Timeline ²				Planned Budget for the Activity (in grant currency) ³	Funds Delivered for the Activity (in grant currency)
	T1 15.03.2024. – 30.04.2024.	T2 30.04.2024. – 20.05.2024.	T3 21.05.2024. – 15.06.2024.	x		
1. 1 signing of the Applicant's contract with members of the project team and two psychologists;	27.44	/	/		€ 27.44	€ 27.44
1.2 project management by the Project Team;	Project coordinator - 450.00 euros Project assistant - 450.00 euros Administrative - financial assistant - 450.00 euros	Project coordinator - 225.00 euros Project assistant - 225.00 euros Administrative - financial assistant - 225.00 euros	Project coordinator - 225.00 euros Project assistant - 225.00 euros Administrative - financial assistant - 225.00 euros		€ 2,700.00	€ 2,700.00
1.3 organization and implementation of 36 psychological counseling workshops (24 workshops in Podgorica and 12 in Bar);	Psychologist in Bar - 599.97 euros Psychologist in Podgorica - 1,099.94 euros	Psychologist in Bar - 299.98 euros Psychologist in Podgorica - 699.97 euros	Psychologist in Bar - 299.98 euros Psychologist in Podgorica - 599.97 euros		€ 3,600.00	€ 3,599.81
1.4 tour of the partner organization by the project coordinator (2 times during the duration of the Project);		27.44 euros	27.44 euros		€ 54.88	€ 54.88

1.5 purchase of didactic equipment and office materials for the implementation of project activities;	48.90 160.41 250.56 88.44 90.15	337.50 369.00 189.99 100.85	/	€ 1,635.30	€1,635.80
1.6 purchase of refreshments and sanitary materials for the implementation of psychological counseling workshops	42.00 180.00	100.00 180.00	/	€540.00	€502.00
1.7 cooperation between the Applicant and the Partner on project implementation	/	/	/	/	/
1.8 project monitoring	/	/	/	/	/
1.9 project promotion	0.00	0.00	309.09	€1000.00	€309.09
2. provision of orderly payments for indirect costs	4.96 2.83 7.10 0.45	2.00 0.50 0.70 10.26	319.87 312.36 2.00 7.50 0.45	€700.00	€670.98
3. reporting	/	/	/	/	€0.00
Total				€10,257.62	€9,500.00

INDICATOR(S)	Data Source	Baselines	Reporting Period Milestone/Target	Reporting Period Actual Performance Against the Target
1.1 the number of psychological counseling workshops held	Project team members' record of held workshops	36 PSYCHOLOGICAL COUNSELING WORKSHOPS PLANNED	36 WORKSHOPS	36 WORKSHOPS
1.2 number of project team members	Number of signed contracts with members of the project team	IT IS PLANNED HIRING 3 MEMBERS OF THE PROJECT TEAM (COORDINATOR FROM THE APPLICANT'S ORGANIZATION, ASSISTANT AND ADMINISTRATIVE - FINANCIAL ASSISTANT FROM THE PARTNER ORGANIZATION)	3 MEMBERS OF THE PROJECT TEAM	3 MEMBERS OF THE PROJECT TEAM
1.3 number of psychologists participating in the project	Number of signed contracts with psychologists	THE HIRING OF 2 PSYCHOLOGISTS IS PLANNED (ONE IN THE APPLICANT'S ORGANIZATION, THE OTHER IN THE PARTNER ORGANIZATION)	2 FEMALE PSYCHOLOGISTS	2 FEMALE PSYCHOLOGISTS
1.4 number of parents of children with disabilities and parents of adults with disabilities participating in the project	List of parents of children with disabilities and parents of adults with disabilities	45 PARENTS OF CHILDREN WITH DEVELOPMENTAL DISABILITIES OR PARENTS OF ADULTS WITH DISABILITIES ARE PLANNED TO PARTICIPATE (15 PARENTS IN THE APPLICANT ORGANIZATION AND 30 PARENTS IN THE PARTNER ORGANIZATION)	45 PARENTS IN BOTH ASSOCIATIONS	45 PARENTS IN BOTH ASSOCIATIONS
1.5 number of adults with disabilities who are participants in psychological counseling workshops	List of adults with disabilities participating in the project	A TOTAL OF 16 ADULTS WITH DISABILITIES ARE PLANNED TO PARTICIPATE (6 IN BAR AND 10 IN PODGORICA)	16 ADULTS WITH DISABILITIES	16 ADULTS WITH DISABILITIES
1.6 quality of held workshops and improved psycho-emotional state of users of psychological counseling centers	Anonymous survey of project participants	IT IS PLANNED TO CREATE AND DISTRIBUTE 61 ANONYMOUS SURVEYS FOR PARENTS OF CHILDREN WITH DEVELOPMENTAL DISABILITIES AND ADULTS WITH DISABILITIES AND FOR ADULTS WITH DISABILITIES	61 ANONYMOUS SURVEY FOR PARENTS OF CHILDREN WITH DEVELOPMENTAL DISABILITIES AND ADULTS WITH DISABILITIES	61 ANONYMOUS SURVEY FOR PARENTS OF CHILDREN WITH DEVELOPMENTAL DISABILITIES AND ADULTS WITH DISABILITIES
1.7 project promotion - publication of a brochure	200 pieces of brochures that will be distributed to 20 local parent associations of parents of children with developmental disabilities who are members of the NGO	THE BROCHURE WILL INCLUDE INFORMATION ON QUANTITATIVE AND QUALITATIVE INDICATORS AND THAT: THE NUMBER OF PERSONS INVOLVED IN THE PROJECT, THE NUMBER OF	THE BROCHURE WAS NOT PRODUCED, BUT A REPORT WAS CREATED IN WHICH WE PROVIDED A DETAILED DESCRIPTION OF THE ACTIVITIES CARRIED OUT AND THE RESULTS. THE REPORT	THE BROCHURE WAS NOT PRODUCED, BUT A REPORT WAS CREATED IN WHICH WE PROVIDED A DETAILED DESCRIPTION OF THE ACTIVITIES CARRIED OUT AND THE RESULTS. THE REPORT

	Alliance "Our initiative".	PSYCHOLOGICAL COUNSELING WORKSHOPS HELD, THE NUMBER OF ADULTS WITH DISABILITIES AND THE NUMBER OF PARENTS INVOLVED IN THE PROJECT, THE ASSESSMENT OF ENGAGED PSYCHOLOGISTS ON THE EMPOWERING OF PROJECT USERS .ASSESSMENT BY PROJECT USERS THEMSELVES ON HOW USEFUL THE WORKSHOPS WERE.	WILL BE AVAILABLE ON THE WEBSITE OF THE PARTNER ORGANIZATION AND THE NGO "OUR INITIATIVE" ALLIANCE.	WILL BE AVAILABLE ON THE WEBSITE OF THE PARTNER ORGANIZATION AND THE NGO "OUR INITIATIVE" ALLIANCE.
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2- Performance Targets

3. A detailed description of activities implemented during the reporting period and the impact on the project's beneficiaries, including number of beneficiaries (male/female). For each of the listed activities, it is necessary to submit a press clipping with information about who published the news about the organization of the mentioned activity (eg, number of articles in the written media, number of internet announcements, number of TV announcements, etc. with links).

From March 15, 2024, to June 15, 2024, throughout the entire project implementation, the project team was engaged (project coordinator from the applicant organization in Bar, assistant from the partner organization in Podgorica, and administrative-financial assistant from Podgorica). Additionally, two psychologists were engaged (one in Bar and one in Podgorica).

From the signing of the contract with the donor (March 15, 2024), the project team monitored and tracked the implementation of project activities in both associations. The project team from the partner organization maintained constant communication with the coordinator from Bar. In collaboration with the engaged psychologists, the three members of the project team determined the schedule for psychological counseling sessions, the number of attendees, and kept records of the participants. The partner organization informed the applicant organization about all activities carried out. The partner organization also regularly provided photographs and the psychologist's report regarding the activities conducted. The partner organization participated in the preparation of periodic and final reports.

During the project duration, the project team members collaborated and communicated with the project beneficiaries, specifically with adults with disabilities and their parents. A successful collaboration was established with the project beneficiaries, and parents expressed satisfaction and observed progress in their children. The project team members from Podgorica participated in all implemented activities: signing contracts, engaging the psychologist, ensuring the target group was reached, informing the coordinator about all planned and realized activities, and potential issues that might arise in the partner organization, collaborating with the project beneficiaries and their parents, providing photographs of the implemented activities, creating brochures, surveying parents and adults with disabilities, and preparing periodic and final reports.

Anonymous surveys were conducted and distributed to parents of children with developmental disabilities, adults with disabilities, and for the adults with disabilities themselves. The surveys aimed to determine the quality of the workshops held and the improved psycho-emotional state of the users of the psychological counseling sessions.

In the surveys, some parents stated and highlighted:

"Through these workshops, I realize how strong and brave some mothers are, and everyone should see that. I am happy and proud to know them!"

"By attending these workshops, I got to know other parents better and realized that we are similar and not alone. Thank you for being my support..."

"There should be more such associations so that young parents can socialize and get better informed in this way." Additionally, adults with disabilities stated:

"I love to socialize and get out of the house; this is the only group I belong to."

"I love the workshops because we always make something, and that's my favorite part."

"I enjoy it, and we always have a good chat."

"My only outing is here, and that's why I love to socialize with you."

We have achieved all project goals. The psychologists conducted a total of 36 workshops, with the psychologist from Bar conducting 12 workshops and the psychologist from Podgorica conducting 24 workshops.

In Bar, 6 adults with disabilities were included, of which 4 were male and 2 were female. The average age of the project participants was between 21 and 35 years. The project beneficiaries from Bar included individuals with intellectual disabilities, physical disabilities, and autism spectrum disorders. About 15 parents of young individuals with developmental disabilities participated in the workshops. The sessions in Bar lasted approximately 45 minutes. The topics of the sessions were determined based on consultations and agreements with the parents and adults with disabilities, as some topics were suggested by them to the psychologist in Bar. The psychologist in Bar provided assistance to the project beneficiaries in emotional regulation, socialization, and modeling appropriate behaviors in various social situations. Using available didactic materials and social games, they improved graphomotor skills, visuomotor coordination, numerical abilities, and reading skills.

One of the most significant workshops for parents and children and youth with developmental disabilities in Bar was held on the topic: Emotional Regulation and Teaching Strategies.

In Podgorica, 10 project beneficiaries were included, of which 6 were male and 4 were female. The average age of the project participants from the partner organization in Podgorica was between 15 and 30 years. The project beneficiaries in Podgorica had various types of disabilities: intellectual disabilities (mild to moderate intellectual disabilities), sensory impairments, autism spectrum disorders, moderate to severe physical disabilities, and similar conditions. Parents were also involved in the workshops, with about 30 parents participating in group work.

Some of the topics covered in the workshops in Podgorica included:

- Moral Dilemmas
- Circle of Needs and Applications
- Learned Helplessness
- Work Habits
- Self-Control
- Empathy
- Partnership between Parents and the Association
- Adolescence and Challenges
- Conflict Resolution Skills
- Self-Care
- My Parents and I
- Peer Support
- What I Can Do
- Types of Communication, etc.

The activities carried out in Podgorica were adapted depending on the degree of disability, using methods such as dialogue, discussion, pair work, and competitive games.

Psychological workshops were conducted individually or in smaller groups to achieve the best possible results.

The following participants attended the workshops in Bar – 6 participants:

- D.V. (33 years old) – mild to moderate intellectual disabilities,
- D.V. (35 years old) – mild intellectual disabilities,
- A.K. (24 years old) – physical disability (cerebral palsy - paraplegia) and mild intellectual disabilities,
- M.M. (21 years old) – autism spectrum disorder,
- D.L. (8 years old) – moderate intellectual disabilities,
- M.P. (30 years old) – severe intellectual disabilities.

In Podgorica, there were 10 participants present:

- M.Đ. (22 years old; sensory disability - completely blind),
- N.B. (23 years old; intellectual disability),
- N.B. (21 years old; intellectual disability),
- A.G. (25 years old; intellectual disability),
- J.T. (30 years old; severe physical disabilities),
- A.Z. (18 years old; severe chronic illness),
- O.R. (18 years old; autism spectrum disorder),

S.B. (19 years old; autism spectrum disorder),
K.K. (31 years old; severe physical disabilities),
Z.R. (19 years old; intellectual disability).

The purchase of technical devices (a SMART TV and Bluetooth speakers for each association) and didactic materials, along with their application in group work, motivated people with disabilities to participate, increased creativity, and made the group atmosphere more pleasant. The visual support provided by the SMART TV, combined with adapted verbalization, helped in maintaining and attracting attention due to interesting audio-visual effects and animations. The major advantage of the SMART TV is its connectivity with educational web portals, the ability to adapt content, pause, and highlight important points. Overall, this contributes to better retention of content. For individuals with preserved vision despite other disabilities, and for those with visual impairments, there was the ability to adjust the picture, emphasize contours, contrast, and size, all aimed at stimulating visual perception. This enabled professionals to present content more easily and saved time and financial resources in the process of printing, laminating, and similar tasks.

We promoted the project throughout its entire implementation. The project coordinator, Mr. Ćedo Popović, gave an interview to Radio Bar Info in which he discussed the implementation of this project. The publication can be found at the following link: <https://barinfo.me/projekat-psiholoskom-podrskom-osnazujemo-lica-sa-invaliditetom-i-njihove-roditelje-podrzao-undp/> (The interview text was provided in the previous report).

Additionally, we promoted the project on the website of the Association from Podgorica <https://udruzenjeroditeljapg.me/> as well as on the website of the NGO Alliance "Our Initiative," <https://www.nasainicijativa.me/> of which both the applicant and partner organizations, along with 18 other parent associations, are members.

According to the Project Plan, it was planned to produce 200 copies of the brochures but the brochures were not produced during the final reporting period. Report was created in which we provided a detailed description of the activities carried out and the results. The report will be available on the website of the partner organization <https://udruzenjeroditeljapg.me/> and the NGO "Our Initiative" Alliance <https://www.nasainicijativa.me/>.

4. Challenges and Lessons Learned

We did not encounter any challenges or obstacles during the project implementation. As two organizations with years of experience in providing support services to children and young people with developmental disabilities, we are proud to say that the implementation and achieved results went smoothly and without issues. Given our long-standing experience in similar projects, we can affirm that this project has deepened our knowledge, enhanced the capacities of both organizations, and fostered a productive collaboration with the United Nations Office in Montenegro. We hope to continue this collaboration in the future.

We are particularly proud that this project involved parents of children, as our provision of psychological support included working with them to strengthen families where one or more members have a disability.

A professional and cooperative relationship has been established among the Applicant, Partner, and the United Nations Office in Montenegro, which is a significant experience and motivates us to continue similar activities in the future. The knowledge gained during the implementation of these project activities will undoubtedly help us execute future projects more effectively and apply for similar funding opportunities.

We have ensured the sustainability of our project results. By conducting psychological counseling sessions for parents of adults with disabilities, we have empowered parents to continue applying proper care for their children at home after the project's conclusion. The purchase of didactic materials and technical devices has provided ongoing support for children with developmental disabilities and adults with disabilities in the future. Promoting the project on websites has ensured visibility to a wide audience.

5. Assessment on the achievement of project objectives, with comments and recommendations

We have successfully implemented all planned goals and activities:

A total of 36 psychological workshops were conducted by two psychologists (12 in Bar and 24 in Podgorica) for 16 adults with disabilities (6 in Bar and 10 in Podgorica) and approximately 45 parents. All project beneficiaries, including adults with disabilities and their parents, were psychologically empowered to strengthen their socio-emotional, work-related, and cognitive competencies.

Support was provided to and families were strengthened who have one or more members with disabilities or difficulties. Support was given to adults with disabilities in overcoming the challenges they face.

Contracts were signed with the project team members and two psychologists.

Project management was carried out by the project team. The project coordinator from the Applicant organization, an assistant, and an administrative-financial assistant from the partner organization collaborated with each other, as well as

with project beneficiaries and their parents. They monitored the implementation of project activities to achieve positive results.

The project coordinator visited the partner organization three times as planned (once during the contract signing and twice for monitoring project activities in Podgorica).

The purchase of didactic equipment and office materials was executed according to the project plan. This equipment can continue to be used after the project ends for the benefit of youth with disabilities and children with developmental disorders.

The purchase of refreshments and sanitary materials for conducting psychological counseling workshops was carried out as per the project plan.

Collaboration between the Applicant and the Partner has been significantly enhanced. The new experience gained from this project will surely contribute to the better implementation of similar activities in the future. Both associations have increased their capacities and acquired new experience that will be applied in future projects.

A professional and cooperative relationship was established with the donor, namely the United Nations Office in Montenegro, significantly enhancing the capacity of both associations and enabling them to apply for similar projects and collaborate with international organizations.

Project promotion and monitoring were carried out by project team members who, as mentioned, collaborated effectively among themselves, maintained a good relationship with project beneficiaries and their parents, and worked closely with the psychologists involved. Promotion activities were conducted throughout the implementation period. An interview was conducted for Radio Bar Info by the project coordinator, and all implemented activities were published on the websites of the partner organization and the NGO Alliance "Our Initiative".

Report was created in which we provided a detailed description of the activities carried out and the results. The report will be available on the website of the partner organization <https://udruzenjeroditeljapg.me/> and the NGO "Our Initiative" Alliance <https://www.nasainicijativa.me/>.

6. Please state any changes that need to be made to the original work plan submitted at the start of the project. If necessary, attach a revised work plan.

There were no changes in relation to the Project Plan that we submitted to the donor.

Financial Reporting: *Note: Financial reporting can be in local currency but cannot exceed the grant value in USD.

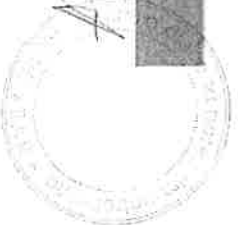
General Category of Expenditures	Budgeted Amount	Actual Expense
Signing of the Applicant's contract with members of the project team and two psychologists;	27.44 euros	27.44 euros
Project management by the Project Team	2,700.00 euros	2,700.00 euros
organization and implementation of 36 psychological counseling workshops (24 workshops in Podgorica and 12 in Bar	3,600.00 euros	3,599,81 euros
tour of the partner organization by the project coordinator (2 times during the duration of the Project);	54.88 euros	54.88 euros
purchase of didactic equipment and office materials for the implementation of project activities;	1,635.30 euros	1,635.80 euros
purchase of refreshments and sanitary materials for the implementation of psychological counseling workshops	540.00 euros	502.00 euros
cooperation between the Applicant and the Partner on project implementation	/	/
project monitoring	/	/
project promotion	1,000.00 euros	309,09 euros
provision of orderly payments for indirect costs	700.00 euros	670.98 euros
reporting	/	/
<i>TOTAL</i>	10,257.62 euros	9,500.00 euros

Project title: Psihološkom podrškom osnažujemo licu sa invaliditetom i njihove porodice

Description of expenditures	Unit (month/day/event etc...)	Number of units	Cost per unit	Total cost	spent in the	
					period from March 15 2024 till May 20 2024	period from May 21 2024 till June 15 2024
I. PROGRAM EXPENDITURES						
				Amount		
Koordinator projekta iz organizacije Aplikanta	mjesec	3.00	300.00	900.00	675.00	225.00
Asistent iz partnerske organizacije	mjesec	3.00	300.00	900.00	675.00	225.00
Administrativno - finansijski asistent iz partnerske organizacije za potrebe obje organizacije	mjesec	3.00	300.00	900.00	675.00	225.00
Total				2,700.00	2,025.00	675.00
II. PROJECT ASSISTANCES						
				Amount		
Radionice psihološkog savjetovanja	radionice	36.00	100.00	3,600.00	2,699.86	899.95
Obilazak partnerske organizacije od strane koordinatora projekta	mjesec	3.00	27.44	82.32	54.88	27.44
Promocija projekta	mjesec	1.00	1,000.00	1,000.00	0.00	309.09
Kupovina osveženja i sanitarnog materijala za realizaciju radionica psihološkog savjetovanja	mjesec	3.00	180.00	540.00	502.00	0.00
Total				5,222.32	3,256.74	1,236.48
III. OFFICE COSTS						
Kupovina didaktičke opreme i kancelarijskog materijala za realizaciju projektnih aktivnosti	mjesec	2.00	817.65	1,635.30	1,635.80	0.00
Total				1,635.30	1,635.80	0.00
IV. INDIRECT COSTS						
obezbjeđenje urednih uplata za indirektno troškove	mjesec	3.00	233.33	700.00	28.80	642.18
Grand total (I+II+III+IV)				10,257.62	6,946.34	2,553.66

Both reports
9,500.00

Signature



NVO „Društvo roditelja djece sa posebnim potrebama Bar“
15.03.2024.godine
Bar

NVO „Društvo roditelja djece sa posebnim potrebama Bar“ na osnovu Statuta a u okviru Projekta „Psihološkom podrškom osnažujemo lica sa invaliditetom i njihove roditelje“, odobrenog odlukom Komisije za evaluaciju prijedloga projekata Programa za razvoj Ujedinjenih nacija (UNDP), d o n o s i

O D L U K U

Bira se "New Page" za vršenje promocije projekta – objavljivanje informacija o projektnim aktivnostima na sajtu Partnera <https://udruzenjeroditeljapg.me/> i na stranici NVO Saveza "Naša inicijativa" <https://www.nasainicijativa.me/> čiji su članovi Aplikant i Partner, za izradu Izvještaja sa dizajnom o realizovanim aktivnostima, u ukupnom iznosu sa PDV-om od 309,09 eura.

O B R A Z L O Ž E N J E

NVO „Društvo roditelja djece sa posebnim potrebama Bar“ u saradnji sa NVO "Udruženje roditelja djece sa teškoćama u razvoju – Podgorica" u periodu od 15.03.2024. – 15.06.2024. godine realizuje Projekat „Psihološkom podrškom osnažujemo lica sa invaliditetom i njihove roditelje“, odobrenog odlukom Komisije za evaluaciju prijedloga projekata Programa za razvoj Ujedinjenih nacija (UNDP).

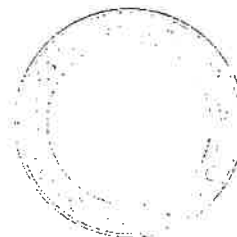
Projektom je pored ostalog predviđena promocija projekta – objavljivanje informacija o projektnim aktivnostima na sajtu Partnera <https://udruzenjeroditeljapg.me/> i na stranici NVO Saveza "Naša inicijativa" <https://www.nasainicijativa.me/> čiji su članovi Aplikant i Partner, izrada Izvještaja sa dizajnom

Aplikant je obavezan da firmi "New Page" nakon njihovih izvršenih svih obaveza, uplati iznos od 309,09 eura sa PDV-om za vršenje promocije projekta.

Na osnovu naprijed iznijetog, odlučeno je kao i u dispozitivu Odluke.

Dostavljeno:

- UNDP
- NVO „Društvo roditelja djece sa posebnim potrebama Bar“
- NVO "Udruženje roditelja djece sa teškoćama u razvoju – Podgorica"



Predsjednik Udruženja:

Čedo Popović

