# **Annex 18. Template for Completion Report**

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**PROJECT COMPLETION REPORT**

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| **<Project Profile>** | | | |
| **Project Code** | |  | |
| **Project Title** | |  | |
| **Project Duration** | | Start date:  End date: | |
| **Implementing Agency** | |  | |
| **Participating Countries** | |  | |
| **Project Site** | |  | |
| **Target Area** | | Primary target area:  Secondary target area: | |
| **Budget and Source of Finance** | | Total: US$   * AFoCO: US$ * National budget: US$ \_\_\_\_\_\_\_\_\_\_ * Others: US$ \_\_\_\_\_\_\_\_\_ (to be specified) | |
| **<Implementing Agency Profile>** | | | |
| **Name** | [……Implementing Agency……] | | |
| **Address** |  | | |
| **Project Manager** | Mr./Ms. | | |
| **Contact** | Tel.:  Fax:  Email: | | |
| **Project Staff** | Mr./Ms. | | [……assigned tasks……] |
| Mr./Ms. | | [……assigned tasks……] |
| Mr./Ms. | | [……assigned tasks……] |
| Mr./Ms. | | [……assigned tasks……] |

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| **Notes to the Authors & Readers**  The project completion report is a formal document, which presents all the relevant information about the project implementation. The report should be written in an accessible language, avoiding very technical terms. The use of graphical information, such as maps, tables and graphs, is an effective way of improving communication.  The following table of contents presents a sample list of items to be included in the completion report; however, the addition or revision of those items is recommended in pursuit of more effective and transparent delivery of the project results.  Draft of this completion report should be presented at the Final Coordination and Evaluation Meeting. The final version of this completion report should be submitted to the Secretariat within 3 months from the completion the date of the project together with the financial audit report. |

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Summary

*(This summary should be written in an accessible and non-technical language and include pertinent information on the purpose and need for the proposed activity, the issues and alternatives considered, the existing environment, and the results and conclusions. Less than 1,000 words)*

*(This can be taken out from the project document, however, it can be updated as per the outputs of the project implementation)*

1. Introduction

*(This section should briefly describe the social, economic and environmental context as well as relevant national and regional policies and programs. This text may comprise extracts from the Project Document. Less than 200 words.)*

2. Background and Objectives

*(This section should include the origin and the main problem addressed by the Project, highlighting the immediate objectives, expected output, and identified assumptions and risks required for the achievement of the objectives through the series of activities planned. Texts for this section may comprise extracts from the Project Document. Less than 400 words.)*

2.1. Project rationale

2.2. Project objectives

2.3. Assumption and risks

3. Project Management

*(This section should include a brief description of the implementation bodies and decision-making process established for implementation of project activities. It is also required to provide the final version of the work plan and schedule for readers to grasp the overall scheme of the project.)*

3.1. Management structure

3.2. Work plan and schedule

4. Performance

*(The purpose of this section is to highlight critical differences between planned and actual project implementation of activities using the original Project Document as reference and issues and constraints encountered during the implementation of the project. It is highly recommended to include a comprehensive writing of the technical methods applied and comparison tables for presenting any deviation from the plan.)*

* 1. Planned vs. actual implementation

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| --- | --- | --- | --- |
| Output/ activity | Planned Target | Accomplishment | Remarks/ Explanation |
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* 1. Planned vs. actual budget

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| --- | --- | --- | --- | --- |
| Output/ activity | Planned  USD | Revised | Expenditure | Remarks/ Explanation |
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4.3. Implementation issues and constraints

5. Impact Analysis

*(This section should describe impacts of the implemented activities and outputs. It is advised to elaborate on the extent to which the project objectives were achieved, describe the internal and external conditions remained at project completion as those compared to the pre-project stage, describe applicability and adaptability of project intervention in local conditions and sustainability of activities after project completion. It is highly recommended to refer to relevant parts of the Project Document.)*

5.1. Outputs and outcomes

5.2. Internal & external impacts

5.3. Local applicability

5.4. Sustainability

6. Challenges and Lesson Learned

*(Any challenges encountered and the lessons learned thereof are recommended to be described in detail by explicitly identifying how the incompleteness or uncertainty had impacted and the extent/magnitude of impact. The challenges could be classified either internal or external. The internal factors could be further classified either in operational or project formulation aspect while the external factors and their impacts should be described in a separate section. It is highly recommended to refer to relevant parts of the Project Document.)*

6.1. Project formulation aspect

6.2. Operational aspect

6.3. External factors

7. Conclusion and Recommendations

*(This section should clearly present overall impact and specific impact, if any, made by the project with clear outcomes and evidences. It is recommended to also cover recommendations for application of good practices found and appropriate follow-up actions needed to be pursued under current situation. Limitations or shortcomings of project interventions as well as potential scenarios and suggested actions could be featured.)*

8. Photo Documentation

*(To provide relevant project photos with proper description. The photos should include project site photos of before, during and after implementation of project activities. The original electronic files of the photos used in this section should also be submitted.)*

9. References

*(This section should list any references used in preparing the report. Any formats for bibliographic information may be used, however, the following elements should at least be included – author(s), title of the publication, the edition, place of edition, the publisher and the year of publication.)*

10. Appendices

*(This may include reference documents, list of audio-visual records, or other relevant documents.)*

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