

Name of Partner

Project Title:

Contract Number:

Grant number should be the one for which the report is submitted

<< Insert period of reporting, FY, Month-Month >>

Contact person
Partner Address
Telephone
Email
Website

Guidelines for completing and submitting

End of project Report

This report template is intended for use by DGF partners that have completed implementation of a project. The template is meant for use at the end of the project and focuses on results of the project in comparison with what was planned. In this case the report should be able to delineate what the project set out to achieve and has or has not achieved and what was achieved but was not intended. The implications of the two types of results should be discussed and should be used to guide recommendations.

General approach to the report

Designing a project and implementing it well is of less value if you cannot demonstrate results. This template gives an opportunity to the project implementation team to show their investment has achieved over time and provides room for learning across the DGF partnership.

At this level, the project should rely more on research and scientifically proven methodologies to qualify achievement and failures. While presenting results, effort should be made to juxtapose baseline values (values, opinions, situations at the start) with current values (at the time of project closing). This will enable users of the report to assess for themselves how important the project has been to be able to replicate good practices and position themselves well before any challenges close to what the project has gone through.

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ii. List of Acronyms

CSO	Civil Society Organisation
DGF	Democratic Governance Facility
INGO	International Non Governmental Organization
MDG	Millennium Development Goals

Basic Project Information

Profile	
Name of project	
Project goal	
Location of the project	
Geographical coverage	
Contract start date	
Contract end date	
Total project lifetime Budget	
Total Lifetime commitment	
Total Expenditure	
Other Sources of funding	1. 2. Etc.
Target population	
Total direct beneficiaries (disaggregate)	Adult Male Adult Female Youth male Youth Female

Executive Summary

This is a brief summary of the report contents

rttb

Acknowledgments

At this level, thank the people that have provided technical and financial support during the project implementation

rttb

Introduction

Guidance Note:

This should begin with a clear statement of what the project is about so that the nature and scope of the project can be understood by any reader. It should summarise everything you set out to achieve, provide a clear summary of the project background, relevance and main contributions. The section should set the context and provide guidance for the reader on the key things to look out for in the report

rttb

Main Body of the report (Insert subsections as appropriate)

This should detail achievements of the project chronologically following objectives and time. This should be presented in relation to logframe objectives, indicators and targets to justify worthiness of the project. Make use of statistical figures (trends and other ways for comparison between the start and end of the project), case stories, quotes, photos.

rttb

Cross-cutting Issues

Guide note

This should focus on how the Programme/project has integrated the crosscutting themes. What value has the project reaped as a result of integrating crosscutting themes? What lessons can we draw from this project's experience of integrating crosscutting themes?

Lessons learned

Guidance Note:

Include lessons if any that have been learned (positive or negative) during the course of project implementation. Focus should be given to lessons that can help the partnership to improve project effectiveness.

Challenges

Guidance Note:

Include any challenges that this project could have faced during implementation and how these were overcome.

Recommendations

Since the project has come to the end recommendations can be made for other projects in the partnership to adopt. There can also be recommendations about interventions that may not have been completed and how these can be managed.

Report on Budget

Guidance Note:

Provide a summary budget and also provide a narrative report on the budget.

Appendices

1. Attach report on budget

2. Updated Logframe/ Indicator tracking table with project lifetime targets and achievements included

Guidance Note:

Hierarchy of results	Indicators	Baseline	Target	Achieved	Explanation
Goal: XXXX	Indicator: XXXX	76%	77%	87%	
Purpose: XXX	Indicator: XXXX	15%	33%	27%	
Objective: XXXX	Indicator: XXXX	500	1883	1500	
Output: xxx	Indicator: XXXX	0	250	320	
Activity	Indicator: XXXX	0	150	0	