

COMPLETION REPORT COVER PAGE

Partner country (project site): <i>official name of the State in English and name of the city or region if relevant</i>		Project number: <i>allocated by ACU</i>	
Project title:			
Sector or sub-sector and type of intervention: <i>mark the relevant sector</i>			
<input type="checkbox"/> Developing democratic institutions and market environment <input type="checkbox"/> Infrastructure (including the social infrastructure) <input type="checkbox"/> Landscaping, protection of the environment, agriculture, food and safety and use of raw materials			
Start date: <i>Day/month / year</i> Planned: Actual:		End date: <i>Day/month / year</i> Planned: Actual:	
Total ODA budget (SK): <i>without cost-sharing from other funds</i> Planned: Actual:		Total cost-sharing confirmed (SK): <i>inputs from implementing institution</i> Planned: Actual: <i>inputs from partner institutions</i> Planned: Actual:	
Implementing institution / project manager (name, address, contacts): <i>name, type, mail and web address of implementing institution, name and position of the project manager, phone, fax, e-mail</i>			
Partner institution in the recipient country (name, address, contacts): <i>name, type, mail and web address of partner institution, name and position of responsible manager, phone, fax, e-mail</i>			
Place, date, names, signatures: <i>place, day/month/year, names and signatures</i>			
Project manager:	Statutory representative of the proponent:	Received by ACU/UNDP:	Secretary of BBF:
Place and Date:	Place and Date:	Place and Date:	Place and Date:

BASIC FORMAT OF THE COMPLETION REPORT

1. SUMMARY OF PROGRESS SINCE THE START

1.1 Achievement of objectives

1.2 Measuring the results

1.3 Review of activities and outputs

2. ASSUMPTIONS

3. FINANCIAL REPORT

4. SELF EVALUATION

5. CONCLUSIONS AND RECOMMENDATIONS

APPENDICES

COMPLETION REPORT CONTENT (with explanations)

The complexity of this document should reflect the complexity of the project implemented.

PROJECT SYNOPSIS

This section briefly describes the project since the signature of the project with an emphasis on the presentation of performance highlights (logical structure of the project) and the main results, key stakeholders, objectives as presented in the project proposal (if objectives were changed presentation of the new ones), significant modifications of content, timing, and number of activities.

1. SUMMARY OF PROGRESS SINCE THE START

This section presents results really achieved

1.1 Achievement of objectives

Analysis of the extent to which all activities have contributed (or have not contributed) to the achievement of the envisaged project objectives. All significant changes should be highlighted.

1.2 Measuring the results

Identification of the results obtained in terms of outcomes (mid-term effects - changes in the attitudes, behavior or in the performance of beneficiaries or actions taken by them) and impacts (social and economic benefits resulting from improved performance of participants), using comparison with determined specific indicators for these most important levels of results.

1.3 Review of activities and outputs

An overall review of activities and related outputs (tangible products) accomplished to date should be provided, using comparison with the work plan and assessment through determined indicators for the outputs and review of inputs and means used. Any significant change in the project work plan or in the time schedule should be mentioned and explained.

2. ASSUMPTIONS

This section summarizes the external factors and their influence on the project progress. Brief explanation of the situation in comparison with external factors expected to be significant for success of the project. Their real occurrence and their real impact on the project should be described.

3. FINANCIAL REPORT

This section should provide one complete financial table with an overview of expenses since project beginning till its termination. The section should provide detail explanation if the organization has experienced an operating deficit, surplus or any changes during the grant period (and how the deficit, surplus, changes were addressed). Copies of accounting documents are not needed as they are provided in details in Progress Reports.

4. SELF EVALUATION

In this section the project team should explain as objectively as possible the relevance and performance of the implemented project and lessons learnt.

5. CONCLUSIONS AND RECOMMENDATIONS

This section describes follow-up and lessons learned (both positive and negative) from the experience of the project. The views of the target groups with regard to the project. What activities or steps do you recommend for the follow-up of the project.

APPENDICES

As a general rule, appendices contribute to amplification, illustration or embellishment, but are not essential to the reader's understanding of the body of the report. Using appendices avoids interrupting the flow of the report and the focus of the reader.

Appendices may include:

List of acronyms

Financial / Accountancy records when appropriate

Other relevant documentation (e.g. photographs, newspaper articles, correspondence)

Bibliography of references (list of information sources), etc

Confirmation that equipment purchased for the project was taken over after implementation.