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| UK Aid Match  Project Completion Report  Updated July 2022 | | | | | | | |
| This project completion report should cover reflections, learning and results from the full length of the project, as well as the final year of implementation. This report should be comprehensive in providing a clear picture of the project and its progress that can be read as a stand-alone document. It should not be written pre-supposing prior knowledge of the project.  This narrative report must be submitted alongside all supporting documents within three months of the project end date. The checklist of supporting documents can be found at the end of this report template. Refer to the [Project Completion Report Guidance (opens in new tab)](https://www.ukaidmatch.org/grantholder-guidance/closure/) under the grant holder resources section of the website before completing this template. | | | | | | | |
| 1: Grant information | | | | | | | |
| Organisation | | | | | | | |
|  | **Grant holder organisation name** | |  | | | | |
|  | **Grant reference number** | |  | | | | |
|  | **Project delivery partners (if applicable)** | |  | | | | |
|  | **Previous annual report score/s (if applicable)** | | Year 1: | Year 2: | | Year 3: | Year 4: |
| Project detail | | | | | | | |
|  | **Project title** | |  | | | | |
|  | **Start date** | |  | | | | |
|  | **End date** | |  | | | | |
|  | **If a no cost extension was granted, specify the original end date** | |  | | | | |
|  | **Outline why a no cost extension was granted** | |  | | | | |
|  | **Country(ies) of implementation** | |  | | | | |
|  | **Counties or districts in country(ies) of implementation** | |  | | | | |
|  | **Overall project summary** | | | | | | |
|  | | | | | | | |
|  | **Final year summary** | | | | | | |
|  | | | | | | | |
|  | | **Budget** | | | | | |
| Total project budget including match funding | | |  | | | | |
| Total project expenditure | | |  | | | | |
| Total project budget funded by the Foreign, Commonwealth and Development Office (FCDO) | | |  | | | | |
| Total expenditure of FCDO funds | | |  | | | | |
| Other | | | | | | | |
|  | **Acronyms** | | **Acronym** | | **Explanation** | | |
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|  | Share the [D-portal link](http://www.d-portal.org) (opens in new tab) to updated final set of published IATI data. Ensure activity status is changed from implementing to closed. | |  | | | | |

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| 2 | Beneficiary Reach | | |
| **2.1** | Complete the annual beneficiary data summary sheet with your final data and submit the completed excel file with this project completion report. | | |
| **2.2** | Use the information in the guidance to assess the **overall** progress you have made in reaching your direct beneficiary targets and provide a brief analysis of the project’s performance against this target | | |
| Assessment | | Tick one | Analysis |
| Target exceeded | |  |  |
| Target achieved | |  |
| Target underachieved | |  |

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| **3: Performance against outcomes**  **Evaluate your performance against the target for each outcome indicator and your overall outcome achievement** | | | | |
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| **OUTCOME STATEMENT** | (copy paste outcome statement wording from logframe) | | | |
|  | | | | |
| **3.1.1 Outcome indicator 1:** | (copy paste indicator, word for word from logframe) | | | |
| **Overall target** | **Overall achieved** | | **Self-assess score this outcome indicator (see guidance)** | |
|  |  | | Choose an item. | |
| **Disaggregate (if relevant): add rows for any other form of disaggregation** | | | | |
| **Targets** | | **Actuals** | | |
| **Male** |  | **Male** | |  |
| **Female** |  | **Female** | |  |
| **People with disabilities** |  | **People with disabilities** | |  |
| **3.1.2 Explain how you verified the result. Describe what data you used (including how representative it is of beneficiaries if samples were used) and how it was collected** | | | | |
|  | | | | |
| **3.1.3 Explain and provide an analysis for any major differences between what you planned to achieve, and what has been accomplished** | | | | |
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| **3.2.1 Outcome indicator 2:** | (copy paste indicator, word for word from logframe) | | | |
| **Overall target** | **Overall achieved** | | **Self-assess score this outcome indicator (see guidance)** | |
|  |  | | Choose an item. | |
| **Disaggregate (if relevant): add rows for any other form of disaggregation** | | | | |
| **Targets** | | **Actuals** | | |
| **Male** |  | **Male** | |  |
| **Female** |  | **Female** | |  |
| **People with disabilities** |  | **People with disabilities** | |  |
| **3.2.2 Explain how you verified the result. Describe what data you used (including how representative it is of beneficiaries if samples were used) and how it was collected** | | | | |
|  | | | | |
| **3.2.3 Explain and provide an analysis for any major differences between what you planned to achieve and what has been accomplished** | | | | |
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| **3.3.1 Outcome indicator 3:** | (copy paste indicator, word for word from logframe) | | | |
| **Overall target** | **Overall achieved** | | **Self-assess score this outcome indicator (see guidance)** | |
|  |  | | Choose an item. | |
| **Disaggregate (if relevant): add rows for any other form of disaggregation** | | | | |
| **Targets** | | **Actuals** | | |
| **Male** |  | **Male** | |  |
| **Female** |  | **Female** | |  |
| **People with disabilities** |  | **People with disabilities** | |  |
| **3.3.2 Explain how you verified the result. Describe what data you used (including how representative it is of beneficiaries if samples were used) and how it was collected** | | | | |
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| **3.3.3 Explain and provide an analysis for any major differences between what you planned to achieve and what has been accomplished.** | | | | |
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| **3.4.1 Outcome indicator 4:** | (copy paste indicator, word for word from logframe) | | | |
| **Overall target** | **Overall achieved** | | **Self-assess score this outcome indicator (see guidance)** | |
|  |  | | Choose an item. | |
| **Disaggregate (if relevant): add rows for any other form of disaggregation** | | | | |
| **Targets** | | **Actuals** | | |
| **Male** |  | **Male** | |  |
| **Female** |  | **Female** | |  |
| **People with disabilities** |  | **People with disabilities** | |  |
| **3.4.2 Explain how you verified the result. Describe what data you used (including how representative it is of beneficiaries if samples were used) and how it was collected** | | | | |
|  | | | | |
| **3.4.3 Explain and provide an analysis for any major differences between what you planned to achieve and what has been accomplished** | | | | |
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| **3.5 Overall Outcome Assessment**  **Based on the above outcome indicator assessments, reflect on overall achievement against the project outcome.** | | | | |
| **Overall self-assessment score** | **Justify the assessment.** Summarise the factors and achievements that led you to assign this overall score. | | | |
| Choose an item. |  | | | |

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| **4: Performance against outputs** | | | |
| Complete the cells below alongside the Output Scoring Table (in Excel). Ensure all sections are complete such as the overall output score, output indicators, data review, self-assessment, and justification and check alignment between this document and your logical framework submission | | | |
| **Output 1** | (Insert output wording from approved logframe) | **Overall output score**  (Self-assessed – see guidance) | Choose an item. |
| **Provide a brief analysis and reflection of any under or over achievement against indicator targets for this output. Ensure all indicators are covered.** | | | |
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| **Output 2** | (Insert output wording from approved logframe) | **Overall output score**  (Self-assessed – see guidance) | Choose an item. |
| **Provide a brief analysis and reflection of any under or over achievement against indicator targets for this output. Ensure all indicators are covered.** | | | |
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| **Output 3** | (Insert output wording from approved logframe) | **Overall output score**  (Self-assessed – see guidance) | Choose an item. |
| **Provide a brief analysis and reflection of any under or over achievement against indicator targets for this output. Ensure all indicators are covered.** | | | |
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| **Output 4** | (Insert output wording from approved logframe) | **Overall output score**  (Self-assessed – see guidance) | Choose an item. |
| **Provide a brief analysis and reflection of any under or over achievement against indicator targets for this output. Ensure all indicators are covered.** | | | |
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| **Output 5** | (Insert output wording from approved logframe) | **Overall output score**  (Self-assessed – see guidance) | Choose an item. |
| **Provide a brief analysis and reflection of any under or over achievement against indicator targets for this output. Ensure all indicators are covered.** | | | |
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| **5: Challenges, Learning and Adaptation**  **This section should provide a critical reflection of the journey of the project over the whole project period and the key lessons that have emerged from it** | |
| **5.1** | **Main project challenges.** Across the entire project, what have been the three most significant challenges that have affected the project and how did you respond to them? These may relate to both contextual challenges outside the control of the project and project challenges in the implementation, model of intervention used or operational aspects. |
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| **5.2** | **Main lessons from the project.** What have been the three most important key lessons and pieces of learning you have taken from this project? |
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| **5.3** | **Adaptative programming** |
| **5.3.1** | **Theory of change:** Submit the theory of change.Reflect on the extent to which the original theory of change was valid and what the actual ‘reality of change’ has been in the project, with a focus on any project adaptations that have been made in order to achieve the results |
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| **5.3.2** | **Logframe:** Submit the updated project log frame, with the ‘achieved’ sections completed against each output/outcome indicator. Reflect on any large-scale changes to the log frame over the course of the project in response to adaptations (individual changes should be captured in the change log tab of the log frame) |
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| **5.3.3** | **Any other adaptations:** please explain any other project adaptations that were necessary that haven’t been covered in the above responses. |
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| **5.4** | **Utilising learning and evidence:** How will the learning from this project be used beyond the project itself? |
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| **6: Beneficiary Feedback and Accountability** | |
| **6.1** | **Beneficiary feedback and accountability.** Reflect across the whole project on how effective your beneficiary feedback and accountability mechanisms have been |
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| **7: Sustainability** | |
| **7.1** | **Sustainability of beneficiary results:** What evidence is there that any direct benefits for project beneficiaries will be sustainable beyond the life of the project (for example changes in income, agricultural practices, skills or confidence)? |
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| **7.2** | **Sustainability of interventions:** What evidence is there that any services/service improvements/ways of working/changes to stakeholders will be sustainable beyond the life of the project? |
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| **7.3** | Given the evidence above, what have been the most effective and most challenging aspects of your sustainability and exit strategies? |
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| **8: Social inclusion**  **This section is about how the project has reached and benefitted the most marginalised and vulnerable beneficiaries.** | | | |
| **8.1** | Summarise, with practical examples, what you have done to ensure the **most marginalised and vulnerable people** in the project areas benefit from the project. Use the disaggregated reach and results data from your beneficiary data summary and logframe to reflect on how effective your approaches have been and what the key challenges have been. | | |
|  | | | |
| **8.2** | **Disability inclusion** | | |
| **8.2.1** | **Disability-disaggregated beneficiary reach:** using the data from your beneficiary data summary assess the progress you have made in reaching targets of people with disabilities and provide a brief analysis of your project’s performance against these targets | | |
| Assessment | | Tick one | Analysis |
| Target exceeded | |  |  |
| Target achieved | |  |
| Target underachieved | |  |
| **8.2.2** | **Disability inclusion approach and effectiveness:** Summarise, with practical examples, what you have done to ensure people with disabilities participate in and benefit from your project. Use the disaggregated results data from your logframe to reflect on how effective your approaches have been and what the key challenges have been. | | |
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| **8.3** | **Gender equality** | | |
| **8.3.1** | **Sex-disaggregated beneficiary reach:** using the data from your beneficiary data summary assess the progress you have made in reaching **women** and **men** (sex-disaggregated) and provide a brief analysis of the project’s performance against your sex-disaggregated targets: | | |

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| Assessment | | Tick one | Analysis |
| Target exceeded | |  |  |
| Target achieved | |  |
| Target underachieved | |  |
| **8.3.2** | **Gender equality approach and effectiveness:** Summarise, with practical examples, what you have done to address gender inequality through your project. Use the results data from your logframe to reflect on how effective your approaches have been and what the key challenges have been. | | |
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| **9: Safeguarding** | |
| **9.1** | Reflect on your safeguarding practice across the whole project period – what activities and approaches have been effective in ensuring good safeguarding practice with beneficiaries and within project teams? |
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| **10: Value for Money (VFM)** | |
| **10.1** | Conduct a value for money (VfM) analysis of your project (refer to the report guidance) and provide evidence of how the total budget represented money well-spent and how benefits outweighed the costs |
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| **11: Other** | |
| **11.1** | Use this space to write anything else you would like to highlight about the project which has not been covered in the other sections. |
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| **12: Fund manager feedback** | |
| **12.1** | What has your experience been of the support provided through the fund manager (either directly by members of the fund management team, or guidance and resources of the fund, or through events such as the Discussion Series)? Has this affected your project in any way? |
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| **12.2** | Please provide any other feedback from your experience of engaging with the fund management team. What has gone well and what improvements could be made? |
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| **13. Project completion report checklist**  **See below a full list of documentation required for submission.** | | |
|  | | **Submitted?** |
| 1 | Completed narrative report |  |
| 2 | Final beneficiary data summary |  |
| 3 | Completed Output Scoring Table (with achievements completed in ‘project completion report’ tab) |  |
| 4 | Theory of change |  |
| 5 | Logframe (with achievements completed in final column) |  |
| 6 | Updated risk register with all risks closed out |  |
| 7 | Updated delivery chain risk map – **only** ifupdates have happened since the last submission |  |
| 8 | Safeguarding policy – **only** if updated since the last annual review |  |
| 9 | Research and evaluations – **only** if appropriate |  |
| 10 | Final independent evaluation |  |
| 11 | Annual audited accounts |  |