

## EIF PROJECT COMPLETION REPORT (PCR)

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1. PROJECT INFORMATION				
Country/Countries				
Main Implementing Entity				
Project type (Tier 1, Tier 2, Combined, DTIS/DTISU)				
Project title				
Report date				
PCR Team				
Processing milestones				
Project dates	EIF Board approval:		MOU signature:	
	Original MOU closure:		Amended MOU closure:	
Financial information	Approved EIF budget:		Total amount disbursed:	
	Total expenditure reported:		Fund Balance	
	Government contribution:	Cash:		In kind:
	Other funding sources			
Country reporting	Number of technical reports	Due:		
		Submitted:		
	Number of financial reports	Due:		
		Submitted:		
	Number of audit reports	Due:		
		Submitted:		
	Mid-term evaluation required	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Submission date:
Internal review required	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Submission date:	
Final evaluation required	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Submission date:	
<b>Summary of key expected results:</b>				

<b>2. PROJECT PERFORMANCE ASSESSMENT<sup>1</sup></b>					
<b>A. Relevance – Narrative Assessment (max. 150 words per dimension assessed- Additional data/evidence to be referenced in Annex 4)</b>					
1. Relevance of project objectives to needs and priorities of beneficiaries					
<b>B. Coherence – Narrative Assessment (max.150 words per dimension assessed- Additional data/evidence to be referenced in Annex 4)</b>					
1. Coordination with other related projects and initiatives					
<b>C. Effectiveness: Progress towards achieving the project's objectives – Narrative Assessment</b>					
<b>1. Overall project achievement by objective – Provide a brief description of the state of achievement of each project objectives and state if each objective has been <i>Achieved, Partially Achieved or Not Achieved</i> (maximum 300 words).</b>					
Outcome 1:		<i>[Briefly describe the main results]</i>			
Outcome N:		<i>[Briefly describe the main results]</i>			
<b>2. Unanticipated or additional Outcomes – Narrative assessment: Describe the type (e.g., gender, social, environment, other), whether positive or negative, and extent of impact on project (High, Medium, Low). Max. length of 50 words per unanticipated Outcome. [Add rows as needed]</b>					
Outcome 4:					
<b>3. Outcome Indicators reporting (If Applicable)</b>					
Outcome Indicators as per logframe	Baseline Value or Level	Current Value or Level (A)	Target Value or Level (B)	Progress (A/B) (%)	Narrative Assessment per Indicator (indicative max. length: 50 words per Outcome Indicator)

<sup>1</sup> See section 2 (II) of the PCR Guidance Note for more guidance on what to assess under each evaluation criterion.

<i>[Add more rows as needed]</i>					
<b>4. Output reporting (If Applicable)</b>					
Output Indicators as per logframe <i>[Add more rows as needed]</i>	Baseline Value or Level	Current Value or Level (A)	Target Value or Level (B)	Progress (A/B) (%)	Narrative Assessment per Indicator (indicative max. length: 50 words per Output Indicator)
Output N, Indicator n					
<b>5. Number of beneficiaries</b> <i>[Add rows as needed]</i>					
Total Actual number of Beneficiaries (A)	Total planned Beneficiaries (B)	% of beneficiaries reached =(A/B)	% of Women	% of Youth	Category (e.g., Growers, Sellers, Transporters)
<b>D. Efficiency</b>					
<b>1. Timeliness</b>					
Planned Project Duration (excluding NCE) – Months (A):=	Actual Implementation Time (Including NCE) – Months (B) (from 1 <sup>st</sup> Disbursement) =	<b>Timeliness Performance = (B/A) *100: =</b>			
<i>Narrative assessment (indicative max. length: 150 words. Additional data/evidence to be referenced in Annex 4)</i>					

<b>2. Resource use efficiency</b>				
Percentage of total budget disbursed by TFM (A)	Percentage of Budget spent/allocated on project activities (B)	Percentage of Workplan implemented(C)	<b>Absorption Capacity = (B/A) *100</b>	<b>Value for money = (C/B) *100</b>
Narrative assessment (indicative max. length: 150 words_ Additional data/evidence to be referenced in Annex 4)				
<b>E. Sustainability</b>				
<b>1. Financial sustainability</b>				
<i>Narrative assessment (indicative max. length: 200 words- Additional data/evidence to be referenced in Annex 4)</i>				
<b>2. Institutional sustainability and strengthening of capacities</b>				
<i>Narrative assessment (indicative max. length: 200 words- Additional data/evidence to be referenced in Annex 4). Also include assessment of sustainability of the functions of the NIU and the NSC or other inter-ministerial coordination mechanisms. An assessment of the sustainability of partnerships including the Public-Private Dialogue mechanisms and Government-Donor Dialogue mechanisms should be provided.</i>				
<b>3.Sustainability of key results.</b>				
<i>Narrative assessment (indicative max. length: 200 words- Additional data/evidence to be referenced in Annex 4). Do not repeat institutional results outlined above.</i>				

<p><b>4. Systemic change (degree to which the project has catalyzed wider change in the sector)</b></p> <p><i>Narrative assessment (indicative max. length: 200 words- Additional data/evidence to be referenced in Annex 4)</i></p>
<p><b>4. Environmental sustainability (if applicable)</b></p> <p><i>Narrative assessment (indicative max. length: 200 words- Additional data/evidence to be referenced in Annex 4)</i></p>
<p><b>F. Project impact (note any emerging or evident impacts)</b></p>
<p><b>1. Impact on women</b></p> <p><i>Narrative assessment (indicative max. length: 200 words- Additional data/evidence to be referenced in Annex 4)</i></p>
<p><b>2. Impact on youth</b></p> <p><i>Narrative assessment (indicative max. length: 200 words- Additional data/evidence to be referenced in Annex 4)</i></p>
<p><b>3. Impact on job creation</b></p> <p><i>Narrative assessment (indicative max. length: 200 words- Additional data/evidence to be referenced in Annex 4)</i></p>
<p><b>4. Impact on the economy</b></p> <p><i>Narrative assessment, including quantifying and describing and public or private investments mobilized (indicative max. length: 200 words- Additional data/evidence to be referenced in Annex 4)</i></p>
<p><b>5. Impact on the environment</b></p> <p><i>Narrative assessment (indicative max. length: 200 words- Additional data/evidence to be referenced in Annex 4)</i></p>
<p><b>6. Social impact</b></p>

Narrative assessment, including potential impact on beneficiaries' access or use of education, health services, etc. (indicative max. length: 200 words- Additional data/evidence to be referenced in Annex 4)

**7. Other impact:**

Narrative assessment (indicative max. length: 150 words- Additional data/evidence to be referenced in Annex 4)

**3. SUMMARY OF KEY ISSUES, LESSONS LEARNED AND RECOMMENDATIONS**

Has an evaluation recommendation management response been prepared?

Yes  No

If YES, briefly describe how the process of developing the management response (Indicative Max is 100 words)

.....

**1. key issues and lessons learned**

<i><b>Key Issues</b></i> <i>[max five per area; add rows as needed]</i>	<i><b>Key Lessons Learned from each issue</b></i>	<i><b>Recommendation for each issue or in support of lesson learned</b></i>	<i><b>Person Responsible for recommendation</b></i>	<i><b>Deadline for executing recommendation</b></i>
Key issue related to <b>relevance</b> • .....				
Key Issue related to <b>coherence</b> • ....				
Key Issue related to <b>effectiveness</b> • ...				
Key Issue related to <b>efficiency</b>				

• ....				
Key Issue related to <i>sustainability</i>				
• ....				
Key Issue related to <i>impact</i>				
• .....				
Key issues related to <i>MIE or other stakeholders' performance</i>				
<b>3. Key lessons for future EIF projects (with particular emphasis on other projects in the country/region; and/or for other EIF Trust Fund projects)</b>				
<b>4. SUPPORTING DOCUMENTS AND HUMAN-INTEREST STORIES</b>				
Provide some of the stories and voices of the project beneficiaries (include any that were published in newsletters, newspapers, or any other public media as annexes). Quotations and photos from beneficiaries are encouraged.				
<b>Has Project closure checklist in annex 6 been completed?</b>				
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
<b>List of additional annexed documents and sources (such as project websites and key documents/publications from the project):</b>				



ANNEXURES:

<b>Annex 1: Overall DAC criteria rating (for self-assessment when not done as part of an external evaluation)</b>			
<b>Criteria</b>	<b>Self-ratings by Project<sup>2</sup></b>	<b>Final ratings with input from ES and TFM</b>	<b>Explanation / Notes:</b>
<b>RELEVANCE</b>			
<b>COHERENCE</b>			
<b>EFFECTIVENESS</b>			
<b>EFFICIENCY</b>			
<b>SUSTAINABILITY</b>			
<b>IMPACT</b>			
<b>OVERALL PROJECT COMPLETION RATING</b>			

**RATING SCALE FOR EACH CRITERIA:** 1 (Highly Unsatisfactory), 2 (Unsatisfactory), 3 (Satisfactory), 4 (Highly Satisfactory)

**OVERALL PCR RATING:** This will be calculated as the average of the criteria ratings. The following scale will apply: 1 (Highly Unsatisfactory), 2 (Unsatisfactory), 3 (Satisfactory), 4 (Highly Satisfactory)

**Annex 2: Acronyms and abbreviations V.**

<sup>2</sup> Mandatory for small EIF Projects below USD 500K, but optional for big EIF projects which already have an external evaluation providing ratings. Ratings from external final evaluation could also be entered here. See PCR Guidance Note for more guidance.

**Annex 3: Joint Reflection Note by ES Coordinator & TFM RPM ( Reserved for ES Coordinator and TFM RPM)**

Joint Reflection Note by ES Coordinator & TFM RPM on the overall performance and lessons learned from the closed projects **(1-2 Page Max)**

<b>Introduction</b>	<i>[Brief introduction on the project completion mission process]</i>
<b>Section A: Reflection on overall project performance</b>	<ol style="list-style-type: none"> <li>1. Performance on Results:</li> <li>2. Financial Management Performance:</li> </ol>
<b>Section B: Lessons Learned, Best practices and Key recommendations for future support in Country</b>	<ol style="list-style-type: none"> <li>1. Key Lessons Learned:</li> <li>2. Best practices in project implementation and financial management</li> <li>3. Key recommendations for future support in Country</li> </ol>
<b>Section C: Feedback to NIUs</b>	<i>[General feedback to the NIU on the overall performance of the project, may also include some key action points to recommendations to ensure the sustainability of project results]</i>

**Annex 4: List of Additional Evidence or Data to support results in main report<sup>3</sup>**

<ol style="list-style-type: none"> <li>1. <b>Relevance and Coherence Evidence List</b> <ol style="list-style-type: none"> <li>a. ..</li> </ol> </li> <li>2. <b>Effectiveness Evidence List</b> <ol style="list-style-type: none"> <li>a. ..</li> </ol> </li> <li>3. <b>Efficiency Evidence List</b> <ol style="list-style-type: none"> <li>a. ...</li> </ol> </li> <li>4. <b>Impact Evidence List</b> <ol style="list-style-type: none"> <li>a. ....</li> </ol> </li> <li>5. <b>Sustainability Evidence List</b> <ol style="list-style-type: none"> <li>a. ....</li> </ol> </li> <li>6. <b>Other</b></li> </ol>
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<sup>3</sup> Could include names of specific project reports, evaluations, studies etc to refer to for additional data, could also include web-links to published results etc.

## Annex 5: Updated / Final Results Questionnaire













## Annex 6: Project Closure Checklist

(to be filed by the NIU/MIE and shared with the TFM)


(Please follow the colour code)


Status	Closing Matters	Comments on Status
<input checked="" type="checkbox"/> Done <input type="checkbox"/> On going <input type="checkbox"/> Not Done	<b>Termination of staff contracts</b> - Formal notification of contract end date in line with the terms of the contract - Prepare and plan staff contract termination and final payments - Identify Ministry counterpart for final handover	
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Termination of project consultant contracts</b> - Formal notification in line with the terms of the contract - Collect and verify/accept consultant deliverables (as applicable) and undertake final payment - Identify Ministry counterpart for final handover	
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Termination of project subcontracts and subgrants</b> - Formal notification in line with the terms of the contract - Collect and verify subcontract/subgrant deliverables (as applicable) and undertake final payment - Identify Ministry counterpart for final handover	
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Payment of outstanding final invoices and unliquidated obligations</b> - Project coordinator and project finance officer to review all outstanding financial commitments and take appropriate action - Final budget revision (if necessary)	


Status	Closing Matters	Comments on Status
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Final project evaluation</b> - Ensure plan is in place for the undertaking of the final project evaluation, including Ministry counterpart - Finalization of final project evaluation, submission to ES and TFM and uploading on the MIS	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Final financial report</b> - Ensure plan is in place for the undertaking of the final financial report, including Ministry counterpart - Finalization of final financial report, submission to the ES and TFM and uploading on the MIS	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Final technical narrative report</b> - Ensure plan is in place for the undertaking of the final narrative report, including Ministry counterpart - Finalization of final narrative report, submission to the ES and TFM and uploading on the MIS	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Project completion report</b> - Ensure plan is in place for the undertaking of the project completion report, including Ministry counterpart - Finalization of project completion report, submission to the ES and TFM and uploading on the MIS	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Final project audit</b> - Ensure plan is in place for the undertaking of the final project audit (either with Ministry or OAG counterpart) - Finalization of final project audit, submission to TFM	

Status	Closing Matters	Comments on Status
  	<b>Transfer of project assets</b> - Project team to prepare a table identifying all project assets, their future destination and means of transfer - transmission of a copy of the table to TFM - Ensure plan is in place for the oversight of the transfer of project assets	
  	<b>Closing of project bank account (as applicable)</b> (not applicable if the account will be used by other EIF projects)	
  	<b>Return of unspent balances to the EIF TF (as applicable)</b>	
  	<b>Project record-keeping</b> - Prepare and review project records - Final handover to Ministry counterpart	
<b>EIF NIU Coordinator or MIE Officer</b>		
<b>Name:</b>	<b>Comments:</b>	
<b>Signature:</b>		
<b>Date:</b>		

**Legend:**

: Done

: In progress

: Not done