ATTN: Should be submitted to Peace Fund Secretariat after each quarter of Nepali Fiscal Year (within 15 days of past quarter)

**Annex- F.2: Quarterly Project Performance Report**

**(From …….To…………)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Number and Title:** |  | | | | |
| **Project Coverage Area:** |  | | | | |
| **Executing Agency:** |  | | | | |
| **Project Manager:** |  | | | | |
| **Data provided by(include contact details):** |  | | | | |
| **Project Starting Date (Approved)** |  | | | | |
| **Project Starting Date (Actual)** |  | | | | |
| **Project Completion Date (Approved):** |  | | | | |
| **Last Project Revision Date, if any:** |  | | | | |
| **Project Beneficiaries:** | Please provide the total number of beneficiaries, ensure that data is disaggregated by gender, social group, children and Persons with Disability. | | | | |
| **Actual Projected completion Date:** |  | | | | |
| **Outputs as per approved project document (logframe):** | **Expected Output Indicator**(as per the approved project document - logframe) | | **Progress**  **This reporting period (From …to……..)** | | **Accumulated Progresstill date ()** |
| **Output 1:** |  | |  | |  |
| **Output2:** |  | |  | |  |
| **Activities as per project document (logframe):** | **This Reporting Period (From …. to March ……)** | | **Accumulated till date**  **()** | | **Remarks (in case of deviation)** |
| **Target** | **Actual** | **Target** | **Actual** |  |
| **Output 1** |  |  |  |  |  |
| **Activities** |  |  |  |  |  |
| * 1.1 |  |  |  |  |  |
| * 1.2. |  |  |  |  |  |
| **Output 2.** |  |  |  |  |  |
| **Activities** |  |  |  |  |  |
|  |  |  |  |  |  |
| * 2.1 |  |  |  |  |  |
| * 2.2 |  |  |  |  |  |
| **Assessment of problems observed and risks**  Internal or external risks to the Programme that may affect the success of the Programme. | **Main problems observed in project implementation** | | **Causes of problems observed** | | **Efforts to solve the problem** |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
| **Proposed adjustments to program design and plans**  An assessment of the need for adjustments to activity plans and/or inputs and outputs |  | | | | |
|  | | | | | |

|  |  |
| --- | --- |
| **Prepared by:** | **Approved by:** |
|  |  |
|  |  |
| **Date:** | **Date:** |

**ATTN: (Should be submitted to Peace Fund Secretariat along with the third quarter progress report)**

**Annex G - Annual Programme Performance Report for fiscal year [ ]from [date] to [date] ( Reference to para 66)**

1. **Programme results for the period[[1]](#footnote-1)**

A description of actual outputs compared to planned outputs. An explanation of major deviations from plans, including deviations between planned and actual progress of projects, project activities and delivery of outputs.

1. **Programme achievements** A brief assessment of progress towards achieving programme Goal and Purpose.
2. **Assessment of budget versus expenditure**

A brief summary of the use of funds compared to budget and comments to major deviations between budget and expenditure.

1. **Assessment of efficiency in resource use[[2]](#footnote-2)**

An assessment of the efficiency of the Programme implementation (was funding available on time, was procurement done timely, were construction activity timely).

1. **Problems observed during implementation and mitigating steps taken3**
2. **Proposed adjustments to program design and plans**

An assessment of the need for adjustment to activity plans and/or inputs and outputs including actions for risk mitigation and other issues which may be relevant to review and discuss in the annual review meeting.

**ATTN: Should be submitted to Peace Fund Secretariat within 30 days of project completion**

**Project Completion Report (Format)**

|  |  |  |
| --- | --- | --- |
| **PROJECT COMPLETION REPORT** | | |
| **SECTION 1: BASIC INFORMATION** (Maximum 2 pages) | | |
|  | **Implementing Agency Name** |  |
|  | **Implementing Agency Address** |  |
|  | **Project Title** |  |
|  | **Project Number** |  |
|  | **Project Location (Districts)** |  |
|  | **Project Start Dates** | **Planned start date:**(mm/yyyy)  **Actual start date:**(mm/yyyy) |
|  | **Project Completion Dates** | **Planned Completion Date:** (mm/yyyy)  **Actual Completion Date:** (mm/yyyy) |
|  | **Date report produced** | (dd/mm/yyyy) |
|  | **Name and position of contact point for correspondence relating to this project** | **Name:**  **Position:** |
|  | **Email address(es) for correspondence** | **Email 1:**  **Email 2:** |
|  | **Total project budget** | NRs |
|  | **Total funding received from NPTF** | NRs |
|  | **Financial contributions from other sources. Please state all other sources of funding and amounts in relation to this project in brackets** | **Total NRs**  **List all contributions**  NRs ( )  NRs ( )  NRs ( ) |
|  | **Total project expenditure** |  |
|  | **Signature of focal person**  **(confirming that the information provided is accurate)** |  |

|  |  |
| --- | --- |
| **SECTION 2: NARRATIVE REPORT (Maximum 5 pages)** | |
| **2.1** | **Acronyms**  *Please list all acronyms used in this report*. |
|  |
| **2.2** | **Project description**  *Please briefly outline the aim of the project, the outcomes and any defining aspects of the project (e.g. geographic location, approach taken etc.).* |
|  |
| **2.3** | **TARGET GROUP**  *Please state the number of people who have benefited from this project and write a description of them (gender, caste, geographical background, age, disability etc.)* |
| a. Number and description of beneficiaries: |
|  |
| b. Did this change from what was envisaged in your proposal and if so why? |
|  |
| **2.4** | **PROJECT’S PERFORMANCE AGAINST PLAN**  *Comment on the project’s actual accomplishment as compared to the original work plan. The outline shall also highlight the overall achievement of the project indicators. Any deviation from the target values should be described and explained.* |
|  |
| **2.5** | **OVERALL PROJECT Outcome**  *Please provide a brief summary of the most significant changes to people’s lives and/or policies and processes that your project has brought about. This should cover both the intended outcomes and unintended outcomes.* |
|  |
| **2.6** | **CROSS-CUTTING ISSUES**  *Please describe if the project contributed to cross cutting issues such as gender and social inclusion and how.* |
|  |
| **2.7** | **SUSTAINABILITY**  *Please describe what aspects of your project will continue without further external support.* |
|  |
| **2.8** | **LESSONS LEARNT**  *This section should provide details of any lessons learnt from the implementation process. For whom could these lessons have relevance? (Lessons may be at project, sector/theme or general development levels and may relate to working with partners, best practice/innovation and project/programme management). Where relevant, you should refer to the innovative aspects of your project that were highlighted in your project proposal.* |
|  |
| **2.9** | **INFORMATION DISSEMINATION AND NETWORKING**  *Please provide details of what information has already been disseminated as a result of this project and to whom. What further plans are there for dissemination and sharing lessons learned with others?* |
|  |

1. Progress on activities will be reported in four monthly reports.

   2Analysis of cost efficiency will be undertaken in Reviews and evaluations.

   3Similar to planning commission methodology [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)