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| UK Aid Direct Project Completion Report*The recommended word limit for all narrative sections is 750 words* |
| Section 1: Basic information This information is needed to update the Fund Manager’s records |
| Organisation details |
|  | Grant holder organisation name |  |
|  | Grant reference number  |  |
|  | Project partners (if relevant) |  |
|  | Have there been any changes to the project partners in the past reporting period? If so, please explain these changes.  |  |
| Project details |
|  | Project title |  |
|  | Project start date | dd/mm/yyyy |
|  | Project end date | dd/mm/yyyy |
|  | Sectors. Please select all those relevant to your project below: |
|  | [ ] Education [ ] Economic Development[ ] Governance and security[ ] Climate change[ ] WASH [ ] Violence against women and girls[ ] Child exploitation | [ ] RMNCH[ ] SRH[ ] HIV [ ] Immunisation[ ] Malaria[ ] Health  | [ ] Nutrition[ ] Livelihoods[ ] Agriculture[ ] Food security[ ] Social protection |
|  | Key words. Please select all those that are relevant to your project: |
|  | [ ] Accountability[ ] Empowerment[ ] Gender[ ] Rights awareness[ ] Early and forced marriage[ ] FGM[ ] Violence against children[ ] Vulnerable and marginalised | [ ] Sustainable jobs and livelihoods[ ] Micro-enterprise[ ] Income generation[ ] Mental health[ ] Disability[ ] Advocacy[ ] Behaviour change[ ] Policy engagement[ ] Monitoring of government policy | [ ] Training[ ] Service provision in collaboration with government[ ] Service provision in parallel to government[ ] Capacity development |
|  | Geographical coverage | [ ]  Multi-country [ ]  National[ ]  Sub-national  |
|  | Country(s)  |  |
|  | Has there been any change to these project details in the past reporting period? If so, please explain these changes.  |  |
| Report details |
|  | Reporting Period  | **From:** dd/mm/yyyy **To:** dd/mm/yyyy |
|  | Project year  | [ ]  Year 2 [ ]  Year 3 [ ]  Year 4  |
|  | Project Budget | Total project budget: £ |
|  |  | Year 1: £ | Year 2: £ | Year 3: £ | Year 4:£ |
|  |  | Other project contributions from other sources, please specify: £ |
|  |  | Please specify any in-kind contributions here: |
| Contacts |
|  | Name, position and email address of person(s) who compiled this report |  |
|  | Name, position and email address of the main contact person(s) responsible for correspondence related to this project (if different from above) |  |
| Miscellaneous |
|  | Acronyms Please try not to use too many acronyms. If you do need to use them, please list them heree.g. DHMT = District Health Management Teams | **Acronym** | **Explanation**  |
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|  | Please indicate compliance with the Grant Terms and Conditions. | Yes [ ]  No [ ]  |
|  | Please outline in a separate Annex your response addressing the recommendations contained within the due diligence report (Section 4: findings **and** recommendations) including those not specifically mentioned as conditions of this grant in paragraph 3. | Annex 1 |
|  | OECD-DAC code(s). Refer to the guidance [here](http://www.oecd.org/dac/stats/documentupload/Creditor%20Reporting%20System%20CRS%20Aid%20Activities%20database%202017%20reporting%20on%202016%20flows.pdf) and please write the codes in the box to the right. |  |
|  | SDG contribution (please select a primary and secondary focus). Indicate with a 1 and 2 in the box next to appropriate SDG. Click [here](https://sustainabledevelopment.un.org/?menu=1300) for SDGs and indicators. |
| 1. No poverty
 |  | 1. **Reduced inequalities**
 |  |
| 1. Zero hunger
 |  | 1. **Sustainable cities and communities**
 |  |
| 1. Good health & wellbeing
 |  | 1. **Responsible consumption and production**
 |  |
| 1. Quality education
 |  | 1. **Climate action**
 |  |
| 1. Gender equality
 |  | 1. **Life below water**
 |  |
| 1. Clean water and sanitation
 |  | 1. **Life on land**
 |  |
| 1. Affordable & clean energy
 |  | 1. **Peace, justice and strong institutions**
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| 1. Decent work and economic growth
 |  | 1. **Partnerships for the goals**
 |  |
| 1. Industry, innovation and infrastructure
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**Note to grant holders:** Section 2 ‘Results’ is to be completed separately in the excel template provided, entitled ‘UK Aid Direct PCR Section 2 Template’.

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| Section 3: Theory of Change*The recommended word limit for all narrative sections is 750 words* |
| Understanding your aims  |
| 3.1 | Please outline your Theory of Change, what have you been trying to achieve and what was your aim? Who has been benefitting and why? Why this approach or intervention? Have you had to relook at your Theory of Change and its assumptions over the course of the project? If so, why? If you do not have a Theory of Change, articulate the logic that you applied to your logframe instead. |
| What have you achieved? What is your impact? What does your change look like? |
| Who has benefitted and why? Why are you using this approach or intervention? What kind of changes have taken place? Is this what you expected to happen? |
| Have you had to change your Theory of Change over the course of the project? |

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| Section 4: Learning |
| Learning from project implementation  |
| 4.1 | Please complete the table below, detailing key achievements and challenges encountered over the course of the project. Indicate what methods you have used to capture learning; what learning your team has gained from each example and the resulting actions you have taken / will be taking to respond to this learning. |
| Learning |
| Key achievements and what were the factors contributing to the achievements? |
| Key challenges and what were the factors contributing to the challenges? |
| What methods were used to capture feedback and learning? E.g. beneficiary feedback mechanisms |
| Briefly explain the format, findings and participants involved in any direct beneficiary feedback / analysis / learning activities that took place over the course of the project? |
| How have you used and responded to the feedback? |
| 4.2 | What research or evaluations have you done since the last Annual Review? Describe, including date, who did it and key findings. Please attach full evaluation report(s) as an annex.  |
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| 4.3 | How have you been measuring change? What tools or methods have you used?  |
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| 4.4 | Please show how you have considered gender in over the duration of the project, in both your project and your organisation's decision-making processes? Please refer to DFID’s strategic vision on Women and Girls [here](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/67582/strategic-vision-girls-women.pdf). |
|  |
| 4.5 | Please describe how your project has ensured active inclusion of the most vulnerable and marginalised, including people with disabilities. Please consider the full project cycle, including planning, implementation and monitoring and evaluation. How have you measured this to ensure you are reaching the most vulnerable and marginalised? |
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| Knowledge sharing |
| 4.6 | Have you made any connections with any other UK Aid Direct grant holders during the project period? |
| Yes [ ]  No [ ]  |
| If yes, what were the key issue(s) discussed? |
| Was it useful to you?  | Yes [ ]  No [ ]  |
| 4.7 | Describe any collaboration with other actors outside your organisation on work related to project implementation during the project period? Please provide explanatory text next to any actors you select on the left. |
| Government [ ]  |  |
| NGOs[ ]   |  |
| Private Sector [ ]  |  |
| Other [ ]  Please specify type of actor:  |  |
| 4.8 | Have you shared knowledge or lessons learnt relevant to this project with any other partners or across other sectors over the project period? If so please provide an overview of the platform used, type of knowledge exchanged and outcomes from disseminating this information.  |
| Yes [ ]  No [ ]  |
| What platform did you use? E.g. Skype / Phone / Email etc. |
| What type of knowledge did you exchange?  |
| Have there been any outcomes as a result of disseminating this information? |
| 4.9 | Does your organisation maintain a social media presence? If so, please provide the relevant URL. |
| Facebook  | Please provide URL: |
| Twitter | Please provide URL:  |
| LinkedIn | Please provide URL: |
| Blog  | Please provide URL: |
| Other | Please provide URL: |
| Feedback to us |
| 4.10 | Do you have any feedback for UK Aid Direct on our processes or interactions with you? |
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| 4.11 | Is there anything else you would like to tell us, or any requests you have for us? |
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| Upload mixed media products |
| 4.12 | If able to, please provide a video or podcast (or provide the link to existing URLs) that explains your project, key achievements or a specific learning point emerging from implementation in the past reporting period.  |
| Please feel free to be creative with this and present topics specific to your project. Potential areas of focus include: • Innovation – how could models tested by the project be replicated or scaled up?• Gender – did you learn about approaches to encourage women and girls’ participation in decision-making?• Capacity building – have you learnt how to enable civil society to address poverty or negotiate or claim their rights? What worked well?• Monitoring and evaluation – what have you learned about measuring results, successful tools and methods, demonstrating achievement?• Empowerment and accountability – what enhances these processes? How have you overcome resistance or indifference?• Design – have original assumptions about what would work to deliver outputs or outcomes needed to be changed? • Organisational constraints – did you encounter difficulties due to organisational culture, practice or capacity which you had to address? |
| 4.13 | If able to, please provide a photograph that visually illustrates your project, key achievements or a specific learning point emerging from implementation in the past reporting period. Please provide a brief narrative below to accompany and explain the photograph.  |
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| 4.14 | Please indicate that subjects included in any photos or videos have given their consent to be included in any learning/publicity materials. |
| Yes [ ]  No [ ]  |
| 4.15 | Please confirm that you give permission for the Fund Managers to share these products in the public domain. |
| Yes [ ]  No [ ]  |

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| Section 5: Sustainability Please refer to the UK Aid Direct Sustainability Guidance on [our website](https://ukaiddirect.org/wp-content/uploads/2017/01/Sustainability-Dec-2016.pdf) |
| 5.1 | Do you have a sustainability strategy for your project? If yes, then has context changed over the project duration, and if so what changes did you put in place? |
| [ ]  Yes [ ]  No  |  |
| 5.2 | Please report on all activities that support sustainability, such as advocacy efforts, new funding for continuation at project end etc.? |
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| 5.3 | Which stakeholders have you engaged with and why? How are you monitoring and evaluating this engagement? How are you are collaborating with others working in the same field |
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| 5.4 | **Please report against economic sustainability**. How will the project lead to greater economic empowerment? How did the project support beneficiaries in graduating from poverty or raising beneficiaries over the poverty line? What is the impact of the programme on growth and development? What does/could a potential long term financing model look like? |
|  |
| 5.5 | Please report against environmental sustainability. What is the impact on the environment without the intervention? What is the impact on the environment from the intervention? What are the external environmental factors affecting the intervention? How did you use innovation and technology in your project? |
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| 5.6 | Please report against social sustainability. How did the project optimise quality of life? What kind of political or policy changes did the project influence? How did the project affect cultural behaviour change? |
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| Influence with decision-makers |
| 5.7 | Did the project fit with the beneficiary country’s government priorities? If so, how? Is this influence likely to be sustained after the project has ended? |
| [ ]  Yes[ ]  No |  |
| Matched funds |
| 5.8 | If match funding was a condition of your grant: Did you raise all the funds you intended to in your original pledge? |
| Yes [ ]  No [ ]  | Please specify how much you raised: |
| Since the last Annual Review: £ | Since the project began: £ |
| 5.9 | For all grants: Has the project raised any matched funds from other donors / core organisational funding over the course of the project? If yes, from whom and how much?  |
| Yes [ ]  No [ ]  |  |

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| Section 7: Value for Money(VFM) “Maximising the impact of each pound spent to improve poor people’s lives” DFID’s Approach to Value for Money [here](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/67479/DFID-approach-value-money.pdf) |
| 6.1 | Economy: Did you buy inputs of the appropriate quality at the right price? Please share examples of instances when you bought inputs (staff, consultants, raw materials and capital to produce outputs) at the lowest price possible, to achieve the quality you desired? Please report on examples that have taken place during the whole project period. |
|  |
| 6.2  | **Efficiency: How efficiently did project inputs convert to outputs through project activities?** Please share any steps that you took during the project to ensure that you used your inputs (staff, supplies etc.) efficiently to maximise the results achieved. Please include examples of relevant cost comparisons (benchmarks) you used (such as standard training cost per trainee), and also mention any efficiencies gained from working in collaboration with others. Please report on examples through the project period and how you have improved efficiency in the last year. |
|  |
| 6.3 | **Effectiveness: How well did the project outputs achieve the desired outcome of poverty reduction / changes to beneficiaries and target groups?** Please consider how well the outputs chosen to deliver your project’s outcome achieved what they set out to. Please report on examples that took place during the whole project period. |
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| 6.4 | Have there been or do you anticipate multiplier effects from this project? Multiplier effects include leveraging additional funds, longer term or larger scale implementation or replication of approaches and results. Where additional project funds were secured, how were they used to enhance delivery during the project? We are particularly interested in assessing the potential and likelihood of scale up or replication of project approaches. |
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| Section 7: Risk management |
| 7.1 | Please describe the main risks that materialised during your project and explain how you dealt with them. Also note if there is anything you would do differently in future in terms of mitigating risk or dealing with the consequences of risk? |
| What were the main risks? |
| How did you deal with those risks? |
| Is there anything you would do differently in future, either in terms of mitigating risk or dealing with the consequences of risk? |