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| UK Aid Match Project Completion Review | | | | | | |
| 1: Basic information | | | | | | |
| Organisation | | | | | | |
|  | Grant holder |  | | | | |
|  | Grant component/reference code |  | | | | |
|  | Project delivery partners |  | | | | |
|  | Justification for any changes to the project partners in the past reporting period |  | | | | |
| Project | | | | | | |
|  | Project title |  | | | | |
|  | Project summary (i.e the specific improvements that were expected) |  | | | | |
|  | Start date | dd/mm/yyyy | | | | |
|  | End date | dd/mm/yyyy | | | | |
|  | Sectors (tick any that apply) | | | | | |
|  | Violence against women and girls  Women and girls’ empowerment  Improving market access  Income generation  Financial Access  Job Creation  Immunisation against preventable diseases | Education Support  Nutrition  Water, sanitation, hygiene  Family planning support  Malaria prevention  Reproductive, maternal, new born, and child health  HIV  TB  Accountability  Behaviour change | | | | | |
|  | Countries |  | | | | |
|  | Counties / Districts |  | | | | |
|  | Justification for any changes to the project in the past reporting period |  | | | | |
| Budget | | | | | | |
|  | Breakdown of budget and other contributions | | Total project budget: £ | | | |
|  |  | | Year 1:  £ | Year 2:  £ | Year 3:  £ | Year 4:  £ |
|  |  | | Contributions from other sources:  £ | | | |
|  |  | | In-kind contributions: | | | |
|  |  | | What percentage of the project is funded by DFID? | | | |
| Project period | | | | | | |
|  | From | | dd/mm/yyyy | | | |
|  | To | | dd/mm/yyyy | | | |
|  | Project year | | Year 1  Year 2  Year 3  Year 4 | | | |
| Contacts | | | | | | |
|  | Name, position, email address and telephone number of the person who compiled this report |  | | | | |
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|  | Name, position, email address and telephone number of the person responsible for project correspondence (if different from above) |  | | | | |
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| Miscellaneous | | | | | | |
|  | Acronyms  Please write in plain English throughout this report and avoid the use of jargon and acronyms.  If acronyms are necessary, please list them here (e.g. DHMT = District Health Management Team) | **Acronym** | | **Explanation** | | |
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|  | Please confirm compliance with the Grant Terms and Conditions. | Yes  No | | | | |
|  | Please provide in a separate Annex your response to the recommendations in the due diligence report (Section 4: findings andrecommendations), 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 provide the codes. |  | | | | |

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| 2: Performance against target | |
| 2.1 | Please provide an overall assessment of the extent to which the expected outcomes and contribution to target impact(s) were achieved. |
| 2.2 | Outcome Indicator 1 |
| Please plot your actual performance against the both the original and any revised intended outcome targets in the graph below. | |
| Please explain any major differences between what you hoped to have achieved by the end of the project and what has actually been accomplished. What caused these differences? | |
| 2.4 | Outcome Indicator 2 |
| Please plot your actual performance against the both the original and any revised intended outcome targets in the graph below. | |
| Please explain any major differences between what you hoped to have achieved by the end of the project and what has actually been accomplished. What caused these differences? | |

**Note to grant holders:** Detailed information for sections 2 ‘Performance against target’ should be provided in the excel template entitled ‘UK Aid Match PCR Sections 2 Template’.

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| 3. How you delivered the change | |
| 3.1 | Understanding your approach |
| Has your project delivered its intended outcomes and aims? Did your approach work? What worked and what didn’t work? Please explain your reasoning and provide any proof available. | |
| Did you change your theory of change or practical approach during the project? If so, what changed and why? How have you responded to recommendations from your last Annual Review? | |
| Please upload your most recent version of your theory of change or your practical step-by-step approach. | |

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| 4: Sustainability | |
| **4.1** | **Economic sustainability.** How much have people benefitted economically from this project? Have they been lifted towards - or over - the poverty line? Will the economic improvements continue after the project has closed? |
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| **4.2** | Environmental sustainability. How has the project improved the environment? Will the environmental improvements continue after the project has closed? What are the external environmental factors that have affected the project? |
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| **4.3** | Social sustainability. How has the project improved quality of life? What kind of political or policy changes has the project influenced? How has the project influenced stakeholders? How has the project changed attitudes and behaviours? How will the social improvements continue after the project has closed? |
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| Section 5: Learning | |
| 5.1 Learning from project implementation | |
| What do you consider to be the greatest achievements of the project? Please provide facts and figures to demonstrate the scale and pace of your accomplishments. What were the critical success factors? | |
| What were the biggest obstacles and challenges you faced? What were the factors that caused these challenges? How did you overcome them? | |
| How has the project captured feedback and learning (such as beneficiary feedback mechanisms)? Who has been involved? How did you ensure these activities/forums are inclusive? What changed as a result of this feedback and learning? | |
| 5.2 | What research or evaluations have you done during the project? Describe, including date, who did it and key findings, recommendations and actions against recommendations. Please attach full evaluation report(s) as an annex. |
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| 5.3 | How have you gathered evidence to measure the change you are achieving? Have you changed anything related to the graphs, log-frame, data collection sources, or targets? |
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| 5.4 | How have you addressed gender in your project? How has the project benefitted women and girls? In what way has the project led to greater gender equality? |
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| 5.5 | How has your project identified and included the most vulnerable and marginalised, including people with disabilities? How have you collected information on disability? |
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| 6: 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: Please share examples of efforts to drive down costs. What are your key cost drivers? |
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| 6.2 | **Efficiency:** What have you done to maximise the change that can be achieved with the time and money you have? Who have you collaborated with and how has this enhanced your efficiency? |
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| 6.3 | **Effectiveness:** Have you achieved your outcomes and met your final goal? Did you revise the approach to make it more effective? |
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| 6.4 | Return on investment: What evidence can you provide to demonstrate the benefits of the project outweigh the costs? |
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| 7: Risks | |
| 7.1 | What have been the major risks during the project and how have you dealt with them? Is there anything you would do differently next time? |
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| Section 8: Knowledge sharing | |
| 8.1 | Have you made any connections with any other UK Aid Match grant holders since your last Annual Review? |
| Yes  No | |
| 8.2 | Have you shared knowledge or lessons learnt relevant to this project with any other partners or across other sectors since your last Annual Review? If so, please provide an overview of the platform used, type of knowledge exchanged, and outcomes from disseminating this information. |
| Yes  No | |
| What platform or format did you use? E.g. website, conferences, meetings with other implementing organisations | |
| What type of knowledge did you exchange and what was the result of sharing the information? | |
| 8.3 | Does your organisation maintain a social media presence? If so, please provide the relevant URL. |
| Website |  |
| Facebook | Please provide URL: |
| Twitter | Please provide URL: |
| LinkedIn | Please provide URL: |
| Blog | Please provide URL: |
| Other | Please provide URL: |
| Feedback to MannionDaniels | |
| 8.4 | What has gone well when dealing with MannionDaniels? How could we improve? |
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| 8.5 | 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 | |
| 8.6 | If able to, please provide a video or podcast (or provide the link to existing URLs) that explains your project’s key achievements and any specific learning points. |
| 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? | |
| 8.7 | Please provide a photograph that visually illustrates your achievements along with a brief narrative below to accompany and explain the photograph. |
|  | |
| 8.8 | Please indicate that subjects included in any photos or videos have given their consent to be included in any learning / publicity materials. |
| Yes  No | |
| 8.9 | Please confirm that you give permission for the Fund Managers to share these products in the public domain. |
| Yes  No | |

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| 9: Conclusions and actions | |
| 9.1 | Please summarise the conclusions and recommendations for future projects. |
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Documents to be included with the PCR:

* Final evaluation report (if included)
* Final logframe
* Risk matrix
* Asset inventory list
* Asset transfer letters