# UK Aid Match II

# Project Completion: Narrative Report for Round 4 and 5 grant holders ONLY

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.

**Guidance:** Refer to the step by step [Project Completion Report Guidance](https://www.ukaidmatch.org/wp-content/uploads/2020/09/UK-Aid-Match_Project-Completion-Report_Grant-Holder-Guidance_Aug-2024-Final.pdf) (opens in new tab) when completing this report.

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| **1.0** | **Grant information** | |
|  | Grant holder’s organisation name |  |
|  | Grant reference number |  |
|  | Project delivery partners (if applicable) |  |
|  | Project title |  |
|  | Start date | dd/mm/yyyy |
|  | End date | dd/mm/yyyy |
|  | Was a no cost extension granted?  Yes/No (add dates / detail) |  |
|  | Country(s) of implementation |  |
|  | Counties or districts in country(s) of implementation |  |
| Budget | | |
|  | Total project budget including match funding | **FCDO £xxx**  **Match £xxx**  **Total combined £** |
|  | Total project expenditure including match funding | **FCDO £xxx**  **Match £xxx**  **Combined £xxx** |
|  | Add [D-portal link (opens](http://www.d-portal.org/ctrack.html" \l "view=search)  [in new tab)](http://www.d-portal.org/ctrack.html" \l "view=search) for updated final  set of published IATI data |  |
| Acronyms: For ease of external review, avoid the use of jargon and acronyms within the report. Only use acronyms where necessary and avoid those that are sector or context specific. If acronyms are necessary, please list them here | | |
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| Overall project summary | | |
| 1.14 |  | |

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| 2.0 | Participant (beneficiary) reach |
| **2.1** | Complete and submit the beneficiary data summary sheet with updated annual data. See guidance for important BDS checks including data is disaggregation. |
| Submitted |
| **2.2** | Provide an analysis of beneficiary reach throughout the project’s lifecycle, with reference to the project’s key beneficiary groups. Reflect on the reasons for over/under or on target achievements. |
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| **3.0** | **Performance against outcomes** | | | | |
| **3.1** | **Outcome indicator One** | | **[write the indicator here]** | | |
| Self-score | | Choose an item. | | |
| Milestone (target) | |  | | |
| Achieved (actual) | |  | | |
| **3.2** | **Disaggregate results (where relevant)** | | | | |
| **Milestone (target)** | | | **Achieved (actual)** | |
| Male |  | | Male |  |
| Female |  | | Female |  |
| Other |  | | Other |  |
| Unknown |  | | Unknown |  |
| **Disability** | | | | |
| People living with a disability |  | | People living with a disability |  |
| **3.3** | **Evidence:** Explain how these results have been verified. Describe what data has been used, including how **reliable** and **representative** it is of the target beneficiary group (including detail on samples where relevant). | | | | |
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| **3.4** | **Progress:** Provide analysis against targets / plans and reflect on this and any variances. | | | | |
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| **3.0** | **Performance against outcomes** | | | | |
| **3.1** | **Outcome indicator two** | | **[write the indicator here]** | | |
| Self-score | | Choose an item. | | |
| Milestone (target) | |  | | |
| Achieved (actual) | |  | | |
| **3.2** | **Disaggregate results (where relevant)** | | | | |
| **Milestone (target)** | | | **Achieved (actual)** | |
| Male |  | | Male |  |
| Female |  | | Female |  |
| Other |  | | Other |  |
| Unknown |  | | Unknown |  |
| **Disability** | | | | |
| People living with a disability |  | | People living with a disability |  |
| **3.3** | **Evidence:** Explain how these results have been verified. Describe what data has been used, including how **reliable** and **representative** it is of the target beneficiary group (including detail on samples where relevant). | | | | |
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| **3.4** | **Progress:** Provide analysis of progress against targets / plans and reflect on this and any variances. | | | | |
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| **3.0** | **Performance against outcomes** | | | | |
| **3.1** | **Outcome indicator three** | | **[write the indicator here]** | | |
| **Self-score** | | Choose an item. | | |
| Milestone (target) | |  | | |
| Achieved (actual) | |  | | |
| **3.2** | **Disaggregate results (where relevant)** | | | | |
| **Milestone (target)** | | | **Achieved (actual)** | |
| Male |  | | Male |  |
| Female |  | | Female |  |
| Other |  | | Other |  |
| Unknown |  | | Unknown |  |
| **Disability** | | | | |
| People living with a disability |  | | People living with a disability |  |
| **3.3** | **Evidence:** Explain how these results have been verified. Describe what data has been used, including how **reliable** and **representative** it is of the target beneficiary group (including detail on samples where relevant). | | | | |
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| **3.4** | **Progress:** Provide analysis of progress against targets / plans and reflect on this and any variances. | | | | |
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**Note:** Add / delete outcome tables as relevant to your logframe to ensure **all outcome indicators** are assessed.

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| **3.5** | **Based on these indicator self-scores and analysis, provide an overall assessment of performance against outcomes in the reporting period. Justify this assessment** | |
| Self-score | Choose an item. |
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| **4.0 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. |

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| **4.1 Output one statement** | **[write the output statement here]** | | | |
| **4.2 Output Indicator 1.1** | **[write the indicator here]** | | | |
| Milestone |  | | | |
| Achieved |  | | | |
| Self-assessed score | Choose an item. | | | |
| **4.3 Disaggregate results (where relevant)** | | | | |
| **Milestone (target)** |  | | **Milestone (achieved)** | |
| Male |  | |  | |
| Female |  | |  | |
| Other |  | |  | |
| Unknown |  | |  | |
| **Disability** | | | | |
| People living with a disability |  | People living with a disability | |  |
| **4.4 Evidence:** Explain how these results have been verified. Describe what data has been used, including how **reliable** and **representative** it is of the target beneficiary group (including detail on samples where relevant). | | | | |
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| **4.5 Progress:**  Provide analysis of achievements against targets / plans and reflect on this and any variances. | | | | |
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| **4.2 Output Indicator 1.2** | **[write the indicator here]** | | | |
| Milestone |  | | | |
| Achieved |  | | | |
| Self-assessed score | Choose an item. | | | |
| **4.3 Disaggregate results (where relevant)** | | | | |
| **Milestone (target)** |  | | **Milestone (achieved)** | |
| Male |  | |  | |
| Female |  | |  | |
| Other |  | |  | |
| Unknown |  | |  | |
| **Disability** | | | | |
| People living with a disability |  | People living with a disability | |  |
| **4.4 Evidence:** Explain how these results have been verified. Describe what data has been used, including how **reliable** and **representative** it is of the target beneficiary group (including detail on samples where relevant). | | | | |
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| **4.5 Progress:**  Provide analysis of achievements against targets / plans and reflect on this and any variances. | | | | |
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| **4.2 Output Indicator 1.3** | **[write the indicator here]** | | | |
| Milestone |  | | | |
| Achieved |  | | | |
| Self-assessed score | Choose an item. | | | |
| **4.3 Disaggregate results (where relevant)** | | | | |
| **Milestone (target)** |  | | **Milestone (achieved)** | |
| Male |  | |  | |
| Female |  | |  | |
| Other |  | |  | |
| Unknown |  | |  | |
| **Disability** | | | | |
| People living with a disability |  | People living with a disability | |  |
| **4.4 Evidence:** Explain how these results have been verified. Describe what data has been used, including how **reliable** and **representative** it is of the target beneficiary group (including detail on samples where relevant). | | | | |
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| **4.5 Progress:**  Provide analysis of achievements against targets / plans and reflect on this and any variances. | | | | |
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**Note:** Add / delete output indicators as relevant to your logframe to ensure **all output indicators** are assessed.

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| **4.6 Assess your overall performance against output one** | **Overall self- assessed output score (as per Output Scoring Table)** |
|  | Choose an item. |

**Note:** Add / delete output indicators as relevant to your logframe to ensure **all output indicators** are assessed.

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| **4.1 Output two statement** | **[write the output statement here]** | | | |
| **4.2 Output Indicator 2.1** | **[write the indicator here]** | | | |
| Milestone |  | | | |
| Achieved |  | | | |
| Self-assessed score | Choose an item. | | | |
| **4.3 Disaggregate results (where relevant)** | | | | |
| **Milestone (target)** |  | | **Milestone (achieved)** | |
| Male |  | |  | |
| Female |  | |  | |
| Other |  | |  | |
| Unknown |  | |  | |
| **Disability** | | | | |
| People living with a disability |  | People living with a disability | |  |
| **4.4 Evidence:** Explain how these results have been verified. Describe what data has been used, including how **reliable** and **representative** it is of the target beneficiary group (including detail on samples where relevant). | | | | |
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| **4.5 Progress:**  Provide analysis of achievements against targets / plans and reflect on this and any variances. | | | | |
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| **4.2 Output Indicator 2.2** | **[write the indicator here]** | | | |
| Milestone |  | | | |
| Achieved |  | | | |
| Self-assessed score | Choose an item. | | | |
| **4.3 Disaggregate results (where relevant)** | | | | |
| **Milestone (target)** |  | | **Milestone (achieved)** | |
| Male |  | |  | |
| Female |  | |  | |
| Other |  | |  | |
| Unknown |  | |  | |
| **Disability** | | | | |
| People living with a disability |  | People living with a disability | |  |
| **4.4 Evidence:** Explain how these results have been verified. Describe what data has been used, including how **reliable** and **representative** it is of the target beneficiary group (including detail on samples where relevant). | | | | |
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| **4.5 Progress:** Provide analysis of achievements against targets / plans and reflect on this and any variances. | | | | |
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| **4.2 Output Indicator 2.3** | **[write the indicator here]** | | | |
| Milestone |  | | | |
| Achieved |  | | | |
| Self-assessed score | Choose an item. | | | |
| **4.3 Disaggregate results (where relevant)** | | | | |
| **Milestone (target)** |  | | **Milestone (achieved)** | |
| Male |  | |  | |
| Female |  | |  | |
| Other |  | |  | |
| Unknown |  | |  | |
| **Disability** | | | | |
| People living with a disability |  | People living with a disability | |  |
| **4.4 Evidence:** Explain how these results have been verified. Describe what data has been used, including how **reliable** and **representative** it is of the target beneficiary group (including detail on samples where relevant). | | | | |
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| **4.5 Progress:** Provide analysis of progress against targets / plans and reflect on this and any variances. | | | | |
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| **4.6 Assess your overall performance against output two** | **Overall self- assessed output score (as per Output Scoring Table)** |
|  | Choose an item. |

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| **4.1 Output three statement** | **[write the output statement here]** | | | |
| **4.2 Output Indicator 3.1** | **[write the indicator here]** | | | |
| Milestone |  | | | |
| Achieved |  | | | |
| Self-assessed score | Choose an item. | | | |
| **4.3 Disaggregate results (where relevant)** | | | | |
| **Milestone (target)** |  | | **Milestone (achieved)** | |
| Male |  | |  | |
| Female |  | |  | |
| Other |  | |  | |
| Unknown |  | |  | |
| **Disability** | | | | |
| People living with a disability |  | People living with a disability | |  |
| **4.4 Evidence:** Explain how these results have been verified. Describe what data has been used, including how **reliable** and **representative** it is of the target beneficiary group (including detail on samples where relevant). | | | | |
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| **4.5 Progress:** Provide analysis of progress against targets / plans and reflect on this and any variances. | | | | |
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| **4.2 Output Indicator 3.2** | **[write the indicator here]** | | | |
| Milestone |  | | | |
| Achieved |  | | | |
| Self-assessed score | Choose an item. | | | |
| **4.3 Disaggregate results (where relevant)** | | | | |
| **Milestone (target)** |  | | **Milestone (achieved)** | |
| Male |  | |  | |
| Female |  | |  | |
| Other |  | |  | |
| Unknown |  | |  | |
| **Disability** | | | | |
| People living with a disability |  | People living with a disability | |  |
| **4.4 Evidence:** Explain how these results have been verified. Describe what data has been used, including how **reliable** and **representative** it is of the target beneficiary group (including detail on samples where relevant). | | | | |
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| **4.5 Progress:** Provide analysis of progress against targets / plans and reflect on this and any variances. | | | | |
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| **4.2 Output Indicator 3.3** | **[write the indicator here]** | | | |
| Milestone |  | | | |
| Achieved |  | | | |
| Self-assessed score | Choose an item. | | | |
| **4.3 Disaggregate results (where relevant)** | | | | |
| **Milestone (target)** |  | | **Milestone (achieved)** | |
| Male |  | |  | |
| Female |  | |  | |
| Other |  | |  | |
| Unknown |  | |  | |
| **Disability** | | | | |
| People living with a disability |  | People living with a disability | |  |
| **4.4 Evidence:** Explain how these results have been verified. Describe what data has been used, including how **reliable** and **representative** it is of the target beneficiary group (including detail on samples where relevant). | | | | |
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| **4.5 Progress:** Provide analysis of progress against targets / plans and reflect on this and any variances. | | | | |
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**Note:** Add / delete output indicators as relevant to your logframe to ensure **all output indicators** are assessed.

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| **4.6 Assess your overall performance against output three** | **Overall self- assessed output score (as per Output Scoring Table)** |
|  | Choose an item. |

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| Now complete the Output Scoring Table to generate your overall performance against outputs in the past year.  Submit the completed output scoring table with your Project completion report. | Choose an item. |

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| **5.0 Social Inclusion** | |
| **5.1** | **Overall targeting approach**: Summarise, with practical examples, what has been 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 the project participant list (beneficiary data summary) and logframe to reflect on how effective these approaches have been and what the key challenges have been. |
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| **5.2** | **Gender equality approach and effectiveness:** Summarise, with practical examples, what has been done to  address gender inequality through the project. Use the disaggregated reach and results data included in  sections 2,3 and 4 to reflect on how well this has worked and what has been achieved.  **Refer to your GESI action plan here and progress against each of the four dimensions** |
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| **5.3** | **Disability inclusion approach and effectiveness**: Summarise, with practical examples, what has been done to ensure people with disabilities participate in and benefit from the project. Use the disaggregated reach and results data included in sections 2,3 and 4 to reflect on how well this has worked and what has been achieved.  **Refer to your GESI action plan here and progress against each of the four dimensions** |
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| **6.0 Monitoring, Evaluation and Learning** | | | |
| **Logical Framework** | | | |
| **6.1** | Submit the updated project logframe alongside this project completion report with the **‘achieved’** sections completed against each output/ outcome indicator, and with all relevant disaggregation. | | |
| Submitted | | | |
| **6.2** | | **Logframe:** 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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| **6.3** | | | **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 aspect. |
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| **6.4** | | | **Theory of change:** Reflect on the project theory of change and the extent to which it is still sound and appropriate. What evidence is there to show that assumptions have held true (or not)?  Explain any proposed adjustments to the theory of change and submit an updated version (if making changes). |
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| **6.5** | | **Main lessons and adaptations**. What has been learned through the project, reflecting on project design,  implementation, achievements, and challenges. These may have been generated through ongoing MEL  activities, any research, or independent evaluations, and/or project participant feedback. How did you adapt your project in response to these learnings and what did these adaptations achieve? | |
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| **6.6** | | **Collaborative Learning Plan (CLP)**  Please submit your final CLP | |
| Submitted | | | |
| **6.7** | | | **Reflections on Collaborative Learning Plan (CLP)**  Please review your CLP and update where relevant to reflect current priorities. Reflect on extent to which these are still relevant. Have they changed through the year, and what key learnings are emerging based on results to date? What effect (if any) are these learnings having on TOC/logframe? |
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| **6.8** | | | **Learning from research and evaluations (if applicable)** Detail and reviews/ evaluations (including the final independent evaluation). Explain how these were carried out (methodology), any key findings and analysis of this for ongoing learning |
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| **6.9** | | | **Learning from beneficiaries.** Explain how you captured and used beneficiary feedback across the whole of your project, including how you closed the feedback loop, especially where disaggregated feedback has led to adaptations for specific groups. Provide specific examples. How will this learning impact future programming? |
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| 7.0 Sustainability **This section focuses on how the project has considered sustainability strategies during the whole project.** | | |
| 7.1 | Sustainability plan: What is the project’s approach to sustainability (the sustainability plan) and how does this plan support an increase in local and institutional ownership (the exit strategy) across the different outputs/ components of the project? |
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| 7.2 | **Effectiveness: To what extent are these strategies working?**  Provide evidence and analysis to show how these sustainability strategies are working, and how benefits will be seen beyond the life of the project. What changes (if any) are required to your approach to support future sustainability of project outcomes? |
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| 7.3 | Risks to sustainability: What are the key risks to sustainability and how have these been managed through the whole project? |
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| **8.0 Value for Money** | |
| 8.1 | 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 Ask your PRM for assistance if needed. |
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| **9.0 Safeguarding** | |
| 9.1 | Reflect on safeguarding practice across the whole project period – what activities and approaches have been effective in ensuring good safeguarding practice with project participants and within project teams? |
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| 10.0 Other | |
| **10.1** | Use this space to reflect on anything else from the reporting period which has not been covered in the other sections. |
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| 11.0 Feedback to the Fund Manager | |
| **11.1** | What has the 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)? How has this affected the project? |
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| 12.0 Project completion report checklistSee below a full list of documentation required for submission. | | |
| **12.1** | Ensure that you have submitted the following annexes alongside this Narrative Report | |
| Completed narrative report | |  |
| Completed Output Scoring Table | |  |
| Completed Beneficiary Data Summary | |  |
| Logframe with achievements completed | |  |
| Collaborative Learning Plan | | ☐ |
| Updated delivery chain risk map – **only** if updates have happened since the last submission | |  |
| Theory of Change (if it has been updated) | |  |
| Research and evaluations (**only** if appropriate) | |  |
| Safeguarding policy (**only** if updated since the last annual review) | |  |
| Final independent evaluation | |  |
| Annual audited accounts | |  |