

INCEPTION PHASE: REPORTING

Most NPT projects are currently in the inception phase. Nuffic has received the first inception reports. They vary widely in terms of quality and content, which is not surprising with so many different parties involved. Although variety is not a problem in itself, Nuffic would nevertheless like to define a number of minimum criteria that all inception reports should meet. Nuffic hopes this will facilitate project implementation, monitoring and evaluation.

The output of the inception phase should be **a single document** containing the following:

- A brief report of how the inception phase proceeded.
- An amended project document (based on the project proposal submitted) reflecting the results of the inception phase. The document should consider the recommendations of the Tender Evaluation Committee and the conditions stipulated in the grant award.
- A detailed work plan and budget for at least one full calendar year; more tentative planning and budgeting for the remaining project period (planning and budgeting on a calendar-year basis).
- An amended logical framework.
- A summary of the adjustments made to the budget and the logical framework (for easy comparison with the budget and logframe of the proposal).
- A clear written endorsement of the entire document from both partners.