

## **GUIDELINES FOR REPORTS**

The monitoring and evaluation of NPT activities are based primarily on the approved project proposal, in which the project partners have indicated the results and effects they hope to achieve.

The project partners themselves define the indicators which will be used to assess project performance. These indicators are an integral part of the 'logical framework', which consists of a description—in measurable terms—of the project objectives, inputs, expected effects, planned results, and the relationships between all of these.

The logical framework can be adapted as necessary during the course of project implementation. This means that the framework itself is also an instrument for internal monitoring and evaluation.

Point of departure for the monitoring of project progress are the objectives and outputs which the implementers aim to achieve through implementation of the project and which are laid down in the approved project document.

The Grant Award indicates how often reports must be submitted. For convenience's sake, Nuffic makes available a template for reporting. Implementers may use their own format for reporting.

### **Annual reports:**

The Annual report should incorporate the following topics:

- Description of the achievements in the reporting period in relation to the project objectives, intended effects and planned output(s).
- Description of changes in the project context that have an influence on the implementation of the project.
- Analysis of bottlenecks which have occurred in the implementation of the project and the measures which have been/will be taken to remove the bottlenecks.
- Assessment of the progress in project implementation (with an emphasis on the level of success in achieving planned outputs).
- Assessment of the actual relevance of the objectives and the possible need to adjust them.
- Description of the measures that are being taken to ensure the sustainability of the project outputs.
- Statement of expenditures. This statement of expenditure has to be accompanied by an auditor's report.

The annual report and statement of expenditures are to be submitted to Nuffic before the 31<sup>st</sup> of March of the year following the year to which the report applies.

Nuffic assesses the project's implementation on the basis of criteria related to efficiency and sustainability. Are resources and time being used efficiently in order to achieve the objectives? What are the project partners doing to ensure that the project results will be sustainable? And were the reports satisfactory and submitted on time?

### **Final report:**

If the report is a final report, the report should focus on the following:

- Description of the achievements in the total project period in relation to the project objectives, intended effects and planned output(s). Assess the relevance of the outputs (impact of the

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<sup>1</sup> Refer to the section on Monitoring & Evaluation on the NPT website ([www.nuffic.nl/npt](http://www.nuffic.nl/npt)) for up-to-date information and instruments.

project achievements on the development of the counterpart institute and the target sector). The report should give quantitative and qualitative information as input of the NPT Programme Logical Framework (see M&E page of [www.nuffic.nl/npt](http://www.nuffic.nl/npt) ).

- Assessment of the project approach (strategy) on effectiveness and efficiency (the relationship between the resource allocation and activities and the achieved objectives). Comment also on the risk assumptions made at the start.
- Description of changes in the project context that have had an influence on the implementation of the project.
- Analysis of bottlenecks which have occurred in the implementation of the project and the measures which have been taken to remove the bottlenecks.
- Sustainability. Describe the measures that have been taken and measures still to be taken to ensure the sustainability of the project outputs. Describe how project outputs will be continued, institutionalised and financed. Describe the factors that will have influence on sustainability. Fill out the sustainability barometer.
- Name, if applicable, the spin-offs/ success stories.
- Formulation of lessons learned and recommendations for the post-project period.

The final report should also include:

- A statement of expenditures. This statement of expenditure has to be accompanied by an auditor's report.
- An inventory of equipment purchased and a document signed by the Dutch consortium and southern partner on the transfer of ownership, (as annex).

The final report is to be submitted within 3 months after the end of the project.

All report should be signed by the signatories of the lead cooperating organizations on both side.