

The Netherlands Programme for the Institutional Strengthening of Post-secondary Education and Training Capacity (NPT)

Suggested format for a

Project Annual Report

to be submitted to Nuffic

preferably before 31 March or before date mentioned in grant award

PREAMBLE

Reporting is an important management tool that is used to inform relevant government officials and other stakeholders. For the Royal Netherlands Embassy and Nuffic, your annual report is the most important input for their reports on NPT and their justification of funds spent and objectives achieved.

This suggested format for NPT project annual reports aims to make reporting easier, allowing us to focus on issues of key concern. This format follows the minimum conditions listed in Annex V of the grant award.

You may want to use an existing format which you already use for other purposes. In such cases, please contact your Nuffic programme officer to discuss the matter. However, always make sure you follow the conditions set out in Annex V.

The timing and frequency of reporting are set out in your grant agreement. Both Nuffic and the Royal Netherlands Embassy in your country need a copy of the progress reports. Copies may also be sent to institutions such as Ministries and other organizations with an interest in your organization and project.

Nuffic monitoring focuses on results rather than activities. Your reporting should therefore focus on the achievement of the results and objectives. When assessing your report, Nuffic will look for:

- Your follow-up action on the recommendations of the Tender Evaluation Committee
- The fulfilment of conditions listed in the grant award
- Points of attention identified during Nuffic monitoring visits and in comments on progress reports

Please address these issues specifically.

Good luck in drafting your report!

1. Project data

| | | |
|------|-------------------------------------|--|
| 1.1. | Country | |
| 1.2. | Project name/acronym | |
| 1.3. | Nuffic project number (code) | |
| 1.4. | Implementing organizations | |
| 1.5. | Reporting year | |
| 1.6. | Annual report no. | |
| 1.7. | Timeframe of project | |
| 1.8. | Previous annual report submitted on | |
| 1.9. | Total project budget | |
| | - NPT contribution | |
| | - Counterpart's contribution | |
| | - Other funding | |

2. Project progress and achievements

In this section, give an account of the degree of success in achieving the project's overall objective, specific objectives and results, as mentioned in the project document.

The logical framework described in the project document gives an overview of the overall objective, specific objectives, results and the indicators used for measuring progress. The logical framework is therefore a good tool for providing a quick overview. Use indicators to describe the progress in achieving the objectives and results, and clarify by adding the following columns:

- Target for the whole project period
- Achievement at the end of the reporting period
- Explanation on deviations from planning and measures taken as a result
- Date of completion/realization

The NPT programme-level logical framework may give you further ideas on suitable indicators. In addition, you may want to include a table showing the number of people being trained by the project, including the level of training and the training venue.

Nuffic recommends the use of the following project achievement table for the description of the overall objective, specific objectives and results:

| A ¹ | B | C | D | E |
|---|---|--|--|--|
| Level | Target for the whole project period <i>copy indicators from project document</i> | Achievement at the end of the reporting period <i>in qualitative and quantitative terms</i> | Explanation on deviations from planning and measures taken as a result | Milestone <i>date of completion / realization</i> |
| Overall objective | | | | |
| E.g. improve health situation | | | | |
| Specific objective 1 | | | | |
| E.g. completion of a comprehensive study on social and economic effects of HIV/AIDS | | | | |
| Result 1.1 | | | | |
| (copy from project doc.) | | | | |
| Result 1.2 | | | | |
| (copy from project doc.) | | | | |

Please provide brief narratives. Again, focus on results rather than activities. Please be gender-specific when describing the results. Do not forget to report on unplanned or unexpected results (spin-off).

In column D, please indicate why actual achievements deviate from the planning. Mention factors which had an effect on the project performance. It is important to add the measures that were taken to address the causes for delays, etc.

3. Adjustments in project planning

Project planning is an ongoing process, which requires adjustment over time. In this section, you may include an assessment of the actual relevance of the objectives and results, and of the viability of achieving the original results, as stipulated in the project document. On the basis of the information presented and discussed in the preceding sections, you can argue the need for and propose adjustments to the intended results.

N.B. Proposals for changes to objectives and results need formal approval from Nuffic. It is therefore advisable to request approval in writing as soon as possible, and not to wait until you submit the annual report.

¹ Add rows to reflect all objectives and results. Columns A and B can be copied from the project document. The other columns must be completed periodically.

4. Sustainability

Sustainability is an issue requiring full attention right from the start of the project. Please highlight any measures taken and achievements made during the period under review which are likely to contribute to the institutional, financial, technical and academic sustainability of the project activities after work on the project comes to an end. Has the project contributed to the creation of an enabling environment within which project activities can be sustained? Which conditions developed during the reporting period will enable the continuation of structures and activities (recruitment of staff and retention of existing local project staff, integration of project activities as regular budget items within the organization, additional funding for project-related activities, etc.)? In general terms, what are the longer-term prospects of the project?

Nuffic has developed a tool to assess sustainability in a quick way. The instrument is called the ‘Sustainability Barometer’. Nuffic strongly recommends you use it to focus the discussion on sustainability. The underlying spreadsheet is distributed together with this report template (see Annex).

5. Any other information

In this section, you may cover issues relating to the project not addressed earlier, but which are of interest. An important issue is coordination with other projects and programmes (especially those funded by the same donor). Another issue might be the results of PR and communication activities on this project. If the TEC recommendations, grant conditions, Nuffic responses or monitoring visit issues have not been addressed elsewhere, you should mention them here.

6. Statement of approval

| | For the lead Southern implementing organization | For the lead Dutch organization: |
|------------|---|----------------------------------|
| Signature: | | |
| Name: | | |
| Position: | | |
| Date: | | |

7. Appendices

The following appendices should be included:

- An itemized **statement of expenses** containing a full overview of the project expenses for the previous year with reference links to activities. Deviations from the budget must be properly explained and justified.
- An audit report covering all project expenses for the previous year.

Recommended appendices are:

- List of staff members studying with project funding, including the level of the studies and the institution.
- List of local and expatriate project staff stating job titles, period of employment, and special assignments /activities.
- Sustainability barometer