

NAME OF PROVINCE/DEPARTMENT

Condition grant report format

Introduction

This report

The objectives of the evaluation are...

Background

A. Overall description of the programme:

- Programme history
- project/programme concept, design and plan
- start date – duration of the programme
- amount allocated for the past three years
- key challenges since onset

2004/05	2005/06	2006/07
Approved budget amount		
Spent budget amount		
Difference		

Comments on the difference how was it spent or rolled –over

B: Grant Framework and programme design for 2006/07

Purpose of the Grant	
Outcomes	Indicators (measures)
Outputs	Indicators (measures)
Key activities	
Key Inputs	
Assumptions and Risks	

Evaluation as per the practice note

Part 1: Progress to date

Results based management principles should be used as the underlying principles to evaluate interventions and outcomes:

- Describe set up and actions undertaken by various actors during 2006/07,
 - Implementation of the approved business plan
 - Schedules of work and phasing of the activities
 - Financial management
 - Coordination with other stakeholders
 - Risks taken and management thereof
- Describe the management of the programme
 - Institutional arrangements to manage how are these functioning within the department
 - What are the capacities dedicated to the programme
 - How is the programme supported by other units
 - What is the approach for capacity building for the staff within the programme. Are there any consideration for alternative solutions to capacitate staff in the programme
 - Defined communication structures within the department
 - Define key challenges met within this aspect of the programme

Part 2: Monitoring

- Define the monitoring approach; map the process (on what basis is data collected; issues around data sources and data collection methodologies). Who is responsible for each of the tasks within the map?
- How is data analysed and reported for implementation purposes
- How is data analysed and reported for performance requirements
- Who is responsible for data analysis and report generation (financial and non-financial reports)
- Define the challenges met with the monitoring and reporting tasks

Part 3: What are the results and who benefited

- Define the outcomes and outputs set for 2006/07
- To what extent have these outcomes and outputs contributed to achieving the programme objective(s) or can be expected to do so in the future. Is there a gap between planned and actual outcomes and outputs
- Have there been unforeseen outcomes and outputs or unforeseen beneficiaries
- What were the assumptions and risks monitored during 2006/07
- Have assumptions/risks affected the project. If yes, how did this affect the programme? If no, how did the programme manage this?

Conclusions

- What were the main successes and failures of the project to date (causes underlying the outcomes and outputs)
- Do the outcomes, outputs, successes and failures justify the costs?
- Were the objectives achieved within the specified time & budget
- Would there have been different ways of achieving the same outcome
- How far have the project activities been embedded in local institutions structures to ensure sustainability or acceptance of the programme within the department?
- Were there any other stakeholders adequately prepared for project activities (technically, financially, etc)?
- Should the project be re-oriented and in particular should all activities continue? If not, describe how the project should be re-oriented and summarized, in terms of outcomes, outputs, activities and inputs.

Lesson Learned

- What lessons can be drawn specifically in relation to the project?(policies, instruments and any other facts deemed necessary for the programme to succeed)

Recommendations

- Programme design

- Programme monitoring
- Programme management
- Any other factors deemed important for programme success

REPORT LAYOUT:

Cover page: attached

Font:

Heading 2 - Arial 13

Heading 3 - Arial 11

Paragraphs - Times New Roman 11