



Annexure G
(Under Prov. 6.2)

IORA Project Completion/ Accountability Report

(To be submitted by the National Focal Point of the Project Lead Coordinator Member State to the IORA Secretariat within three months of completion of the project)

Date of Report: _____

Member State: _____

Project Name: _____

Applicant Organisation, Name of Project Coordinator and Country: _____

Group: (IORAG, IORBF or WGTI): _____

Period covered by report: From..... to

Project Performance Evaluation

Meeting Objectives: Were the original objectives of your project met? Yes/No
** Please provide further information 1 page max*

Planned activities	Achievement (0%,5%,50%, 75%, 100%)
1	
2	
3.....	

Achievements: Did the project deliver the expected results? Did the project actually further IORA cooperation in one of the six priority areas and cross-cutting issues? Were all countries fully engaged in the project equally?
1 page max.

Challenges: What were the difficulties in the project planning and delivery (if any)? ½ page max.

Supporting Documentation: You are required to attach supporting documentation to this form. Projected outcome documents: This could involve: Meeting outcome reports and project delivery reports.

Reaction: Feedback from the intended beneficiaries. 1 page max.

Self-Evaluation: How did you evaluate the project? What indicators were used? ½ page max.

Financial Information

Total cost of the Project	US\$
Amount approved from IORA Special Fund:	US\$
Amount spent	US\$
Balance	US\$

**Note: any unutilized/unspent money of such a grant, are to be refunded to the Special Fund within 30 days from the date of completion/annulment/postponement of the project.*

Planned Expenditures	Actual Expenditures

Supporting Documentation: You are required to attach supporting documentation to this form. Expenditure: i.e. copies of receipts of all funds being spent. Note: any unutilized/unspent money of such a grant is to be refunded to the Special Fund. It is important that you provide copies of all receipts.

Feedback / Follow-up / Next steps

Describe any follow-up steps that you recommend for the project? Are these being planned? Will these require further funding? If so, how? 1 page max.

Dissemination: Have the results of the meeting been sent to all stakeholders involved, including the Secretariat for dissemination to Member States?

Feedback: Do you have any advice for the Secretariat on how to manage projects more effectively in the future? ½ page max.

Project Coordinator signoff:

Date:
Name:
Signature:
Organisation:

For internal use (Main Focal Point)

Date:
Name:
Designation:



Department/ Ministry/ Agency/ Institution:

Signature: