Annex-21

**KRISHI GOBESHONA FOUNDATION (KGF)**

**[Project Completion Reporting Format with guidelines for CGP Projects]**

**[Cover page includes]**

**PROJECT COMPLETION REPORT**

 Project ID No-(CN/FRPP):-------------

 Project Title:-------------------

 Project Duration:-------------Months; From------------To:--------------

**CGP Project Call…………….; Phase #.................(if any)**

Submitted to:

Executive Director

Krishi Gobeshona Foundation (KGF)

AIC Building (3 rd Floor), BARC Campus,

Farmgate, Dhaka-1215

Submitted by:

[Name of PI/Coordinator with address]

[Full name of proponent organization]

**Date:**

[Next 2 pages include as:

Page-i: Table of Contents,

Page-ii: Full names of Abbreviations and Acronyms]

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**[Page 1: includes at Top Centre]**

**Project Completion Report on [Title of the Project]**

Project Duration:-------------Months; From-------------To----------------

**A. Basic Project Information**:[ Should contain the following ]

1. Project ID No-(CN/FRPP):-------
2. Project Title----
3. Name of Coordinator (if applicable):------
4. Name of Principal Investigator--------
5. Name of Co-investigator (if any) -----------------
6. Name of the applying organization with address-------------
7. Name of associate/collaborating organization(s), if any ----------
8. Project duration (months) -------------; From -----------to-------------
9. Project commencement date (As per MoU) -------------------
10. Project locations/sites
11. Project size (no. of participatory farmers/land areas (ha)/no. of animals/no. of

ponds included in project activities per site)

1. Project cost (total) TK-------- (Year-1: TK--------, Year-2: TK.--------Year-3: TK.---------)
2. Fund received in TK.------------------& Expenditure made in TK.----------------during the reporting period.

**B. Summary/Executive Summary**:[A clear and concise statement in simple language, including a brief description of the research problem, approaches and methodologies followed to address the problem, activities performed and outputs/results achieved with conclusion during the project period]

**C. Introduction.** [should contain relevant history, such as how this project came about and who sponsored it, and background details with a precise statement of the problem, its importance in relation to productivity, socio-economic and environmental aspects and an overview of the purpose and scope of the study that leads to the development of the specific objectives.]

**D. Specific project objective(s): (As per FRPP/PIR)**

**E. Detailed Technical Report:** [Should consists of the following]

**a. Statement of the Researchable Problem:** [Provide a detailed statement of the problem, focusing its severity and extent along with base line situation/data, preferably in quantitative term for which the project was designed.]

**b. Research Approaches and Methodologies**: [The approaches and methodologies used for research work to address the above stated problem during the project period should be briefly described]

1. Approaches: [Make clear statement on the ways/steps followed as well as institutional arrangements made for the implementation of the project, such as, collaborative/participatory/on-station/on-farm/lab. etc. along with institutional support and supervision.]
2. Methodologies: [Give stepwise clear statement on the research activities (experiments/studies) undertaken along with materials and methods clearly indicating and frequency of data collection. The statistical tools applied for data analysis should be stated.]

**c. Results and Benefits**: [The accomplishments made during the project period in achieving the project objectives should be described along with pertinent data. Only summary data in the form of table/figure along with adequate discussion and literature citation should be presented in the text. However, detailed data and references should be given as annexure. You must show outputs clearly against objective-wise activities as given below. The benefits of the accomplishments i.e. outputs/results should also be described.]

**Annex-21 Contd.**

**(i)** Give details of research undertaken by each component organization with location-wise summary data and analysis. Also provide statement on results/discussion based on the data (provide data sheet in the annex).

**(ii). List objective-wise activities clearly, resulting in specific output(s), such as**

|  |  |  |  |
| --- | --- | --- | --- |
| Specific Project Objective(s) | Planned activities performed against each objective | State progress made clearly during the project period against each activity | Outputs/results achieved in relation to base line values |
| 1 | 1.11.21.3 |  |  |
| 2 | 2.12.22.3 |  |  |
| 3 | 3.13.23.3 |  |  |

**(iii). Outputs/Results:** [Describe briefly but clearly the outputs/resultsobtained as a consequence of a particular activity (experiment/study) along with adequate discussion and literature citation.]

**(iv). Benefit/Outcome**: [Describe briefly but clearly the benefit/outcome accrued i.e. the gain in relation to productivity, social, economic and environmental aspects due to practical use of the output/result.]

**d. Technology Developed**:[State briefly the technology generated/ validated & refined and policy instrument developed during the project period.]

**e. Publications made/under process**:[State whether the results achieved during the project period have been published/submitted for publication, including leaflet, booklet etc. If so, provide a list with complete information.]

**f. Training/workshop organized**: [Provide a list of training/workshop organized during the project period, if any with date, subject, stakeholder class and number.]

**g. Graduate Studies:** [Indicate whether the research staff under this project are registered for

 M.S./Ph.D. degrees. If so, the topic of their theses along with the registration/departmental

 certificate should be provided.]

**h. Linkages Developed**: [Give a brief outline of the linkages developed with GO/NGO, if any during

 the project period.]

**i. Equipment/Appliances Purchased:** [Give a list of equipment/appliances purchased with item-wise cost, if any during the reporting period.]

**F. Highlight of Research Findings: [**Give details of significant findings of the project, indicating their usefulness to and applicability by the end users.]

**G. Conclusion:** [A brief statement of one or two paragraphs should be given describing the conclusions drawn from the data collected/results achieved.]

**H. Recommendation:** [State appropriate recommendations for putting conclusions into practices and also include future research need, if any.]

**Annex-21 Contd.**

**I. Financial Statement:** Fund received and Expenditure made during the reporting period (specify the period).

I.1: Summary Statement of Expenditure (SoE)

I.2: Component wise budget & SoE: Must provide separate SoE against approved budget for each component/partner using the format given below:

 (in thousand Tk)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Particulars/Line Items  | **Year-I** | Year-II | **Year-III** | **Total** | **Total Approved Budget** |
| **A. Fund Received** |  |  |  |  |  |
| **B.I Expenditure: Recurring (Operational cost)** |  |  |  |  |  |
| 1.\* | 1.1 Remuneration for Contractual Staff (Expert Professionals; Research Fellow/Res. Associate, Res. Asstt./Field Asstt; if justified-consolidated)1.2 Remuneration of Accounting /Typing  Support Service, if any (part time basis-consolidated) |  |  |  |  |  |
| 2. | Research & Development (R&D) related cost i.e. all inputs, lab./ farm chemicals & other necessary supplies etc. (including casual Laboures) |  |  |  |  |  |
| 3. | Maintenance and repairing of lab. /field equipment, etc. |  |  |  |  |  |
| 4. | Training |  |  |  |  |  |
| 5. | Workshop/Seminar/Meeting etc. |  |  |  |  |  |
| 6. | 6.1 Travel expenses (TA/DA) as per own  organizational rules (Public Sector)  or as per KGF Rules (NGO/PO).6.2 Vehicle hiring/oil & fuel for organization’s  vehicle for travel, if justified.  |  |  |  |  |  |
| 7.\*\* | Office supplies and contingency (not exceeding 5% of the total cost for stationeries, publications, printing of reports, internet, service, mailing etc.)  |  |  |  |  |  |
| 8. | Any other items (please specify with justification) |  |  |  |  |  |
| 9. | Institutional Overhead Charge (if any, max 10% of total operating cost) |  |  |  |  |  |
|  | ***Sub-total B.I (1-9)*** |  |  |  |  |  |
| **B.II Non-recurring (Capital cost)** |  |  |  |  |  |
| 10.\*\*\* | Equipment & Appliances (upon approval of KGF: list from the given in the proposal item-13) 10.1. Lab. and Field Equipment 10.2. Office Equipment  10.3 Bicycle/Motor bike  |  |  |  |  |  |
|  | ***Sub-total B.II (10)*** |  |  |  |  |  |
| **C. Grand Total Expenditure : B.I.+B.II (1-10)** |  |  |  |  |  |

**Financial Progress: Expenditure made/ Fund received x100= %**

**Note: [Financial report must be accompanied by Bank reconciliation statement for the entire project period.]**

 ***Please mention the number of person with number of months and rate per month.***

***\*Cost under this item (1) should not exceed 30% of the total cost.***

***\*\* Cost under line item #7 should not exceed 5% of the total project cost***

***\*\*\* Cost under line item # 10 should not exceed 10% of the total project cost.***

**Annex-21 Contd.**

**J. Self Assessment of the Project:** [Please answer the following questions precisely and clearly.]

1. Have you been able to achieve all specific objectives of your project? Yes/No; If no, please explain the reasons.

2. Who is/are the target beneficiary group/s of your project output/result? Farmers/Policy makers/Agri. Business men/ Agro. Processors etc.

3. How the project outputs/results obtained would benefit the target beneficiary group/s? and how these could be transferred to the that/those target group/s?

4. Do you think that you have successfully completed the project outputs/results? Yes/No; If yes, please provide one page success story/communication brief of your project in simple language with relevant pictures where applicable.

5. Please describe briefly the outcome/benefit and likely impact of your project on the productivity, policy, society, economy and environment.

**K. Acknowledgement**:

**L. Endorsement:**

Head of Applying Organization/Authorized Person (Lead Agency)

Name:

Signature:

Seal:

Date:

**[Note: I. For coordinated projects, activity plan and progress report (physical, technical and**

 **financial) should be given component wise and coordinator will summarize where**

 **necessary.**

**II Statements within [ ] are the guidelines/instructions which must be followed**

 **during report preparation.**

**III. Two copies (spiral binding) of the draft project completion report with a soft copy need to be submitted to KGF fifteen (15) days before the completion of the project duration]**