

New Zealand Disaster Response Partnership

Completion Report Form

Date:

To be provided within 3 months of activity completion.

Maximum length 10 pages.

Note: Please delete the *plum italics* before submitting the report.

|  |  |  |  |
| --- | --- | --- | --- |
| * + 1. **Activity Title** |  | | |
| * + 1. **Country(s) of implementation** |  | * + 1. **Duration (months)** |  |
| * + 1. **Start date** |  | * + 1. **End date** |  |
| * + 1. **NZ Govt Funding received (NZD, excl GST)** |  | * + 1. **Total Activity Cost** |  |
| * + 1. **MFAT Contract Code** |  |  |  |
| Completion report prepared by: |  | | |
| * + 1. **Others involved or consulted:** |  | | |

## 1. Response Summary

## *The Response Summary should provide a clear picture of the rationale for, and achievements of, the NGO’s response. It should outline the main achievements of the Activity, provide a brief comment on performance against the five quality criteria (relevance, effectiveness, efficiency, impact, sustainability) and a summary of any risks, challenges or variations that emerged and how (if) they were dealt with.*

[Enter text here]

## 2. Report

## 2.1 Background and context

## *Brief narrative of the disaster context and the NGO’s response against identified needs including coordination with partner/s and other actors.*

[Enter text here]

## 2.2 Achievements against planned Outcomes and Outputs

## *Complete the Results Measurement Table in Annex 1 reporting actual outcomes and outputs against agreed outcomes and outputs. Include here any summary comments on achievements of results.*

[Enter text here]

#### 2.3 Assessment against Activity quality criteria

#### Relevance

*Whether and to what extent the Activity has addressed the needs and priorities of the target groups, and is aligned with relevant partner and country policies and priorities.*

[Enter text here]

#### Effectiveness

*Whether and to what extent the Activity has delivered the outputs and achieved the intended outcomes.*

[Enter text here]

#### Efficiency

*Narrowly defined, efficiency means the extent to which the Activity could have been implemented at less cost without reducing the quality or quantity of the benefits. More broadly, assessment of efficiency should include consideration of whether the intervention provided value for money.*

[Enter text here]

#### Post Activity (Impact / Sustainability)

*Comment on the situation of the target beneficiairies/communities following the NGO’s response. How has the Activity contributed to a sustained positive change for those affected and/or mitigated future risk? What are the prospects for increased resilience to future shocks?*

[Enter text here]

## 2.4 Cross-cutting issues

## *Reflect on relevant cross-cutting issues and describe how successfully these were addressed and what resulted.*

[Enter text here]

## Risk Management

*Reflect on how risks were managed and the effectiveness of identification, mitigation and adaptation measures.*

[Enter text here]

## Monitoring Issues

*What monitoring systems were established for the activity? How well did it work and contribute to the achievement of activity outputs?*

[Enter text here]

## Governance and Management Issues

*Reflect on the quality of the governance and management arrangements for the Activity, including identifying any key issues that arose and how they were addressed.*

[Enter text here]

## Lessons

*Lessons should clearly set out to whom they are directed, e.g. implementing organisation, partner government, MFAT or technical specialists.*

[Enter text here]

## Final actual expenditure against agreed budget

*Complete APPENDIX 1: NZDRP BUDGET AND FINANCIAL ACQUITTAL and include reporting on disposal of assets and explain significant variances.*

[Enter text here]

# Annex 1: Achievements against Results - Outcomes and Outputs identified in proposal

This table shows achievement against the intended outcomes and outputs defined in the Results Measurement Table in the proposal.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From Result Measurement Table agreed in Activity application** | | | | **Actual achievements in the reporting period against outcomes and outputs** | |
| Outcome | Indicators\* | Targets | Methodology and data sources | Actual measurement against target | Variance Explanation |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Outputs** | **Indicators\*** | **Target** | **Methodolgy and data sources** | **Actual measurement against target** | **Variance Explanation** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\*All indicators are to be disaggregated by sex where appropriate.