

Annual Project Report

Country / Area:		
Project Name:		
Project Number:		
Current Project Proposal / PFA period:	From:	To:
Period covered by this report	From:	To:

Author(s):		Date:	
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Draft approved by CD/AD/ ROPO? <i>(please tick)</i>	Yes	No	Date:	

CD/AD / ROPO comments:

1. Executive summary

*Please summarise the **key points** of this report in no more than 300–400 words. Ensure you make reference to all points of interest, including financials and output statistics.*

2. Project Background and Purpose – any changes

Is the background information quoted in the Project Description still accurate? i.e.
 - *Part I, Section 2 (Project Summary) of the new Project Proposal template, or*
 - *Section A (Context) and Section B (Core Details) of the old format Project Description.*

(Please tick one)

Yes – the background information in the Project Description is still fully accurate

No – there have been some changes

If you answered ‘No’, please give details of anything that has changed, together with any necessary explanations.

3. Factors that have affected/may affect the project

*Have any **unforeseen events** occurred which have affected the project this year, or are likely to impact on the project next year? (For example: change in funding situation, staff turnover, natural disaster, civil unrest, project approach not achieving expected results.)*

Please give details of all that apply and the manner in which they have impacted, or are likely to impact on the project.

4a. Progress against outcomes and related indicators

*Give details of progress against each **outcome** and the related **indicator(s)** exactly as laid out in the log frame in Part II of the Project Proposal (or Section 8 of last year's APR, whichever is more up-to-date). Ensure that you report back on the full set, and provide explanations if the plans or targets for the year weren't fully achieved.*

4b. Progress against project outputs and related activities

*Give details of progress against the **project outputs** and the related **activities**, exactly as laid out in your implementation plan (or Section 8 of last year's APR, whichever is more up-to-date). Ensure that you report back on the full set, and provide explanations if the plans or targets for the year weren't fully achieved.*

(If you have a monitoring framework that collates this data then please just cut and paste it, or append, as appropriate).

4c. Progress against Innovation Fund Round 1 Evaluation Management Response

In 2013 Sightsavers under took an evaluation of its Innovation Round 1 programmes. Give details of progress against Sightsavers management response and action plan. In addition, highlight one key 2014 achievement relating to the innovative element of this programme.

5. Reflections and key learning points

Looking back over the last year:

- What has worked well/not so well?
- What improvements do you think should be made?
- What would you have done differently, given the chance?

Should any of the above be incorporated into next year's planning? If so, please explain.

6. Impact

Has the project been reviewed or evaluated over the last year?
(please tick one)

YES

NO

a) If Yes, please cut and paste the Executive Summary of the evaluation below.

b) Whether Yes or No, please give details of any general indications of longer-term outcomes or impact that have been observed (if not already covered in (a) above), for example, government policy change. If there are none, please leave blank.

7a. Planned objectives and outcomes for next year

Are the objectives & outcomes for next year exactly as laid out in the Project Proposal logframe?
(please tick one)

YES - exactly as laid out in the PP log frame

NO - there have been some changes to the PP log frame

NO - this project has an old version Project Description and doesn't have a log frame

If you answered 'No' for either reason, please list below the complete set of objectives for next year and explain why they have changed. (If you answered 'Yes', you may leave blank.)

7b. Planned activities for next year

Please list the planned activities for next year (i.e. the things you need to undertake to achieve the objectives/outcomes above). NB: If you are working to a new format Project Proposal, please just append the latest version of your implementation plan.

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7c. Partner review of plans and budget for next year

*Have the plans and budget for next year been reviewed and agreed with the partner(s)?
(please tick one)*

YES
NO

If you answered 'No,' please give details below of when this will be done.

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8a. Closed projects - Achievement of outcomes and related indicators over the course of the project

Give details of achievement against each outcome and the related indicator(s) for the full length of the project exactly as laid out in the log frame in Part II of the Project Proposal (or Section 8 of last year's APR, whichever is more up-to-date). Ensure that you report back on the full set, and provide explanations if the plans or targets for the project term weren't fully achieved.

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8b. Closed projects - Reflection & Learning

Section 4 has addressed learning points from the last year. In this section, please consider the project's whole lifespan.

Consider the key challenges and successes encountered within this project:

(i) In terms of implementation and management, what didn't go so well and how could this be improved in future projects? (insert more lines as needed)

	<u>Challenge/unsuccessful approach</u>	<u>Future actions</u>
1.		
2.		
3.		

(ii) In terms of implementation and management, what went well and should be noted for future project work? (insert more lines as needed)

	<u>Successful approach</u>	<u>Future actions</u>
1.		
2.		
3.		

(iii) Are there any additional experiences from the course of this project that should be noted to inform future work related to this thematic area, programmatic work in-country, and/or interventions within similar contexts?

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8c. Closed projects – Sustainability

Please comment on the likely sustainability of project outcomes following exit. You may consider current capacity levels, remaining capacity gaps, partner ability to support activities going forward, and so on.

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9. Financial analysis spreadsheet

Please complete the financial analysis worksheet, and ensure it is available to send with this report. Tick here to indicate when you have done so.

Financial worksheet attached?	YES

Please forward this report, together with the accompanying Financial Analysis to your Country/Area Director or ROPO for their review and approval.