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| Template 16a - [DD/MM/YYYY] | |
| Project Completion Report  [This report should be prepared by the Danish authority in cooperation with partner authority(s) and the Danish Embassy no more than six months after project completion. See SSC Guidelines Chapter 4.4.] | |
| **Background information** | |
| **Project title** |  |
| **Partner country** |  |
| **Phase duration** | *[Phase X from-to]* |
| **Project objective** |  |
| **Partner authority(s)** |  |
| **Danish public authority** |  |
| **Danish Embassy** |  |

**1. Summary of project results against [framework programme outcomes/the three overall SSC objectives**] **(Maximum two pages)**

[If the project is part of an FP, the first two pages summary should be included in the FP completion report or annual report, as applicable. For stand-alone projects, project results are reported against the three overall SSC objectives. Adjust text in square brackets accordingly.]

|  |  |  |
| --- | --- | --- |
| Not achieved | Partly achieved | Achieved |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project achievement in relation to [the three outcomes of the framework programme/the three overall SSC objectives]** | | | | | | | | | |
| **Assessment of progress** | | | | | | | | | |
| [FP outcome/SSC objective]  1: Capacity building *(Put X)* | | | | [FP outcome/SSC objective]  2: Strengthened bilateral relations *(Put X)* | | | [FP outcome/SSC objective]  3: Enhanced private sector engagement *(Put X)* | | |
|  |  | |  |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |  |
| **Narrative summary** | | | | | | | | | |
| [FP outcome/SSC objective] 1: Capacity building | | *[What are the key project results and achievements of outcomes related to [FP outcome/SSC objective] 1, i.e., in terms of strengthened capacity of the partner authority to improve framework conditions and the related product or service delivery? What were the key challenges and how were they addressed? Important to focus on the results and not the activity level.]* | | | | | | | |
| [FP outcome/SSC objective] 2: Strengthened bilateral relations | | *[What are the key project results and achievements of outcomes related to [FP outcome/SSC objective] 2, i.e., in terms of strengthened bilateral diplomatic relations? What were the key challenges and how were they addressed? Important to focus on the results and not the activity level.]* | | | | | | | |
| [FP outcome/SSC objective] 3: Enhanced private sector engagement | | *[What are the key project results and achievements of outcomes related to [FP outcome/SSC objective] 3, i.e., in terms of paving the way for further engagement of the Danish private sector and use of Danish technology and knowledge on a commercial basis in the countries in the longer term? What were the key challenges and how were they addressed? Important to focus on the results and not the activity level.]* | | | | | | | |
| Other key results | | *[Describe other expected or unexpected results, achievements and challenges not captured by the above.]* | | | | | | | |

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| **Risk factors and assumptions** | |
| Assessment of major risks factors and assumptions | *[How did major risks factors and assumptions influence the implementation of the project – positively or negatively – cf. project document annex 3. (¼-½ page)]* |

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| **Budget and spending** | | | |
| Initial approved total budget | Latest approved total budget [DD.MM.YYYY] | Realised spending total | Remaining budget |
| *[Insert in DKK. Final accounts attached as annex]* |  |  |  |

**2. Lessons learned and recommendations**

|  |  |
| --- | --- |
| **Key lessons learned and possible recommendations** | |
| For subsequent phases of the cooperation, if any | *[Describe lessons learned relevant for subsequent phases of the cooperation, if relevant. Delete if this was the final phase of the cooperation. (¼-½ page)]* |
| For the Danish public authority | *[Describe key lessons learned for the Danish public authority that can be used when designing and implementing other SSC projects in other countries, including recommendations. (¼-½ page)]* |
| For the partner authority(s) | *[Describe key lessons learned for the partner authority, including recommendations. (¼-½ page)]* |

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| **Follow-up on recommendations** | | |
|  | **Recommendations** | **Implementation** |
| From SMG [for projects under an FP] |  |  |
| From PSC |  |  |
| Other |  |  |

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| --- | --- |
| **Cooperation with Danida Fellowship Centre (DFC)** | |
| Assess the cooperation with DFC during implementation | *[Include more detail in annex 2 (¼-½ page)]* |

**3. project results against project results framework**

*[To be filled in as per the results framework. Add modules as necessary.]*

|  |  |  |
| --- | --- | --- |
| Not achieved | Partly achieved | Achieved |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Project outcome 1** | |  | | | *(Put X)* | | |
| Outcome indicator | |  | | |  |  |  |
|  |  |  |
|  | | **Year** | **Target** | **Results compared to plan** | | | |
| Baseline | Year |  |  | | | | |
| Target | Year 1 |  |  |  | | | |
| Target | Year 2 |  |  |  | | | |
| Target | Year 3 |  |  |  | | | |
| **Narrative description of results and deviations** | | | | | | | |
| *[¼-½ page]* | | | | | | | |

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| **Project output 1.1** | |  | | | *(Put X)* | | |
| Output indicator | |  | | |  |  |  |
|  |  |  |
|  | | **Year** | **Target** | **Results compared to plan** | | | |
| Baseline | Year |  |  | | | | |
| Target | Year 1 |  |  |  | | | |
| Target | Year 2 |  |  |  | | | |
| Target | Year 3 |  |  |  | | | |
| **Narrative description of results and deviations** | | | | | | | |
| *[¼-½ page]* | | | | | | | |

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| **Project outcome 2** | |  | | | (*Put X)* | | |
| Outcome indicator | |  | | |  |  |  |
|  |  |  |
|  | | **Year** | **Target** | **Results compared to plan** | | | |
| Baseline | Year |  |  | | | | |
| Target | Year 1 |  |  |  | | | |
| Target | Year 2 |  |  |  | | | |
| Target | Year 3 |  |  |  | | | |
| **Narrative description of results and deviations** | | | | | | | |
| *[¼-½ page]* | | | | | | | |

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| **Project output 2.1** | |  | | | (*Put X)* | | |
| Output indicator | |  | | |  |  |  |
|  |  |  |
|  | | **Year** | **Target** | **Results compared to plan** | | | |
| Baseline | Year |  |  | | | | |
| Target | Year 1 |  |  |  | | | |
| Target | Year 2 |  |  |  | | | |
| Target | Year 3 |  |  |  | | | |
| **Narrative description of results and deviations** | | | | | | | |
| *[¼-½ page]* | | | | | | | |

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| **Project outcome 3** | |  | | | (*Put X)* | | |
| Outcome indicator | |  | | |  |  |  |
|  |  |  |
|  | | **Year** | **Target** | **Results compared to plan** | | | |
| Baseline | Year |  |  | | | | |
| Target | Year 1 |  |  |  | | | |
| Target | Year 2 |  |  |  | | | |
| Target | Year 3 |  |  |  | | | |
| **Narrative description of results and deviations** | | | | | | | |
| *[¼-½ page]* | | | | | | | |

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| **Project output 3.1** | |  | | | (*Put X)* | | |
| Output indicator | |  | | |  |  |  |
|  |  |  |
|  | | **Year** | **Target** | **Results compared to plan** | | | |
| Baseline | Year |  |  | | | | |
| Target | Year 1 |  |  |  | | | |
| Target | Year 2 |  |  |  | | | |
| Target | Year 3 |  |  |  | | | |
| **Narrative description of results and deviations** | | | | | | | |
| *[¼-½ page]* | | | | | | | |

**4. Sustainability assessment and transition strategy**

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| **Sustainability assessment** |
| *[Describe the sustainability of the project’s results (see the SSC Guidelines Chapter 1, especially Chapter 1.2.1), and consider aspects such as: The institutional sustainability – has the partner authority institutionalised the changes? Does it have the institutional setup, mandate, processes and capacity to maintain and continue with the results delivered by the project?; The political sustainability – is there high-level and stakeholder ownership and commitment to maintaining and continuing with the results delivered by the project?; The financial sustainability – can the partner mobilise sufficient funding to maintain and continue the project’s results? Are these results fully sustainable, partly sustainable, or unsustainable, and why? If results are not assessed as fully sustainable, what could be done to improve this? (¼-½ page)]* |

[Transition strategy status should only be included in the final project phase report if a transition strategy note has been approved. See SSC Guidelines Chapter 4.1]

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| **Transition strategy** | |
| Implemented measures | *[Describe approaches and steps that have already taken place prior to towards project closure. Include reflections on how best to transition, including how measures have been integrated in the project activities.]* |
| Planned measures |  |

**5. Inputs for further communication and documentation**

|  |  |
| --- | --- |
| **Overview of communications activities during project implementation** | |
| Media coverage during implementation | *[Include links and references or attach as an annex]* |
| Impact stories, cases, etc. |  |
| Key persons for case stories |  |
| Research, knowledge products, etc. |  |

**6. Annexes**

* Annex 1: Final accounts (see SSC Guidelines Chapters 4.4, 6.6 and Template 13b)
* Annex 2: Overview of Danida Fellowship Centre (DFC) activities (See SSC Guidelines Chapter 1.3.8)

**Annex 2: Overview of DFC activities**

* See SSC Guidelines Chapter 1.3.8.
* Provide an overview of DFC courses and training undertaken, including content and participants, scholarships and master programmes undertaken etc.
* Provide an overview of potential, relevant DFC funded research.