

**Project Completion Summary**

In accordance with the project agreement, implementing entities are required to submit a project completion report within six (6) months after Project completion, and the final project progress report (PPR) is considered as a project completion report. While the PPRs meet technical requirements, the information is reported by year and its format is not ideal to convey the overall information and knowledge to wider and more general audiences. To supplement this, implementing entities are requested to prepare a project completion summary.

A project completion summary is intended to cover an entire project life in a reader friendly format by compiling submitted single-year PPRs. It also gives implementing entities an opportunity to express and share insights from project implementation, findings, challenges etc. which may not be presented by PPRs and captured by a final evaluation report.

A project completion summary consists of narrative information (Section A) and financial information (Section B). Any other information (Section C) can be added to the report as an option. Most of the contents can be filled in by copy-and-paste from the submitted PPRs. The completion report should be no more than 20 pages (excluding annexes).



**Project Completion Summary**

***Section A: Project result and performance***

1. Basic information

|  |  |
| --- | --- |
| Title of project/programme |  |
| Project/Programme category |  |
| Project period (if the project was granted an extension, include the original as well as the revised completion date) |  |
| Country(ies) |  |
| Sector(s) |  |
| Implementing entity name |  |
| Type of implementing entity (MIE, NIE or RIE) |  |
| Executing entity(ies) |  |
| Amount of financing approved (USD) |  |
| Project contact(s) |  |
| Date of report |  |

1. Key milestones – *Please refer to the overview tab in the latest PPR. For the delay in project implementation and related reasons refer to the lessons learned tab, section on “implementation and adaptive management”*

|  |  |
| --- | --- |
| Project inception |  |
| Mid-term review (if applicable) |  |
| Project completion |  |
| Terminal evaluation |  |
| If any, delay in implementation and reasons for delay |  |

1. Project overview and description
2. Results and key outcomes (Alignment with the Adaptation Fund core impact indicators – Number of Direct Beneficiaries reached including women; Trainings conducted including women trained, Early Warning Systems (EWS); Assets Produced, Developed, Improved, or Strengthened; Natural Assets Protected or Rehabilitated i.e. hectares of natural habitats/ meters of coastlines) – *Please refer to the “Performance at completion” in the Results Tracker section in the last PPR to extract this information.*
3. Issues, challenges and mitigation measures (Environmental and social risks, gender considerations and other risks) – *Please refer to the lessons learned tab in the PPR, specifically the section on “Implementation and Adaptive Management”*
4. Lessons learned (Best practices, adaptive management, what worked during the implementation and what did not, what corrective actions were taken during implementation, what are the ways to improve the intervention) – *Please refer to the lessons learned tab in the PPR, specifically the section on “Implementation and Adaptive Management”*
5. Innovation: description of any innovative practices or technologies that figured prominently in this project – *Please refer to the lessons learned tab in the PPR, specifically the section on “innovation”*
6. Description of the vulnerable communities and social groups affected by the project, and how they have been engaged and empowered – *You might want to refer as well to the section on “community/national impact” in the lessons learned tab of the PPR*
7. Description of how long-term institutional and technical capacity for effective adaptation has been strengthened – *Please refer to the lessons learned tab, section on “readiness interventions”*
8. An overview of complementarity and/or coherence of with other climate finance sources in the context of this project (synergies with other projects, national plans etc.) – *Please refer to the lessons learned tab, section on “complementarity and coherence”.*
9. Sustainability, scalability and replicability – *Please refer to the lessons learned tab, section on “climate resilience measures”*

***Section B: Project expenditure***

(The use of spreadsheet is recommended to avoid numerical errors.)

* Project budget
* Actual expenditures
* Variance notes

***Section C: Appendices (optional)***

* Participants list of an inception workshop
* Key project staff list
* Results tracker
* Reports and other publications
* Websites
* Any other resources