

## **Minimal standards for the final report**

After completion of the project, the Committee for Development Cooperation and Missions requests a final report containing the following information:

### **1. Name of project and project number**

### **2. Information about the project management/responsible organisation (*short form*)**

### **3. Project planning/Goals (*short form*)**

- Situation in the country/project region (starting situation)
- Project description
- Duration of the project
- Goal of the project
- Target group (characterise beneficiaries)
- Collaborators (local, national or international private or public institutions)

### **4. Results**

- What is the number of direct or indirect beneficiaries?
- Which other results have been achieved?
- What other impacts have been achieved with this project?
- Which results have not been achieved?
- In how far is this project sustainable?
- Perspectives (e.g. planned continuance, follow-up projects, cooperations)

### **5. Project costs**

- Granted amount
- Budget
- Account statement (*list of expenses; please add copies of exceptionally large bills*)
- Personal contribution of local project management

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