

**IORA Project Completion/ Accountability Report**

*(To be submitted by the National Focal Point of the Project Lead Coordinator Member State to the IORA Secretariat within three months of completion of the project)*

Date of Report: \_\_\_\_\_

Member State:

Project Name:

Applicant Organisation, Name of Project Coordinator and Country:

Group: (IORAG, IORBF or WGTI):

Period covered by report: From..... to .....

**Project Performance Evaluation**

Meeting Objectives: Were the original objectives of your project met? Yes/No  
*\* Please provide further information 1 page max*

Planned activities	Achievement (0%,5%,50%, 75%, 100%)
1 .....	
2. ....	
3.....	

Achievements: Did the project deliver the expected results? Did the project actually further IORA cooperation in one of the six priority areas? Were all countries fully engaged in the project equally?  
1 page max.

Challenges: What were the difficulties in the project planning and delivery (if any)? ½ page max.

*Supporting Documentation: You are required to attach supporting documentation to this form. Projected outcome documents: This could involve: Meeting outcome reports and project delivery reports.*

Reaction: Feedback from the intended beneficiaries. 1 page max.

Self-Evaluation: How did you evaluate the project? What indicators were used? ½ page max.

## Financial Information

Total cost of the Project	USD
Amount approved from IORA Special Fund:	USD
Amount spent	USD
Balance	USD

*\*Note: any unutilized/unspent money of such a grant, are to be refunded to the Special Fund within 30 days from the date of completion/annulment/postponement of the project.*

Planned Expenditures	Actual Expenditures

*Supporting Documentation: You are required to attach supporting documentation to this form. Expenditure: i.e. copies of receipts of all Special Fund funds being spent. Note: any unutilized/unspent money of such a grant are to be refunded to the Special Fund. It is important that you provide copies of all receipts.*

## Feedback / Follow-up / Next steps

Describe any follow-up steps that you recommend for the project? Are these being planned? Will these require further funding? If so, how? 1 page max.

Dissemination: Have the results of the meeting been sent to all stakeholders involved, including the Secretariat for dissemination to Member States?

Feedback: Do you have any advice for the Secretariat on how to manage projects more effectively in the future? ½ page max.

Project Coordinator signoff:

Date:
Name:
Signature:
Organisation:

For internal use (Main Focal Point)

Date:
Name:
Designation:
Department/ Ministry/ Agency/ Institution:
Signature: