

Annex II

**UNIVERSAL PROJECT COMPLETION REPORT FORMAT FOR INDIVIDUAL AND
MULTI-YEAR AGREEMENT PROJECTS**

SECTION 1: PROJECT OVERVIEW

1.1	COUNTRY:				
1.2	PROJECT:		Number (as per inventory): Agreement title:		
1.3	EXECUTIVE COMMITTEE MEETING:		Relevant decision(s):		
1.4	ADDRESS(ES) OF ENTERPRISE(S) AND PROJECT SITE(S), IF APPLICABLE:				
1.5	DATE OF APPROVAL OF THE PROJECT:				
1.6	DATE OF COMPLETION:		APPROVED		ACTUAL
1.7	HCFCs PHASED-OUT (ODP tonnes):				
1.8	HFCs PHASED-DOWN (CO ₂ eq-tonnes):				
1.9	MULTILATERAL FUND (MLF) FUNDING:		APPROVED	DISBURSED	RETURNED
a.	Lead Agency:				
b.	Cooperating Agency (ies):				
c.	Total MLF funding:				
1.10	INDICATE WHETHER THE FINANCIAL FIGURES ARE:		☐ Provisional		☐ Final
	Explanations if needed:				
1.11	CONVERSION/ALTERNATIVE TECHNOLOGY USED:		From:		To:
a.	Number of enterprises:				
1.12	TOTAL NUMBER OF TRAINEES (e.g., TECHNICIANS) (*):		Male		Female
1.13	ALL PROJECT GOALS ACHIEVED (**):		☐ Yes		☐ No
	If no, please provide a brief explanation:				
1.14	PROJECT COMPLETION DELAY (MONTHS):				
1.15	COMPLETION REPORT DONE BY:		Agency name		Date
a.	Lead Agency:				
b.	Cooperating Agency:				
c.	National coordinating agency/ National ozone unit (NOU):				
d.	Local executing agency:				
e.	Other:				

(*) Details available in section 2.1

(**) Details available in section 2.2

SECTION 2: PROJECT RESULTS: OVERALL ASSESSMENT HIGHLIGHTS

Section 2.1: Implementation effectiveness (achievement of activity output)

Agency	Type of activity Type of sector*	Planned output(s)	Actual activity output(s)	Additional remarks, if applicable:

*Add sectors and activities as defined in the project proposal and planned outputs

Section 2.2: Overall assessment (achievement of project objective)

Please select your assessment of the overall impact of the project from the list below, explain the rationale for your assessment and provide a summary highlighting the key project results in relation to overall outputs, impact, sustainability of achievement, and other criteria.

Lead Agency/ Cooperating Agency	Choose from list	Please explain your rating
	☐ Highly satisfactory ☐ Satisfactory as planned ☐ Satisfactory but not as planned ☐ Unsatisfactory ☐ Other, please specify	

Section 2.3: Comments

- Implementing agency
- Government/NOU
- Stakeholders if applicable (there would be a scroll-down list of possible partners to be considered), such as:
 - ☐ Enterprises
 - ☐ Consultants
 - ☐ Project management officers in the Multilateral Fund Secretariat
 - ☐ Other, please specify.

SECTION 3: CAUSES OF DELAYS AND ACTION TAKEN

Select two or more from the list of causes of delays and describe the causes of implementation delays and actions taken:

Lead Agency/ Cooperating Agency	Cause of delay	Description of cause of delay	Action taken
	Lead/Cooperating Agency		
	Due to governmental delays (structure changes of NOU, ministry and/or institution)		
	Project design, preparation and implementation process (timeframe, beneficiaries' profile (e.g., gender participation, beneficiaries' skills, etc.))		
	Procurement delay (Enterprise and supplier delays)		
	Policy and regulatory framework (e.g., relevant legislation, etc.)		

Lead Agency/ Cooperating Agency	Cause of delay	Description of cause of delay	Action taken
	Exogenous factors (beyond the control of the implementers, such as natural disasters, political instability, pandemics, etc.)		
	Availability of alternative technology		
	Funding process (delays in funding following tranches, low disbursement of funds)		
	Other (describe)		

SECTION 4: LESSONS LEARNED

Section 4.1: Select two or more from the list of lessons learned and provide a succinct description of the lessons learned indicating their utility for project design, project implementation and evaluation.

Lead Agency/Cooperating Agency	Lessons learned	Description
	Regional context	
	National policy framework	
	Engagement of national stakeholders (civil society, private sector, etc.)	
	Technical aspects: ☐ Technical/equipment issues ☐ Availability of alternative technologies	
	Sectoral lessons	
	Customs and imports	
	Capacity-building and training	
	Project design and impact on implementation	
	Energy efficiency	
	Climate benefits	
	Disposal	
	Recovery, recycling and reclamation	
	Data availability and accuracy	
	Sustainability of achievements (factors to ensure it)	
	Exogenous factors (beyond the control of the implementers, such as natural disasters, political instability, pandemics, etc.)	
	Contribution to sustainable development goals (SDGs)	
	Gender (as per the Multilateral Fund's operational policy)	
	Other (please specify)	

Section 4.2: As part of the lessons learned from the challenges/good practices identified during project implementation, please suggest recommendations for future project design and implementation (no more than 600 characters).

SECTION 5: GENDER MAINSTREAMING

Referring to the required indicators in annex II of the Operational policy on gender mainstreaming for the Multilateral Fund¹ and to streamline reporting requirements, please describe how the different phases of the project cycle met the gender mainstreaming indicators.

¹ UNEP/OzL.Pro/ExCom/92/51

Section 5.1

Lead Agency/Cooperating Agency	Project cycle phase	Based on indicators as per Annex II in document UNEP/OzL.Pro/ExCom/92/51
	Project preparation	
	Planning/Formulation	
	Implementation	
	Monitoring and Reporting	

Section 5.2

Please provide the narrative supportive information to complement section 5.1.

Lead Agency/Cooperating Agency	Project cycle phase	Qualitative description
	Project preparation	
	Planning/Formulation	
	Implementation	
	Monitoring and Reporting	

SECTION 6: CONTRIBUTION TO THE SUSTAINABLE DEVELOPMENT GOALS (Optional)

Please select from the scroll-down list below and describe the project's contribution:

Lead Agency/Cooperating Agency	SDGs (MLF²)	Description of contribution

² UNEP/OzL.Pro/ExCom/93/103

SECTION 7: SUMMARY OF KEY DATA ON PROJECT IMPLEMENTATION AND DELAYS IN IMPLEMENTATION

Agency	Project number	Sector	Tranche (s)*	Date approved	Planned date of completion	Funds approved	Funds disbursed	Planned duration (months)	Actual duration (months)	Delay (months)
Additional remarks, if applicable:										

* Please indicate if several tranches were approved at the same time, e.g. tranches: 1, 2.

SECTION 8: OTHER SUPPORTING EVIDENCE

Upload/attach documents, photos, files, or link addresses to websites or repositories of information. Each piece of supporting evidence will also have a space for indicating the rationale for its inclusion and the section of the project completion report to which it is related.