

Annex III**Revised Terminal Report for Institutional-Strengthening Projects**

(Sections 1-20 to be completed by the country concerned prior to sending it to the implementing agency for comments in Section 21)

1. Country:
2. National Implementing Agency / Ozone Unit:
3. Implementing Agency:
4. List of previous project phases:

Phase	Duration	MLF Funding (Approved)	MLF Funding (Disbursed)

5. Indicate the main project objective and the detailed objectives as defined in the action plan for the phase reported upon:

6. Describe the results achieved by category and compare them with the results foreseen in the Action Plan:

Year	Activities	Results Expected	Results Achieved
1 st Year			
2 nd Year			

Describe additional results unforeseen in the Action Plan:

7. Breakdown of approved costs, actual expenditures and Government funding as pertinent:

	Approved	Spent	Government Funding	Other Sources
a) Equipment component				
b) Professional staff				
c) Support staff				
d) Consultants				
e) Operational cost				
f) Funds for public awareness				
g) Contingency				
h) Others including in-kind (specify)				
Total Amount				

8. Personnel Employed:

Category and Numbers	Functional Titles/Expertise	Main Tasks	Time Period
Professional Staff			
Support Staff			
Consultants			

9. Were resources (staff, budget, equipment) used for activities in addition to the approved action plan? If so, please specify:

10. Describe the role and position of the NOU within the national administration, the way its work is supervised and its access to senior decision-makers; this may include the cooperation with steering committees, advisory groups or inter-ministerial bodies:

11. Describe how the action plan for the IS project has been integrated in the national authorities' planning process:

12. Title and date of reports submitted:

To Whom:	Title of Report	Submission (Year/Quarter)	
		Planned	Actual
1. Government Departments			
2. Reports to Multilateral Fund Secretariat			
3. Reports to Ozone Secretariat			
4. Implementing Agency			
5. Other Implementing Agency(ies)			
6. Bilateral Donor(s)			
7. Others			

13. Were adequate advice and/or technical support received from:

	Yes	No	Please specify
a) Implementing Agency			
b) Other Implementing Agency(ies)			
c) Bilateral Donor(s)			
d) Government Departments			
e) National Steering Committee			
f) Others (please specify)			

14. Support received from Regional Network (Network Coordinator/Manager and Network members) and input provided to the Network:

Support Received from Regional Network	Input Provided to Network

15. Was the NOU subject to an audit by the beneficiary Government or by the Implementing Agency? If yes, what were the results?

16. Lessons learnt (what were the main successes and difficulties and what can be learnt from them for improving effectiveness and impact during the next phase):

17. Terminal Report prepared by:

Name of Officer responsible for preparing the Terminal Report:	
Title:	
Organization/Agency/Ministry:	
Date:	

18. Government Authority with oversight responsibility for the IS Project/NOU:

Name of Officer responsible:	
Title:	
Organization/Agency/Ministry:	
Date:	
Comments:	

19. Implementing Agency:

Name of Officer responsible:	
Title:	
Organization/Agency/Ministry:	
Date:	
Comments:	