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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
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FORMAT OF PROJECT COMPLETION REPORTS

INTRODUCTION

1. The Formats included herein are prepared in response to the request of the Executive Committee which decided, *inter alia*,

“to request the Secretariat and the implementing agencies to propose standard guidelines for the content of project completion reports by implementing agencies.”

Decision 21/36

2. Two Formats are proposed in this document, one for investment projects in Appendix I and the other for non-investment activities in Appendix II. The first Format covers investment projects including demonstration projects and ODSs recovery and recycling projects. The second Format for non-investment activities covers country programme, institutional strengthening, training, networking, information dissemination and workshops.

3. Project completion used in this document is defined, in the case of investment project, as the completion of the phase-out of the ozone depleting substances (ODSs) as targeted in the project document. In adopting this definition, it is noted that the financial accounts of the project may not have been closed by the time the project completion report is done and may have to be kept open for some more time. In order to enable timely reporting on project achievement, it is suggested that project completion reporting is done at the time of the achievement of project objective with a status report on project expenditures and have a supplementary financial completion report submitted when the accounts are closed.

4. A Glossary of Terms used in the Formats is provided in Appendix III.

ACTION REQUIRED OF THE EXECUTIVE COMMITTEE

5. The Executive Committee may wish to endorse the Formats as proposed in the document with the understanding that they will be improved in the course of application.

6. The Executive Committee may wish to request that a project completion report be submitted to the Secretariat 3 months upon the completion of the project.

APPENDIX I
FORMAT FOR PROJECT COMPLETION REPORT
(INVESTMENT PROJECTS)
(DRAFT)

SECTION 1: PROJECT DATA

- 1.1 Country:
- 1.2 Project Number: *(as per inventory)*
- 1.3 Project Title:
- 1.4 Date of Approval of the Project.:
- 1.5 Percentage of National Ownership:
- 1.6 Implementing Agency:
- 1.7 Local Executing Agency:
- 1.8 National Coordinating Agency:
- 1.9 Scheduled Date of Completion:
- 1.10 Actual Date of Completion:
- 1.11 Date of Project Completion Report:
- 1.12 Completion Report Done By:
(Implementing Agency/National Agency)

SECTION 2: EXECUTIVE SUMMARY

ITEM	PLAN/APPROVED	ACTUAL	COMMENT
ODS phase-out (in ODP tonnes)			
Project duration (in months)			
Budget and expenditure (US\$)			
Cost-effectiveness (in US\$/kg)			

Overall Assessment of the Project: *A brief description of no more than 300 words of the degree the project achieved its objective(s), major problems encountered and lessons learnt.*

SECTION 3(A): ODS PHASE OUT

Pre-Conversion

3.1 Main Lines of Products Manufactured: (as reported in project document)

3.2 Annual Production Level: (as reported in project document)

3.3 ODSs Consumed: (as reported in project document)

ODS (1): Quantity (ODP tonnes):

ODS (2): Quantity (ODP tonnes):

Total: Quantity (ODP tonnes):

Post-Conversion

3.4 Year of Project Commissioned:

3.5 Year of Commencement of New Production:

3.6 The Transition of ODS-based to Non-ODS-based Production

Year	Units Produced with ODSs	ODSs Consumed (ODP tonnes)	Units Produced with Substitutes	Substitutes Consumed (ODP tonnes)
199X*				
199X+1				
199X+2				
199X+3				
199Y				
Total				

* Year of project approval

3.7 If there is a variance between the ODS phase-out target in the project document and the actual ODS phase-out, please explain.

SECTION 3(B): ODS PHASE OUT *(for ODSs recovering and recycling projects)*

Pre-Project

3.1 Main Lines of Products Serviced: (as reported in project document)

3.2 Annual Level of Servicing Done: (as reported in project document)

3.3 ODSs Consumed: (as reported in project document)

ODS (1): Quantity (ODP tonnes):

ODS(2): Quantity (ODP tonnes):

Total: Quantity (ODP tonnes):

Post-Project

3.4 Year of Project Commissioned:

3.5 The Profile of ODS Consumption: Pre- and Post-Project

Year	Units Serviced	Virgin ODSs Consumed (ODP tonnes)	Recycled ODSs Consumed (ODP tonnes)
199X*			
199X+1			
199X+2			
199X+3			
199Y			
Total			

* Year of project approval

3.6 If there is a variance between the ODS phase-out target in the project document and the actual ODS phase-out, please explain.

SECTION 4: TECHNOLOGY CHOICE

ITEM	PRE-CONVERSION	POST-CONVERSION
4.1 <u>Technology Choice</u> Technology employed Environmental impact Determining factor for choice Technology change after approval and reason for change		
4.2 <u>Availability</u> No. of months spent in acquiring the technology Reason for delay (if any)		
4.3 <u>Safety</u> (where applicable) Main safety hazard Measures implemented Standard applied Certification by*		

* Please attach copies of certification

4.4. Is there any problem encountered in the implementation of the replacement technology? If yes, please elaborate briefly.

SECTION 5: BUDGET AND EXPENDITURES

This is a status report on project expenditures at the time of preparing the project completion report with the understanding that a full financial completion report will be prepared as a supplement once the accounts of the project are closed.

5.1 Summary

ITEM	PLAN/APPROVED (US \$)	EXPENDITURE (TO-DATE) (US\$)	DIFFERENCE/ COMMENT (US\$)
Incremental capital costs			
Incremental operating cost			
Contingency cost			
Total			
ODS phase-out (kg/ODP)			
Cost-effectiveness (\$/kg.)			

5.2 Budget and Expenditure on Incremental Capital Cost

ITEM*	APPROVED	EXPENDITURE	DIFFERENCE	REASON
Total				

* List of equipment approved in the project document (additional equipment should be so indicated).

5.3 Budget and Expenditure on Incremental Operating Cost

ITEM	APPROVED			EXPENDITURE		
*	Unit Cost	No. of Units**	Total	Unit Cost	No. of Units***	Total
(e.g.: chemicals)						
(e.g.: energy)						
Total						

* List of incremental operating cost items in the project document

** No. of units on which the calculation of incremental operating cost is based

*** No. of units of ODS-free products being produced at the time of project completion

5.4 Budget and Expenditure on Contingency Cost

CONTINGENCY FUNDS	ITEM(s)	EXPENDITURE
	Total Approved Difference	

SECTION 6: IMPLEMENTATION EFFICIENCY

ITEM	YES	NO	DELAY/COMMENT
6.1 <u>Project Schedule</u> Started as planned* Completed as planned			
6.2 <u>Equipment</u> Quantity as planned Quality as planned Delays			
6.3 <u>Training</u> Quantity as planned Quality as specified Delays			

* As indicated by the first disbursement to the project.

6.4 Please describe any major problems encountered in project implementation and what was the major cause of delay.

SECTION 7: DISPOSAL OF ODS-BASED PRODUCTION EQUIPMENT

7.1 List of Equipment Rendered Unusable

LIST OF EQUIPMENT RENDERED UNUSABLE (The Baseline)*		DISPOSAL IMPLEMENTED			
Name of Equipment	Description **	Method of Disposal	Date of Disposal	Implementor	Certified By

* List of equipment rendered unusable in the project document

** Description should include Model No. and Serial No.

7.2 Describe briefly the process of destruction and attach copies of certification of destruction.

SECTION 8: OVERALL ASSESSMENT OF PROJECT

Using three quantifiable indicators, namely ODS phase-out (plan v. actual) cost and speed of completion (plan v. actual), give an overall assessment of the project in the scale below.

- ☐ Highly satisfactory, more than planned
- ☐ Satisfactory, as planned
- ☐ Satisfactory, though not as planned
- ☐ Unsatisfactory, less than planned
- ☐ Unacceptable

SECTION 9: LESSONS LEARNT

State briefly any lessons that can be drawn from this project that will benefit future projects.

APPENDIX II
FORMAT FOR PROJECT COMPLETION REPORT
(NON-INVESTMENT PROJECTS)
(DRAFT)

SECTION 1: PROJECT DATA

- 1.1 Country:
- 1.2 Project Number: *(as per inventory)*
- 1.3 Project Title:
- 1.4 Date of Approval of the Project.:
- 1.5 Type of Activity: ([] Country Programme, [] Institutional Strengthening ,
[] Training , [] Networking , [] Information dissemination , [] Workshop).
- 1.6 Implementing Agency:
- 1.7 Local Executing Agency:
- 1.8 National Coordinating Agency:
- 1.9 Scheduled Date of Completion:
- 1.10 Actual Date of Completion:
- 1.11 Date of Project Completion Report:
- 1.12 Completion Report Done By:
(Implementing Agency/National Agency)

SECTION 2: EXECUTIVE SUMMARY

ITEM	PLAN/APPROVED	ACTUAL	COMMENT
Achievement of project objective (use quantifiable indicators to the extend possible)			
Project duration (in months)			
Budget and expenditure (US\$)			

Overall Assessment of the Project: *A brief description of no more than 200 words of the degree the project achieved its objective(s), the manner and the extent the outputs of the projects were being used, major problems encountered and lessons learnt.*

SECTION 3: BUDGET AND EXPENDITURES

Information in this section pertain to status reports on project expenditures at the time of preparing the project completion report with the understanding that a full financial completion report will be prepared as a supplement once the accounts of the project are closed.

(A) INSTITUTIONAL STRENGTHENING

3.1 Summary

ITEM	BUDGET (PLAN) (US \$)	EXPENDITURE (TO-DATE) (US\$)	DIFFERENCE/ COMMENT (US\$)
Capital costs			
Operating cost			
Contingency cost			
Total			

3.2 Budget and Expenditure on Incremental Capital Cost

ITEM*	BUDGET	EXPENDITURE	DIFFERENCE	REASON
Total				

* List of equipment approved in the project document (additional equipment should be so indicated).

3.3 Budget and Expenditure on Operating Cost

YEAR	ITEM*	APPROVED			EXPENDITURE		
		Unit Cost	No. of Units**	Total	Unit Cost	No. of Units***	Total
	(e.g. Salaries)						
	(e.g. Communications)						
	Total						

* List of incremental operating cost items in the project document

** No. of units on which the calculation of incremental operating cost is based

*** No. of units employed at the time of project completion

3.4 Budget and Expenditure on Contingency Cost

CONTINGENCY FUNDS	ITEM(s)	EXPENDITURE
	Total Approved Difference	

(B) TRAINING AND WORKSHOP

3.1 Budget and Expenditure

ITEM*	BUDGET	EXPENDITURE	DIFFERENCE	REASON
Total				

* List all the cost items as approved in the project document

3.2 Budget and Expenditure on Contingency Cost

CONTINGENCY FUNDS	ITEM(s)	EXPENDITURE
	Total Approved Difference	

(C) COUNTRY PROGRAMME, INFORMATION DISSEMINATION AND NETWORKING**3.1 Budget and Expenditure**

ITEM*	APPROVED	EXPENDITURE	DIFFERENCE	REASON
Total				

* List all the cost items as approved in the project document

SECTION 4: IMPLEMENTATION EFFICIENCY

ITEM	YES	NO	DELAY/COMMENT
4.1 <u>Project Schedule</u> Started as Planned* Completed as Planned			
4.2 <u>Equipment(when applicable)</u> Quantity as Planned Quality as Specified Delays			
4.3 <u>Training</u> Quantity as Planned Quality as Specified Delays			

* As indicated by the first disbursement to the project

4.4 Please describe any major problems encountered in project implementation and what was the major cause of delay.

SECTION 5: OUTPUTS AND IMPACT

Outputs*	Achieved As Planned		Quality Assessment				Indicators**
	Yes	No	Highly Satisfactory	Satisfactory	Unsatisfactory	Unacceptable	
1							
2							

* List the outputs one by one as they are described in the project document.

** Indicators should be identified to justify the rating given to the quality assessment on the outputs. The indicators should be based on the extent the outputs have been used by their users. The type of non-investment activity and these indicators could include, but not restricted to the following:

Type of Project	Outputs	Indicators
Country programme formulation	A well designed country programme	Frequency of its being used by users e.g. IAs and Secretariat for project development and review
Institutional strengthening	A well functioning ozone office	Timeliness and accuracy of data collected as assessed by users
Others		

SECTION 6: OVERALL ASSESSMENT OF PROJECT

Using three quantifiable indicators, namely achievement of project objective(plan v. actual) cost and speed of completion (plan v. actual), please give an overall assessment of the project in the scale below.

- ☐ Highly satisfactory, more than planned
- ☐ Satisfactory, as planned
- ☐ Satisfactory, though not as planned
- ☐ Unsatisfactory, less than planned
- ☐ Unacceptable

SECTION 7: LESSONS LEARNT

Please state briefly any lessons that can be drawn from this project that will benefit future projects.

APPENDIX III

GLOSSARY OF TERMS

(in Alphabetical Order)

199X: Year when the project was approved by the Executive Committee.

199Y: Year when the project completes the objective and in the case of an investment project, the ODS phaseout as targeted in the project document.

Actual Date of Completion: Month/Year in which the actual achievement of the project objective took place and in the case of an investment project, the actual phase out of ODSs.

Actual: The data as shown at the time of project completion.

Annual Level of Servicing Done (for ODSs recovering and recycling): The total number of units serviced annually as reported in the project document approved by the Executive Committee.

Annual Production Level: The production level as reported in the project document approved by the Executive Committee and as the basis for calculating incremental operating cost/savings.

Certification By: State the authority which provided the certification on safety.

Certified By: Certification provided by the relevant national authority/implementing agency.

Completed as Planned: Completion as scheduled in the project document.

Completion Report Done By: Could be done by an implementing agency or an executing agency, but should be cleared by an implementing agency if it is done by the latter.

Date of Disposal: Month/Year when the disposal is implemented.

Date of Project Completion Report: Month/Year of the preparation of the project completion report.

Description: It should include the Model No., Serial No., and Control No. of the equipment.

Determining Factor for Choice: The economic or other reasons for choosing the technologies.

Environmental Impact: The ozone depleting potential and global warming potential of the technologies.

Implementor: Agency which is employed to execute the task.

Indicators: Indicators should be identified to justify the rating given to the quality assessment on the outputs. These indicators should be based on the extent the outputs have been used by their users.

Item (Capital Cost): List all the equipment items approved for funding by the Multilateral Fund as included in the project document, including transfer of technology, training, safety and others in the case of investment projects.

Item (Operating Cost): List all the items for which operating costs are provided by the Multilateral Fund, such as costs of chemicals and utilities in investment projects and staff salaries and communications for institutional strengthening projects.

List of Equipment to be Destroyed: The list of equipment replaced by the equipment approved by the Executive Committee in the project document.

Main Lines of Products Manufactured: The range of products the enterprise is engaged in as reflected in the project document as approved by the Executive Committee.

Main Lines of Products Serviced (for ODSs recovering and recycling): The range of products the enterprise is engaged in servicing as reflected in the project document approved by the Executive Committee.

Method of Disposal: Method employed to render the equipment unusable.

No. of Units: Number of units on which the calculation of incremental operating cost is based in the project document versus the number of ODS-free products being produced at project completion for investment projects and versus the number of units employed at project completion for institutional strengthening projects.

ODSs Consumed: The actual consumption of ODSs as reported in the project document approved by the Executive Committee.

Outputs: Specific results both tangible and intangible which have been realized from the project. They should be listed one by one as they are described in the project document.

Plan: Project data as reflected in the proposal approved by the Executive Committee.

Project completion: Indicated by the achievement of the objective of the project and in the case of an investment project, the completion of the ODSs phaseout as targeted in the project document.

Project Duration: Number of months elapsed between date of project approval and date of achievement of the project objective and in the case of an investment project, the date of ODS phase out by the project.

Quality as Specified: Quality as indicated as consistency with the equipment specifications.

Scheduled Date of Completion: Month/Year of the completion of the project as estimated in the project document approved by the Executive Committee.

Standard Applied: Specify international/national standard on safety applied.

Started as Planned: Commencement of the project is indicated by the first disbursement to the project.

Technology Change after Approval and Reason for Change: If a change of technology happened after the approval of the project by the Executive Committee, please state number of months after approval and the reason.

Technology Employed: The kinds of chemical(s) used in the production.

Unit Cost: The incremental cost per unit, for instance \$x per compressor as budgeted and approved in the project document versus the actual cost per compressor as a result of implementation for investment projects and \$x per person/month for staff cost budgeted versus actual implementation for institutional strengthening projects.

Year of Commencement of New Production: Month/Year when the commercial production of the products manufactured with substitutes commences (It could be the same as the time of project commissioning.)

Year of Project Commissioned: Month/Year when the project is commissioned by the implementing agency or the relevant national authorities.