# Completion Report Development Workers and Short Term Consultants

The completion report is to be written by the local partner with input from the seconded person. The completion report should be relatively brief, maximum 6 pages, giving clear and concise comments that show consideration that each main point has been considered. The questions in the format are there as your guide. If assignment has resulted in the development of documents such as policies, strategies etc., these should be submitted as attachments.

In addition, for development workers, the local partner should fill out the “Employer’s evaluation of Development Worker” form, and this should be attached to the report.

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| ***Project title:*** | |  |
| ***Project number*** | ***Location of the secondment*** | **Secondment period** |
| ***CKU Member organisation*** | ***Contact person*** | **E-mail** |
| ***Local partner*** | ***Contact person*** | **E-mail** |
| ***Project’s total budget: DKK:*** | ***Funded by CKU:***  ***DKK:*** | **Own contribution + other contributions:**  **DKK:** |
| ***Total amount spent*** ***DKK:*** | ***From CKU fund:***  ***DKK*** | **From other sources:**  **DKK** |
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| **1. Short summary of the activity (max 800 characters)** |
| *Describe briefly how the secondment has contributed to achieving the main purpose stated in the original application*.  *Has the intervention influenced the role of the local organisation in civil society?* |

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| **2. Project Objectives and indicators** |
| *Describe and explain to what extent the objectives have been achieved based on the original indicators.*  *Use this table:*   |  | | --- | | **Objective 1:** | | **Original indicator:** | | **Achieved:** | | **Original indicator:** | | **Achieved:** | | **Original indicator:**  **Achieved:** |   **Comments**   |  | | --- | | **Objective 2:** | | **Original indicator** | | **Achieved:** | | **Original indicator** | | **Achieved:** | | **Original indicator: Achieved:** |   **Comments** |

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| **3. Job description and Outputs** |
| *Comment on any important deviations from the original plan and time frame*  *List the outputs in the table below. No detailed description of the activities is needed, just the results in bullet form.*   |  |  | | --- | --- | | **Planned** | **Achieved by project end** | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |

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| **4. Working conditions** |
| *Did the tasks assigned and the work undertaken correspond to the job description?*  *Did the cooperation and distribution of tasks between the development worker and the local counterpart work well?*  *How was the relationship with other colleagues and superiors?*  *Were the practical arrangements concerning the placement as expected?*  *Any other issues in the context that has affected the assignment?* |

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| **5. Partnership** |
| *What has been the role of the CKU member organisation in the implementation of the activity (if any)?*  *Has the intervention contributed to strengthening the partnership?* |

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| **6. Follow-up and Sustainability** |
| *How will the outcomes of the secondment be followed up?*  *How will important learnings be sustained and shared?* |

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| **7. Experiences and additional reflections** |
| *Describe the important lessons learned during the intervention period, both positive and negative.* |

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| **8. Monitoring** |
| *Describe how monitoring has been carried out by the local organisation, the Danish organisation and/or CKU.* |

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| **13. Budget / Finance** |
| *Were the project funds spent according to plan? Evaluate the quality of the existing documentation, including financial documentation. include information on missing, insufficient or wrongful documentation.*  *List deviations between actual and budgeted use of project funds, including any use of funds for unforeseen expenditures (budget margin). List major overspending and underspending budget line by budget line and list reasons* |

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| **8. CKU comments** |
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***(Date and place)***

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**(*Stamp and signature for the* (*Stamp and signature for CKU*)**

***CKU Member Organisation)***