The Essentials for NGO Project Report

rev. 2016 July

This document lists the kind of questions that are considered essential when we monitor and evaluate NGO project. It also clarifies what we expect in terms of reporting and communication from your team throughout project implementation phase. Applicants may incorporate these questions into their own project report format.

Please note that timely reports can help us avoid delay in determining continuation of partnership and grant renewals.

*(1) Report actual against quantifiable annual target*

(by overall program & by Chao Foundation sponsored specific area if applicable):

Example:

|  |  |  |  |
| --- | --- | --- | --- |
| All regions in Nepal (Overall Program) | | | |
|  | Mid-year Actual (optional) | Year-end Actual | Annual Target |
| skilled birth attendants (SBA) trained |  |  | 312 |
| Birthing Centers (BC) Newly Upgraded |  |  | 18 |
| Community Outreach Providers trained |  |  | 2390 |
| Local Stakeholders trained |  |  | 3975 |

Explain variance if any:

|  |  |  |  |
| --- | --- | --- | --- |
| Bhojpur region (Chao Foundation Sponsored region) | | | |
|  | Mid-year Actual (optional) | Year-end Actual | Annual Target |
| skilled birth attendants (SBA) trained |  |  | 35 |
| Birthing Centers (BC) Newly Upgraded |  |  | 5 |
| Community Outreach Providers trained |  |  | 786 |
| Local Stakeholders trained |  |  | 760 |

Explain variance if any:

*(2) Report any change/variance against stated project objectives & quantifiable goals .*

Example:

|  |  |
| --- | --- |
| Project Objectives in terms of human and/or social impacts (whole year) | Goals (quantifiable) |
| (1) Increase the number of women delivering their babies in a health facility that is equipped for this purpose (birthing center or referral hospital). | We expect an increase of at least 15% over three years. |
| (2) Decrease maternal deaths (defined as "The death of a woman while pregnant or within 42 days of termination of pregnancy, irrespective of the duration and the site of the pregnancy, from any cause related to or aggravated by the pregnancy or its management, but not from accidental or incidental causes.") | We expect a minimum of a 50% decline over 3 years. |
| (3) Decrease neonatal deaths (defined as the death of a baby within the first 28 days of life). | We expect a minimum of a 50% decline over 3 years. |

Report any change/variance:

*(3) Report any changes to core team members. Please assign one of the core team members as a communication person in charge of reporting.*

Example:

|  |  |
| --- | --- |
|  | Key personnel & responsibilities |
| NGO team members | Shirley (CEO)  Bob (chairman) |
| Project team members | Frank (project leader)  Cindy (communication person) |

Report any change:

(4) Report Actual Spending versus Annual Program Budget:

*(annual* report before March 31 after the year-end. )

|  |  |  |
| --- | --- | --- |
| Actual Spending versus Budget | | |
|  | Year-end Actual | Annual  Budget |
| Program Total |  |  |
| Other significant details |  |  |