PORJECT FINAL EVALUATION REPORT

For the final report of the project funded by Roma Education Fund (REF), please provide answers to the questions listed below. [Please refer to the REF Tips for Monitoring and Evaluation Glossary of Terms for questions a bout definitions.]

This report must be received by REF within thirty (30) days of the termination of the grant or after completion of the grant activities, which ever one comes first. Please see your Grant Agreement for further instructions.

This report is very important for assessing progress on Roma Education, therefore organizations that do not provide REF with this report will be denied consideration for future grants.

I. PROJECT DETAILS

Project Name	
Project code/ number	
Country	
Implementing organization (s)	
Period of implementation	
Total Budget	
REF contribution	
Project Category	

Has your project been externally evaluated?	

II. SUMMARY OF PROJECT IMPLEMENTATION

1. Have the objectives of your p roject changed. If yes explain in what way.

2. Did the project implementation vary from the original PIP2? If yes, please describe in what way.

3. Please fill out and attach PIP 1 extended as attached in Annex I.

III RESULTS

A. Data

1. Describe ways in which you monitored the project.

2. List the objectives and sub-objectives of your project and if you feel they have been met and in what way?

3. Has your project achieved the original outcomes? If not describe the difference in outcomes and explain the reason.

4. Please assess the role and contribution of the stakeholders of the project.

5. List any external factors which impacted your project, either negatively or positively.

B. Reflections

1. What are the most important outcomes of your project?

2. List any best practices identified or developed by your project.

3. List obstacles and "lessons learned" from your project?

4. List any contributions of your project to the local, regional or national education polices .

5. What changes should you have built into the program to make it more efficient and effective?

6. What have been the final costs per beneficiary of the project (if applicable)? How do you compare them to the benefits provided by the project?

IV. SUSTAINABILITY

1. Will there be continued positive impacts as a result of your project once it has finished? Why or why not and in what way?

2. In the future, will your project activities continue? Who will finance the recurrent costs? Will your organization be involved in supporting the continuation of these activities?

V. FINANCES

1. Please attach the final financial accounting and templates.

2. What part of budget was under or overestimated? Why?

3. What kind of unforeseen expenditures had to be made during the project period? Please describe type and amount.

4. Please describe the effects of your cash flow on your project implementation.

5. What is your opinion about the REF financial monitoring system (prudence, consideration of local financial specialties, financial help -coordination)?

6. Do you have some comments on the structure of our financial report format?

V. COMMUNICATIONS

1. Provide a "human interest story" that illustrates the success of your project.

2. Attach any news clippings, letters of support or photographs relating to your project.

3. List studies or reports which were produced by your project and provide them to the REF, if you have not already done so.

VI. COMMENTS

1.Please share any thoughts on how REF could have been more helpful throughout your project implementation.

Signed	
Name in block capitals	
Dated	
Organization Name	
Position in Organization	