

Logo of INGO

Name of INGO in Lao PDR.

No.

To: International Organizations Department,
Ministry of Foreign Affairs

Vientiane

Subject: Report on the implementation Project / Activity.

Referring to the MOU between the Ministry, represented by
and INGO, dated, Concerning the Project / Activity

For the implementation Project / Activity period of (3 months, 6 months,
annual, and final report) can be summarized as follows:

I. **Brief Summary:**

Project / Activity name	
Government partnership	
INGO	
Project / Activity location	
Project / Activity period	
Main activities of Project / Activity	
Project / Activity budget	
Funded by	

II. **Activities and Budget expenditures:**

1. **Planning:**
 - 1.1 Actual activities
 - 1.2 Budget allocation
 - 1.3 Target (Village, Families)
 - 1.4 Indicator (%)
 - 1.5 Evaluation

2. **Actual activities:**
 - 2.1 Completed activities
 - 2.2 Budget expenditures
 - 2.3 Target (Village, Families)
 - 2.4 Indicator (%)
 - 2.5 Activities / additional budget (if any)
 - 2.6 Evaluation (frequencies)

III. **Observation and lessons-learnt:**

- A. Achievement from Project / Activity
- B. Issues and Causes
- C. Lessons and Solution

IV. **Action plan for implementation of Project / Activity for period of
(3 months, 6 months, Annual):**

Action Plan				
No.	Activities	Budget	Target (Village / Families)	Indicator (%)
1				
2				
Total				

V. **Suggestions / Comments:** (if any)

- 1. Government side:
 - Ministry
 - Province
 - District
 - Village
- 2. INGO / Project

Therefore, this report is submitted to the Ministry of Foreign Affairs for consideration and further suggestions.

At, dated

Ministry / Sector concerned

Head of INGO

Project Manager