

Project Completion Report
on
Project Name
Grant Agreement No. XXXXXXX
 20XX, Month

Organizational Information

Signer of the G/A (Recipient)	Person in Charge <u>(Designation)</u> _____ Contacts <u>Address:</u> _____ <u>Phone/FAX:</u> _____ <u>Email:</u> _____
Executing Agency	Person in Charge <u>(Designation)</u> _____ Contacts <u>Address:</u> _____ <u>Phone/FAX:</u> _____ <u>Email:</u> _____
Line Ministry	Person in Charge <u>(Designation)</u> _____ Contacts <u>Address:</u> _____ <u>Phone/FAX:</u> _____ <u>Email:</u> _____

General Information:

Project Title	
E/N	Signed date: Duration:
G/A	Signed date: Duration:
Source of Finance	Government of Japan: Not exceeding JPY _____ mil. Government of (_____): _____

1: Project Description

1-1 Project Objective

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1-2 Project Rationale

- Higher-level objectives to which the project contributes (national/regional/sectoral policies and strategies)
- Situation of the target groups to which the project addresses

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1-3 Indicators for measurement of “Effectiveness”

Quantitative indicators to measure the attainment of project objectives		
Indicators	Original (Yr)	Target (Yr)
Qualitative indicators to measure the attainment of project objectives		

2: Details of the Project

2-1 Location

Components	Original <i>(proposed in the outline design)</i>	Actual

2-2 Scope of the work

Components	Original <i>(proposed in the outline design)</i>	Actual
1.		

Reasons for modification of scope (if any).

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2-3 Implementation Schedule

Items	Original		Actual
	<i>(proposed in the outline design)</i>	<i>(at the time of signing the G/A)</i>	

Reasons for any changes of the schedule, and their effects on the project (if any)

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2-4 Obligations by the Recipient

Original *(at the time of outline design)*

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Actual

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Reasons for any changes of the obligations by the Recipient, and/or schedule thereof, and their effects on the project (if any)

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2-5 Project Cost

2-5-1 Cost borne by the Grant

Components			Cost (Million Yen)	
	Original <i>(proposed in the outline design)</i>	Actual <i>(in case of any modification)</i>	Original ^(1),2) <i>(proposed in the outline design)</i>	Actual
1.				
Total				

Note: 1) Date of estimation:

2) Exchange rate: 1 US Dollar =

2-5-2 Cost borne by the Recipient

Components			Cost (Million Yen)	
	Original <i>(proposed in the outline design)</i>	Actual <i>(in case of any modification)</i>	Original ^(1),2) <i>(proposed in the outline design)</i>	Actual
1.				
Total				

Note: 1) Date of estimation:

2) Exchange rate: 1 US Dollar =

Reasons for the remarkable gaps between the original and actual cost, and the countermeasures (if any)

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2-6 Contract/Agreement verified

(a) Consultant Agreement

(i) the Consultant: [name of the Consultant]

(ii) signed on [date, year], and verified on [date, year]

(iii) 1st amended on [date, year], and verified on [date, year]

(iv) 2nd amended on [date, year], and verified on [date, year]

(b) Procurement Contract (works)

(i) the Contractor: [name of the Contractor]

(ii) signed on [date, year], and verified on [date, year]

(iii) 1st amended on [date, year], and verified on [date, year]

(iv) 2nd amended on [date, year], and verified on [date, year]

(v) 3rd amended on [date, year], and verified on [date, year]

(c) Procurement Contract (goods I)

(i) the Supplier: [name of the Supplier]

(ii) signed on [date, year], and verified on [date, year]

(iii) 1st amended on [date, year], and verified on [date, year]

(iv) 2nd amended on [date, year], and verified on [date, year]

(d) Procurement Contract (goods II)

(i) the Supplier: [name of the Supplier]

(ii) signed on [date, year], and verified on [date, year]

(iii) 1st amended on [date, year], and verified on [date, year]

(iv) 2nd amended on [date, year], and verified on [date, year]

2-7 Executing Agency

- Organization's role, financial position, capacity, cost recovery etc,
- Organization Chart including the unit in charge of the implementation and number of employees.

Original (at the time of outline design)

name:

role:

financial situation:

institutional and organizational arrangement (organogram):

human resources (number and ability of staff):

Actual

2-8 Environmental and Social Impacts

- The results of environmental monitoring based on Attachment 5.
- The results of social monitoring based on in Attachment 5.
- Disclosed information related to results of environmental and social monitoring to local stakeholders (whenever applicable).

3: Operation and Maintenance (O&M)

3-1 Physical Arrangement

- Plan for O&M (number and skills of the staff in the responsible division or section, availability of manuals and guidelines, availability of spare-parts, etc.)

Original (*at the time of outline design*)

Actual

3-2 Budgetary Arrangement

- Required O&M cost and actual budget allocation for O&M

Original (*at the time of outline design*)

Actual (*PMR*)

4: Potential Risks and Mitigation Measures

- Potential risks which may affect the project implementation, attainment of objectives, sustainability
- Mitigation measures corresponding to the potential risks

4-1 Assessment of Potential Risks (*at the time of outline design*)

Potential Risks	Assessment
1. (Description of Risk)	Probability: High/Moderate/Low
	Impact: High/Moderate/Low
	Analysis of Probability and Impact:
	Mitigation Measures:
	Action required during the implementation stage:
	Contingency Plan (if applicable):
2. (Description of Risk)	Probability: High/Moderate/Low
	Impact: High/Moderate/Low

	Analysis of Probability and Impact:
	Mitigation Measures:
	Action required during the implementation stage:
	Contingency Plan (if applicable):
Actual Situation and Countermeasures	

5: Evaluation and Monitoring Plan (after the work completion)

5-1 Overall evaluation

- Please describe your overall evaluation on the project.

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5-2 Lessons Learnt and Recommendations

- Please raise any lessons learned from the project experience, which might be valuable for the future assistance or similar type of projects, as well as any recommendations, which might be beneficial for better realization of the project effect, impact and assurance of sustainability.

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5-3 Monitoring Plan of the Indicators for Post-Evaluation

- Please describe monitoring methods, section(s)/department(s) in charge of monitoring, frequency, the term to monitor the indicators stipulated in 1-3.

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Attachments

1. Project Location Map
2. Drawings
3. Equipment List
4. Pictures
5. Environmental Monitoring Form / Social Monitoring Form
6. Report on the Management of Safety for Construction Works