

**Project Completion Evaluation Proforma**  
*(for projects under SDF Social Window)*

---

1. Project Title:

2. SDF Sanction Reference:

3. Project Location(s) i.e. names of countries:

4. Sources of Financing:

5.

5.1 Name(s) of Recipient of Grant, along with brief profile of each agency/organsiation involved:

5.2 Name(s) of the Implementing /Executing organization(s)/agencies along with their brief profile:

6. Project Implementation Period:

<b>Expected date of commencement</b>	<b>Actual date of commencement</b>	<b>Reason(s) for differences, if any</b>
<b>Expected date of completion</b>	<b>Actual date of completion</b>	<b>Reason(s) for differences, if any</b>

7. Project Objectives achieved: *(as required, additional details to be attached)*

<b>Sl. No.</b>	<b>Objective(s) to be achieved</b>	<b>Objective(s) actually achieved</b>	<b>Performance Indicator(s)</b>	<b>Means of Verification</b>	<b>Remarks</b>
1					
2					
3					
4					
5					

8. Project Deliverables: (*quantitative*)

Sl. No.	Description of Project Deliverable	Achievements made so far	Remarks
1			
2			
3			
4			
5			

9. Status of Project Expenditure:

9.1 Total funds spent on the Project:

Sl. No.	Country	Currency	Amount	Exchange Rate	Equivalent US\$
1.	Afghanistan	Afghani			
2.	Bangladesh	Taka			
3.	Bhutan	Nu			
4.	India	Rupee			
5.	Maldives	Rufiyaa			
6.	Nepal	Rupee			
7.	Pakistan	Rupee			
8.	Sri Lanka	Rupee			
<b>TOTAL</b>					

9.2 Status of funds spent : activity-wise:

(Currency: )

Activity	Amount spent
a. Procurement of Works	
a.1	
a.2	
a.3	
Total for Works	
b. Procurement of Goods	
b.1	
b.2	

b.3	
Total for Goods	
c. Engagement of Consultants	
c.1	
c.2	
c.3	
Total for Consultants	
d. Establishment Costs	
d.1 Staff Costs	
d.2 Office Costs	
d.3 Other Establishment Costs	
Total Establishment Cost	
e. Cost of Travel	
e.1 Local Travel	
e.2. Foreign Travel	
Total Cost of Travel	
f. Training Costs	
g. Other Costs	
g.1	
g.2	
g.3	
Grand Total (a - g)	

10. Difficulties/shortcoming/constraints experienced in implementing the Project ? How those were overcome?

Sl. No.	Difficulty encountered	How the difficulty was overcome	Remarks
1.			
2.			
3.			
4.			
5.			

11. Significant lessons learnt in project implementation and recommendations:

....  
....  
....

12. Summary of the Audit (External) Report:

