
ANNEX: 6

TECHNICAL REPORTING FORMS

Form 1: Pro-forma of an Inception Report

The format for the inception report should contain the following sections:

1. Background

- **About the project awarded:** *Describe the project approved by NARDF for implementation. This section should provide an overview of what is the project all about including the objectives, project location, beneficiaries, methodology, the expected outputs and the costs involved.*
- **About the NARDF priority areas providing such awards:** *NARDF thematic areas are given in the Operating Manual. Within that broad framework, priority areas appear in each call for proposals. Mention the particular area that this project intends to address. Refer to the call for proposals by NARDF.*

2. Analysis of the project work in relation to:

- **The overall sector/sub-sector to which the awarded project belongs:** *Provide information about where this project falls within the overall sector or sub-sector you want to work with. Describe in brief the position of the (sub)sector and its performance in agriculture and natural resources of Nepal.*
- *The particular area/component in the overall sector /sub-sector that this project intends to address:*

3. Approach

- **Overall management of the project:** *Describe your project team, roles and responsibilities of the professional staff, farmers and other stakeholders.*
- **Collaboration and partnership:** *Who the collaborators and partners will be and who delivers what in terms of cash and kind.*
- **Phasing of work:** *Provide implementation plan and relate this to Gantt chart.*
- **Financial management:** *Information should be provided as to who deals with financial aspects of the project with NARDF.*

Existing Government rules that apply to this project and NARDF financial procedures of budget release and claims, and reporting should be fully known so as to prevent any delay in future.

- **Project monitoring:** *Internal project monitoring system should be in place and describe clearly how that will be done. NARDF needs to know so as to implement its own internal and external M&E.*
- **Expected direct and indirect beneficiaries:** *Describe in brief who the direct and indirect beneficiaries this project intends to serve in terms of ethnicity, gender, geographical area, type of farmers, and their number, etc.*

4. Logistics

- **Office:** *Explain the physical facilities.*
- **Transport:** *Mention type of vehicles and number.*
- **Secretarial:** *Explain the support staff for communication, typing, etc.*

5. Staffing

- **Types and institutions:** *Provide information about which staff member of your team belongs to which organization.*
- **Schedule:** *Time of deployment of each staff member.*
- **ToR for the staff:** *Provide ToR of each staff member involved in the project*

6. Gantt chart

7. Questionnaire of Baseline Survey (Nepali Only)

Annexes

Attach logical framework of the project

Any other relevant information

Project Coordinator

Name:

Date:

Organization Head

Name:

Date:

Form 2: Format for trimester report

The sizes of the boxes on this form have been reduced for presentation purposes. Hard and electronic copies of the forms can be obtained from the NARDF Secretariat; the electronic version may also be downloaded from the NARDF Website <http://www.nardf.org.np>

Form 2: *Format for trimester report*

NARDF Reference	
Project Year:	
Reporting Period:	
Project Title:	
Lead Organization	
Head of the Organization	
Project Co-ordinator:	
Project Start Date:	
Expected Completion	

SECTION A.

Progress towards achievement of Outputs:

Output No:	Output:	
Rating:	Status:	
OVI Status:		
Action required:		

The rating system for Project Outputs uses a four point scheme. A rating of 4, 3, 2 or 1 should be given to each Output, and entered in the *Rating* Column above. The ratings are as follows:

Rating	Output Status
4	Will be achieved as planned
3	Expected to be achieved as planned
2	At Risk
1	Unlikely to be achieved

**** ADDITIONAL BOXES CAN BE ADDED FOR EACH OUTPUT ****

SECTION B.**All activities during the reporting period (including the field activities)**

Activity No:	Activity:
Implementation Status:	
Means of verification:	

Note: Please mention the name of team members who visited field and to whom they have visited.

**** ADDITIONAL BOXES CAN BE ADDED FOR EACH ACTIVITY ****

SECTION C.**Problems or constraints encountered during activity implementation**

Activity No:	Problem or Constraint
	** ADDITIONAL LINES CAN BE ADDED FOR EACH

SECTION D.**All activities for next trimester**

Activity No:	Activity
	** ADDITIONAL LINES CAN BE ADDED FOR EACH

Project Coordinator

Name :

Date:

Organization Head

Name:

Date:

Form: 3 Annual Technical Report – *pro forma*

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Form: 3 Annual Technical Report – *pro forma*

NARDF Reference	
Project Year:	Fiscal
Reporting Period:	
Project Title:	
Lead Organization	
Head of the	
Project Co-ordinator:	
Project Start Date:	
Expected Completion	

1. Review
2. Status and validity of important assumptions
3. Management action required to address any identified external constraints to project implementation
4. Description of next year's programme

Project Coordinator

Name :

Date:

Organization Head

Name:

Date:

Form: 4 Formats for Project Completion Report

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Project Completion Report – Summary Sheet (A)

NARDF Reference			
Project Title:			
Lead Organization			
Head of the			
Project Co-			
Address:			
Telephone:			
Fax:			
Email:			
Collaborating			
Start Date:		End Date:	
NARDF Funding			
NARDF Priority area:			
Original budget		Actual	

1. Researchable constraint/problem the project aimed to address
2. Target group/users
3. List of key results/recommendations arising from the research
4. Dissemination of results and prospects for adoption

5. Indicators of potential future impact [list up to five indicators, based on current knowledge]		
6. Lessons learned		
7. Project Leader's Ratings of Project Achievements/Success		
Description	Rating	Note
Implementation performance	1/2/3/4 See notes below	Refers to activity completion, input availability, budget management, collaboration and participation of the target group during implementation
Output Delivery	1/2/3/4 See notes below	Refers to planned outputs and OVIs in the Log frame, including the development of clear recommendations for broader dissemination
Uptake and adoption: By Farmers By dissemination agents, By scientists	A/B/C See notes below	Refers to the project purpose, development and implementation of dissemination/uptake strategies, initial response of stakeholders and target groups and prospects for impact

Rating	Status
4	Highly
3	Mostly
2	Limited
1	Unsuccessful

Rating	Status
A	Expect to be fully adopted
B	Part/some outputs expected to be
C	Unlikely to be adopted

 Project Coordinator
 Name:
 Date:

 Organization Head
 Name:
 Date:

Main Project Completion Report (B)

The main body of the Project Completion Report should be a **maximum** of 10 pages, plus selected attachments. It is important to be accurate, concise and to include all the relevant information.

1. Background
2. Research implementation performance
3. Situation regarding delivery of outputs/results
4. Prospects for the adoption of the new technology and achievement of purpose
5. Key indicators of potential impact identified by project stakeholders
6. Proposed follow-up
7. Lessons learned
8. Publications and contacts

Project Coordinator

Name :

Date:

Organization Head

Name:

Date:

Form 5: NARDF Technical Paper Series Report

This is the precise form of the Project Completion Report based on scientific writing for wide circulation through different media.

Form 5: *NARDF Technical Paper Series Report*

Abstract
Keyword
1. Introduction
2. Materials and methods (conceptual framework, data, model, methodology)*
3. Results
4. Discussion
5. Conclusion and implication
6. Acknowledgement
7. References

** For Social Science Studies*

Project Coordinator

Name :

Date:

Organization Head

Name:

Date: