Description

This template contains the framework for communicating project status information to FIRE PROGRAMME. This template will enable you to keep stakeholders apprised of the status of your project.

Version Control

Version	Description	Author	Date
1.0	Initial version	**Jean Piaget University of cape Verde**	31/07/2014

PART 1:

GUIDELINES OF THE REPORT

PLEASE READ CAREFULLY

Reporting guidelines

FIRE PROGRAMME Reports should focus on reflecting on the lessons learned during the project implementation, while documenting what was achieved with the money and time invested during the life of the project.

FIRE PROGRAMME understands that reporting can be a demanding, time-consuming exercise that if conducted for the benefit of the funding agency alone, might overlook aspects of project implementation of great relevance for the project team and their future work.

FIRE PROGRAMME encourages recipients to experience the benefits of developing reports for their own use, by identifying the main area(s) where the project team wants to focus their evaluation efforts to gain a deeper understanding of the project implementation for the benefit of the project team and the organization as a whole.

FIRE PROGRAMME requires two types of reports -financial and technical- to be submitted to the FIRE PROGRAMME secretariat:

- **Progress report:** FIRE will use this document for internal monitoring purposes (not for public distribution) focusing on processes and operational issues, providing context for project implementation and revised timeframes. Progress reports should be short, concise (maximum 20 pages long excluding guidelines, project factsheet information and content table). Findings documented as part of the progress report, as part of the progress reports will be used by the FIRE secretariat to promote the supported project. Only selected content from the technical report will be use for promotion purposes. Recipients are encouraged to define the ways they want to use the reports for their own benefits. Progress reports are reviewed and approved by the FIRE Steering Committee to be able to process disbursements as per the signed contract. No disbursements will be processed until progress reports are submitted, reviewed and approved.

- **Final report:** FIRE will use this document for public distribution. Recipients are encouraged to define the ways they want to use the reports for their own benefits. Is important that the project team defines uses and users in the progress report, so the final report can focus on that. FIRE secretariat will help to facilitate the use of the report findings, by identifying other opportunities aligned with your requirements. The final reporting is an opportunity to synthesize and assess the activities conducted as part of the grant, while reflecting on the project's management, limitations, and achievements during the project lifecycle. It should include a review of the findings included in the progress report. Short, concise (maximum 30 pages long excluding guidelines, project factsheet information and content table). Findings documented as part of the final report, as part of the progress reports will be used by the FIRE secretariat to promote the supported

project. Final technical reports will be edited by AFRINIC Communications Unit to be made available for the general public for download on the FIRE PROGRAMME website.

Reports must be submitted by email to fireprogram@afrinic.net using the following **template**, as per the proposal originally approved for funding.

Please **do not modify the template** layout and use the structure provided to guide your reporting process. All the *Tips* coloured boxes at the beginning of every section in the template will be removed by AFRINIC from your reports before public distribution.

Please use only *Heading 2 and below* for formatting your project report, so when you update the Table of contents all requested information is easily located throughout the document. *Heading 1* has been used when designing this template, to define the sections requested by FIRE PROGRAMME.

FIRE PROGRAMME Grant Recipients are encouraged to share the progress of the project through fireprogram@afrinic.net mailing list, where current recipients are subscribed.

FIRE PROGRAMME encourages project teams to document project activities using other forms of information sharing, such as blogs, wikis, collaborative tools, social media feeds, etc. The reports should include a brief description of the communications strategy implemented by the project team. Please share the links for additional documentation efforts conducted as part of your technical reports.

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Tips for effective reporting

Reports are a tool to learn from the project implementation, to describe the change experienced by the project team, project beneficiaries and partnering organizations, share information, promote accountability and transparency.

They provide evidence of the project development and implementation helping others to understand the rationale behind the project, the challenges faced, the processes and procedures involved, the solutions provided, the lessons learned, among other uses.

Other donors, sponsors and investors used them as a tool to allocated new funding to organizations, award prizes, etc. so is in your best interest to produce good quality reports.

- Project leader should **inform all members of the project team** about the reporting requirements so everyone can effectively contribute.

- Discuss with your project team what the theory of change behind your project is. What behaviours, processes, procedures, and relationships do you expect to change through your project implementation? What do you want to achieve through the project activities? What do you want to learn through the project implementation? Who is going to use the findings?

- Discuss with your project team **who would be the future users and how they would use the findings throughout the project lifecycle**. The uses identified should relate to the theory of change that you have discussed with your project team. The discussion about theory of change, users and uses, will be a very important input to your communication strategy: depending on who the user is and of what use will be the findings, a communication strategy can be developed. For example, if the users of the findings are policy makers and the use is to influence a change in the regulatory framework, which communication approach will work the best?

- Remind the reader of the context where the project plans to intervene. This **baseline information** will help the project team to identify the changes that can be attributed to the project intervention.

- **Document the project cycle and its activities**. It is recommended to keep a project diary about the activities conducted and all the financial records related to those activities on file, to be able to write a narrative of the project implementation.

- **Compare project records with the approved proposal** will allow you to track progress, keeping the project and its budget on track and making any necessary adjustments.

- Reflect on the lessons learned by the project team and identify the **key messages** that the project team would like to convey through the project reports, especially in the Overall Assessment section of the report.

- **Reports should be self-explanatory**, which mean that you should not exclude information, which has been already included in either the proposal, grant agreement or any previous report, as the reader probably

might not have access to any additional documents.

- **Share templates created for your project**. Sometimes the most innovative aspects of a project reside in the processes and procedures used to implement the project activities. The templates your organization has created to collect data, analyze it, store it might hold the key of your project success.

- **Be creative and use online resources to share** the lessons learned through the project, document the project lifecycle and that best serve the key messages you want to convey. For example:

  o Provide online access to materials produced as part of the project for easy access;
  o Create online photo gallery for your project activities.
  o Keep attendance records to document an event and organize mailing lists to facilitate communication and encourage exchange of information.
  o Design surveys that fit your project activities. Write clear and direct questions to avoid misunderstandings in the collection of responses. Identify the key people that should participate in the survey as the source of information.
  o Capture interviews in short videos, structuring their script in a way that you can minimize the need for editing, to facilitate access and use.
  o Create info-graphics to explain your research findings (qualitative and/or quantitative).
  o Generate diagrams to explain the project timeline and how milestones have been achieved during the life of the project.

PART 2:
PROJECT INFORMATIONS

Project factsheet information

Project title	**Cape Verde Tourism**
Grant recipient	**Jean Piaget University of Cape Verde**
Dates covered by this report	**June, 1st to July, 31 2014**
Report submission date	**July, 31 2014**
Country where project was implemented	**Cape Verde**
Project leader name	**Emília Monteiro Tavares**
Team members (list)	**Emília Monteiro Tavares** **Evandro Fonseca** **Mário Monteiro** **Paulino Sanches**
Partner organizations	**Minister of Culture, Ministry of Tourism.**
Total budget approved	**10.274,00 USD**

FIRE

Project summary	Development of a mobile application for Android, IOS and Windows phone, which provide relevant touristic information about the country. That includes, touristic sites, hotels, restaurants, etc.

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FIRE

Project Summary

The idea of this project is developing a mobile application that will work on all the major smartphone platforms available in the market (Android, IOS and Windows Phone), which provide relevant touristic information about the country. That includes, touristic sites, hotels, restaurants, guesthouse, etc. where the objectives are: Enabling an easy access to touristic information about the Cape Verde on mobile devices, through the development and usage of a mobile application. - Increasing within the country, the access to and sales of touristic services (restaurants, guesthouses...), historic sites, etc., by bringing their core information to the tourists (location, contact info, service details, etc.), while these tourists are on the go setting. Which seven main activities in order to achieve the above-mentioned objectives we intend to: 1 - Perform the system analysis 2- Develop the application 3 - Test of application 4- Collect information about the different touristic sites, restaurants, hotels, guesthouses, etc. so that they can eventually be inserted into the application. 5 - Do the marketing of the mobile application to the key players in the tourism industry in the country (hotels, guesthouses, restaurants, museums, management of historic sites, etc.), so that they can have information about their institutions and services in the mobile application, after paying a certain fee. Such marketing should be done through phone calls, meetings, presentations, emails etc. 6 - Establish partnership with the different actors in the tourism industry in the country so that they can authorize publishing posters and flyers about the mobile application in their

premises. By agreeing on that, they can have some discount on the fee they should pay to have their information available in the application. 7 - Establishing partnership with the Ministry of Tourism as well as the Ministry of Culture so that advertisement about the application can be published in the different touristic sites and government buildings where the tourists might visit. 8 - Make the application available in different languages (Portuguese, English, Italian, German and French).

The timeline of the project is 6 months starting on September 1, 2014.

Background and Justification

Cape Verde is a very touristic country and the government has elected this sector as the key for the development of the country. According the National Institute of Statistics, the population of the country is around 500 thousands inhabitants but in 2012 over 533 thousands tourists did visit the country. However, there is a great lack of digital culture in the Cape Verde, despite the good ICT development indicators when compared to the remaining African countries. When it comes to touristic information, there is a great lack of availability of such information online. In fact tourists complain about the lack of relevant touristic information online. Also, when using their mobile phones tourist have serious difficulties or even don't find the touristic information they need. Therefore, the problem addressed by this project is the lack of availability of touristic information about Cape Verde. This project aims at developing a mobile application, to provide touristic information about the country, including: hotels, restaurants, historic sites, monuments, etc. With this application all the tourists who visit Cape Verde will be able to access great panoply of relevant touristic information, wherever they are, as far as they have their smartphones (Android, IOS or Windows Phone) with them. This project can also help bringing a new dynamic into the tourism industry in the country and even increasing the sales of several restaurants, guesthouses, touristic sites, etc. When information about these services and places are made available in a mobile application used by the tourists who visit the country, these tourists will be able to find detailed information about such touristic places and services even when they are in a on the go setting. Thus, information about places and services that could have been unknown or difficult to find by the tourists will be made easily accessible. Such availability of information can contribute to increase the number tourists who will visit these places as well as the revenues of the institutions responsible for these touristic services and places.

Project objectives

The objectives of this project are:

- Enabling an easy access to touristic information about the Cape Verde on mobile devices, through the development and usage of a mobile application.

- Increasing within the country, the access to and sales of touristic services (restaurants, guesthouses...), historic sites, etc., by bringing their core information to the tourists (location, contact info, service details, etc.),while these tourists are in an on the go setting.

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Users and uses

Tips: Discuss with your project team who would be the future users and how they would use the findings throughout the project lifecycle. The uses identified should relate to the theory of change that you have discussed with your project team. The discussion about theory of change, users and uses, will be a very important input to your communication strategy: depending on who the user is and of what use will be the findings, a communication strategy can be developed. For example, if the users of the findings are policy makers and the use is to influence a change in the regulatory framework, which communication approach will work the best?

Who are the main stakeholders and how can they affect the project?

Who will be the user of these findings?

What are the more relevant things the project team wants to learn about or evaluate through the lifecycle of this project?

Future users of this project are tourists both domestic and internationals.
Cape Verde is a country consisting of 10 islands scattered in the Atlantic Ocean, the tourist information provided on this application will address the lack of tourist information for Cape Verde, providing more detailed tourist information about the country, information about places and services that could have been unknown or difficult to find by the tourists will be made easily accessible.

Nevertheless, this project will bring an advantage accrued to restaurants, hotels, guesthouse, etc. that have provided information about their businesses in this application, which will contribute to the development of the tourist sector and further improve the country's economy.

The uses of this project will be:

- **Main Activity** - Home screen is where from it can access other's activity or as modules: seats, gallery, information, map, bookmarks, events;

- **Places** - The locations module gathers information about different places grouped by Monuments and Sites, Hotels, Hostels, Restaurants and places of leisure;

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- **Gallery** - This module aims to expose a large amount of striking and suggestive images or videos of each city and each island in order to dazzle user easily, enhancing the highlights of each city;

- **Info** - In order to make a brief descriptive introduction to the each city, usually its history, climate, experience, traditions and historical dates, as well as providing a useful information such as: hospitals, fire brigade, police, embassies and consulates, etc;

- **Map** - Presents an interactive map of each city with identification of places and their locations, where the user can identify hotels, guesthouses, restaurants and others. You can also access more detailed information about certain place with just one click on the icon that identifies this place on the map;

- **Favorites -** The favorites list is for the user to add a place to his list of favorites facilitates their future choices, being added directly to his social page, which can be shared with everyone in your network of friends;

- **Events** - Nothing more than events, to promote culture and attract people with an interest in participating in events focused on technical, scientific and / or professional enrichment, further including cultural consumption and entertainment. Therefore, this module aims to present (Pictures & Videos) in time of events to be held and those who have already taken place in order to promote cities and islands. We have examples of events: the traditional festivals (pilgrimages), festivals, forums, conferences, etc.

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PART 3:

THE PROJECT

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Project

• Understanding the chain that leads to results

Tips: This is the most important section of the report. Here, the reader will **understand the processes and operational issues** of your project and how the contribute to the achievement of the objectives and the theory of change behind the project implementation.

Is possible that the project team's understanding of the development problems to be addressed with this project will have evolved or **changed** from those described when the project was originally submitted and approved. If that is the case, please share what motivated the change and what course of action has the project team identified.
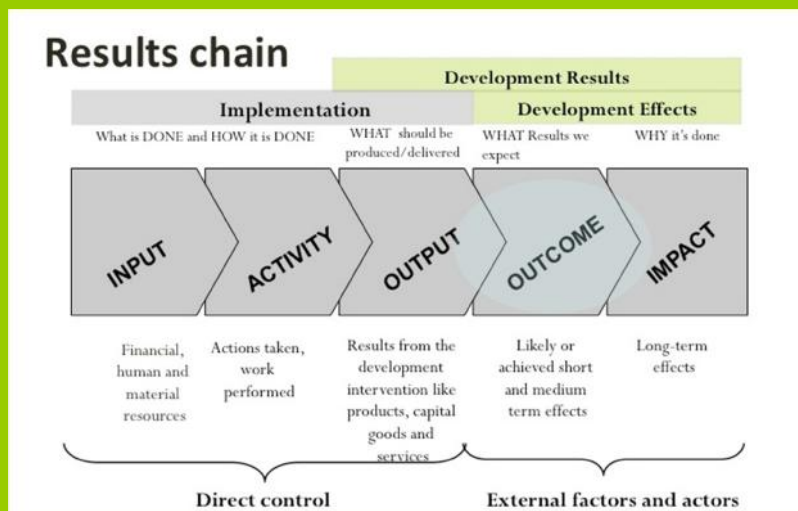
Results chain diagram provided by In Develop

Narrative - project planning

Please write a narrative description about the project planning.

- • Please write a brief description about the problem statement you develop on your approved proposal.

![FIRE logo]

So far there is no mobile application that provides any kind of touristic information about Cape Verde. Although there are similar projects providing touristic information about other countries, this is the first one providing such information about Cape Verde. It is therefore the first mobile application that addresses the issue of accessibility of touristic information in the country. According to the 2012 tourism statistics published by the national Institute of Statistics, over 533 thousands tourists did visit the country. Thus, the proposed application is a novel contribution to information access in Cape Verde and to the tourism industry in the country.

- Describe the identified stakeholders and their potential involvement during the planning?

  The stakeholders of this project are:

  - Travel agencies - entities responsible for sales of tour packages;

  - City council - government entities responsible for promoting each city, in tourist level;

  - General Directorate of Tourism – entities responsible for tourism development in Cape Verde;

  - Tourism Development Corporation of the islands of Boa Vista and Maio - entities responsible for tourism development in Boavista and Maio islands;

  - Restaurants, Bars and Pubs, etc - have the opportunity to advertise their services;

  - Hotels, Guesthouse, etc – also have the opportunity to advertise their services; etc

  - Cape Verde Investments - authority responsible for foreign investments;

- Describe the risks identified and the mitigation plan associated?

Activities	Risk	Mitigation Plan
Definition and duration of planning	Error or misalignment in the times of duration of activities and the amount of resources to be	Look people involved in similar projects; mount pessimistic and optimistic scenarios.

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	allocated to each activity	
Kick-off meeting	Misalignment between team members	Involve all staff in discussions and pass goals clear and direct way.
Setting the budget	Wrong calculations and budget forecasting; not update data with possible adjustments or unforeseen.	Develop more of a budget with several scenarios and attend to all the calculations so they deplete main expenses.
Divulgation of Application (Marketing)	Misalignment in the disclosure; not reach the amount of stakeholders interested or miss communication channels	Create a pilot outreach plan and ask for feedback to Sponsor; consult experienced people disclosures event or even a specialized consultancy.
Breach of terms	Breaches of the dates defined in macros activities	Definition of extra time (tolerance) for project conclusion
System Analysis	Expected a period for the analysis of all the requirements of system, however this period may be insufficient and exceed the allotted time.	Extra time for activities is crucial to the project, review the objectives of each stage
Partnership with the players	Failure by the project partners	Reset new plans and seek other sources of information and partners

- Insert the main milestones of the project.

System analysis	November, 15 2014

![FIRE logo]

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Design of System	December, 13 2014
Development of the application	January, 21 2015
Test of the application	February, 14 2015
Collecting information	January, 08 2015
Marketing the application	February, 28 2015
Partnership with touristic operators and the Ministries of Tourism and Culture	February, 28 2015
Translating the interface into other languages	February, 28 2015

- Timeline:

	Months											
	September		October		November		December		January		February	
Activities/weeks	1,2	3,4	1,2	3,4	1,2	3,4	1,2	3,4	1,2	3,4	1,2	3,4
System analysis	x	x	x	x	x							
Design of System			x	x	x	x	x					
Development of the application				x	x	x	x	x	x	x		
Test of the application								x	x	x	x	
Collecting						x	x	x	x			

information												
Marketing the application							x	x	x	x	x	x
Partnership with touristic operators and the Ministries of Tourism and Culture											x	x
Translating the interface into other languages								x	x	x	x

- Please use the table below to report about the project planning.

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PARAMETERS	INDICATORS How do you measure project progress, linked to your objectives and the information reported on the Implementation and Dissemination sections of this report?	CHECKING SOURCES Where do you find the information to document the indicators	RISKS Identified above	TIMELINE Dates when the listed activity should be developed	ASSESSMENT Assessment indicating how the activity should be conducted
IMPACT *Likely or achieved long-term effects*	• Improving the accessibility of tourist information for tourists; • Greater representation on the part of the tourist resorts • Promoting tourism in Cape Verde.	INE - National Institute of Statistics Cape Verde Investment General Directorate of Tourism	Mass tourism		
OUTCOME *Likely or achieved short and medium term effects.* *Focus on the changes facilitated by the project for its beneficiaries* *Outcomes tend to be under the influence of the project team but not under direct control* *Short term:* *Long term:*	• Increase functional return of all organs involved in promoting tourism; • Increase demand for Cape Verde as tourist destination; • Advancing tourist offer; • Help promote investments by international investors.				
OUTPUTS *Result and/or*	• Fully functional mobile application that				

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deliverable produced as a direct result of the project activity *Outputs are under direct control of the project team*	includes tourist information about Cape Verde; • Distributed in Google Play, App Store and Windows Azure Market; • Implemented partnership with the players in the tourism sector, like Ministry of Tourism, Ministry of Culture, Cape Verde Investments and General Directorate of Tourism; • Make available online the information about Cape Verde.				
PROJECT ACTIVITIES *Actions taken, work performed*	1. Perform the system analysis; 2. Develop the application; 3. Test of application; 4. Collect information; 5. Marketing of the mobile application; 6. Establish partnership with the different actors in the tourism industry;				

	7. Establishing partnership with the Ministry of Tourism and Ministry of Culture. 8. Make the application available in different languages like French, German, Italian and Spanish				
INPUTS *Financial, human and material resources*	**Financial resources:** Fire Programs **Human resources:** • IOS Programmer • Web Programmer/ Tester • Android Programmer/ System • Project Manager • Marketeer **Material resources :** • Computador iMac • iPad Mini • Tablet with android system				

Narrative – Project implementation

Please write a narrative description about the project implementation. Please use this section

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of the report to provide context to the work conducted. For example:

1. Are the obtained results aligned with planed objectives? If not, explain why.

2. Are the results acceptable both in terms of the quantity and their quality?

3. Elaborate on the strategy to measure acceptable quantity and quality?

4. To which percentage has project plan been achieved to date?

5. Describe the **involvement** of project beneficiaries, during all phases of project implementation.

6. Describe any **gender, ethnic and generation gap** issues that have impacted positively or negatively your project implementation.

7. Please take the time to reflect about activities that you struggle to implement during the period reported, along with processes and methods originally planned that might need **adjustment** to achieve your project objectives.

8. How have the activities been monitored?

9. Describe archiving strategy.

Please use the table below to report about project implementation…

Input	Project activities	Outputs	Outcomes	Timeline	Status	Assessment
Financial, human and material resources	Actions taken, work performed	Result and/or deliverable produced as a direct result of the project activity Outputs are under direct control of the project team .	Likely or achieved short and medium term effects. Focus on the changes facilitated by the project for its beneficiaries Outcomes tend to be under the influence of the project team but not under direct	Dates were the listed activity was developed	Indicate when the activity started, on-going or completed(describe the status in terms of percentage)	Assessment indicating how the activity has been conducted Describe technologies implemented, methods and techniques used and any challenges that have been identified

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			control			
			Short term:			
			Long term:			

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Indicators

*Tips: Indicators help to **measure project's progress**.*

Indicators help the objectives that were set by the project team to be affordable, tangible, and measurable.

They help to verify the success and rewrite the course in case we are not achieving it.

An indicator could be quantitative (percentage, amount) or qualitative (perception, opinion).

The FIRE secretariat suggests the SMART approach to indicators:

S   Specific
M   Measurable
A   Achievable (acceptable, applicable, appropriate, attainable or agreed upon)
R   Relevant (reliable, realistic)
T   Time-bound

Please use the table below to share your project indicators…

Baseline	Indicators	Progress	Assessment	Course of action
Refers to the initial situation when the projects haven't started yet, and the results and effects are not visible over the beneficiary population. .	How do you measure project progress, linked to your objectives and the information reported on the Implementation and Dissemination sections of this report?	Refer to how the project has been advancing in achieving the indicator at the moment the report is presented.	Descriptions should be clear and ideally contain operational terms where needed. Please describe the quality dimensions.	What is the project team planning to do next is very important to document, especially if changes to the original plan have to be implemented for the success of the project.

FIRE

Project outputs, communication and dissemination activities

Tips: Take into account that the reader of your report has not being involved in project implementation, so readers do not have any further knowledge besides the information you are providing here.

This section of the report will allow you document the communication and dissemination efforts that the project team has conducted, which might be part of a specific communication strategy design as part of the project, or in place for the organization as a whole. When possible, please provide information about strategies in place and the rationale behind them.

Lessons can be learned from many aspects of project implementation, covering a wide variety of aspects such as technical, social, cultural and economic. Taking the rationale behind the project and its objectives can serve as a framework to draw your conclusions. Lessons can be identified by project partners, beneficiaries and general staff from the organization. A project diary and other activity records can serve as a tool to reflect during project team meetings and immediately after project activities are conducted.

> ***Outputs are immediate, visible, concrete developmental change that is the tangible consequence of project activities, under direct control of the project team.***

Example of possible outputs to report are:
- *New products and Services (software, online platforms, applications);*
- *Information sharing and dissemination (publications, conferences, multimedia, social media);*
- *Knowledge creation (new knowledge embodied in forms other than publications or reports, such as new technologies, new methodologies, new curricula, new policies);*
- *Training (short-term training, internships or fellowships, training seminars and workshops) and*
- *Research Capacity (research skills; research management capacity and capacity to link research to utilization of research results).*

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Please use the table below to report about project dissemination…

Project outputs	Status	Assessment	Dissemination efforts
Output No. 1 (use the same names as per the listed outputs in the table above, see Project implementation)	Please select the option that better describes the status into the development of this output:	Descriptions should be clear and ideally contain operational terms where needed. Please describe the quality dimensions.	Please specify what dissemination efforts were made, with special attention to those intending to reach target groups by gender, age, ethnic and socio-economic profiles to impact marginalized and disadvantaged groups.

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Project outcomes

Tips: This section should be completed **ONLY** for the final report.

*FIRE PROGRAMME expects you to report about the **outcomes** of the project as defined in the table below, based on the project implementation section of this report. Project team is encouraged to discuss the questions provided below to guide the reflection:*

Can you identify and describe the relationships between the activities implemented and the social, economic, cultural and/or political benefits of your project implementation?

Outcomes can be defined as:
• *Medium-term effects*   • *Effect of a series of achieved outputs*   • *Should capture the changes for the beneficiaries*   • *Take place during the life of project/strategy*   • *Influence but not direct control*

Please write about the project outcomes here…

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Project management and sustainability

*Tips: Please comment on the general project **administration, staffing, procurement**, etc. specially those aspects contributing to the fulfilment of the project objectives as well as those that have delay project implementation.*

*Indicate **how the project team has strengthened its capacity** and work towards sustainability with the support provided by FIRE? (new equipment, training, improved administrative skills, lessons learned from the project). Has the organization increased its research or administrative skills of the team involved? Has the project allowed for a particular contribution to capacity building of women or marginalized social groups? Special attention should be paid to the expected or unexpected impact on marginalized social groups.*

*Have you done **anything different** to provide administrative support for this project **besides your "business as usual"** processes and procedures? Has the project inspired change inside your organization?*

> ***Sustainability is to be examined not only in terms of staff retention and financial stability of the organization supporting the project but about the communities' appropriation of benefits perceived from project implementation.***

The FIRE Secretariat is very interest to learn if this project has generated opportunities for future development (new funding from partnerships, sponsorships, investment or other funding mechanisms), please provide details.

Please explain if the FIRE grant has helped to consolidate your organization and how. If any of the project activities will continue after the end of the FIRE grant, please describe how your organization is planning to support future developments.

Please write about project management and sustainability here…

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http://evaluationandcommunicationinpractice.ca *(as accessed on 3/7/2013)*

Impact

*Tips: This section should be completed **ONLY** for the final report.*

*This section of the report does not refer to the project activities, but about the **"bigger picture"**. It will be desirable if the project team can reflect on the **impact that the project has contributed to as part of other actions implemented by your organization and/or your partners**.*

> *Impact refers to the influence the project may had on the way people does things through the use or adoption of the project outputs; changes in the context the project was implemented; changes in the community the project has been working with; and/or changes inside the organizations that have participated in the implementation or the relationships established through the project's implementation.*

Impact is often impossible to measure in the short term and is rarely attributable to a single activity. Impact can be linked to a vision or long-term development goal that your organization might be working towards.

It can be identified as a logical consequence of achieving a combination of outputs and outcomes.

Impact is usually measurable after the project life and is outside the direct control of the project team and the organization.

FIRE

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Overall Assessment

Tips: This section of the report is extremely valuable for the FIRE secretariat as it provides evidence about the role and relevance of FIRE contributions in the AFRICA region.

*Tips: Briefly provide **your own views** on the value and importance of the project relative to the proposed innovation, investment of time, effort and funding involved. Include the strengths and weaknesses of the project and the steps taken to strengthen the credibility and reliability.*

*This is your opportunity to conduct a **team reflection about the value of the project for the organization**. The following questions might help you to prepare a substantive overall assessment.*

- *To what extend the project meet its objectives?*
- *What were the most important findings and outputs of the project? What will be done with them?*
- *What contribution to development did the project make?*
- *Were certain aspects of project design, management and implementation particularly important to the degree of success of the project?*
- *To what extend the project help build up the research capacity of your institution or of the individuals involved?*
- *What lessons can be derived that would be useful in improving future performance?*

Please write the project overall assessment here…

FIRE

PART 4:

RECOMMENDATIONS

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Recommendations

Tips: Include any recommendations in this section that you and your project team, the organizations supporting the project and the community you worked with, would like to make to other practitioners or researchers on the field facing similar problems or implementing similar solutions.

Please take a minute to share recommendations with the FIRE secretariat that might help to improve the support provided.

Please write the project recommendations here…

PART 5:

BIBLIOGRAPHY

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Bibliography

Please write the project bibliography here…