## Annex-10

**KRISHI GOBESHONA FOUNDATION (KGF)**

### Guidelines for Evaluation of the Annual Progress Reports

**CGP Project (Call #...............; Phase #..................... (if any)**

**Project ID No-:**

**Project Title:**

Annual progress report is a strong indicator about the success or failure of a project at the end of the project period. The evaluator needs to review of the annual progress report thoroughly along with project inception report and progress reporting format for effective evaluation of an on-going project. After review, the evaluator may look for getting answers of the following questions to evaluate the performance of a project as well as Coordinator/Principal Investigator (PI).

**1.** Does the Coordinator/PI fully follow the reporting format in preparing the report? Yes/ No. If No, what are the deviations?

**2**. Has the Project been implemented as per proposed plan? Yes/ No. If No, what are the deviations?

**3.** Does Coordinator/PI provide clear and complete information under each heading of the reporting format? Yes/ No. If No, where are the deficiencies?

**4.** Has the progress summary of the report been prepared as per instructions given under section A? Yes/ No. If No, what are the deficiencies?

**5.** Are research approaches and methodologies clearly and adequately stated under section D- b (i & ii)? Yes/ No. If No, what are the deficiencies?

**6.** Are detail results presented with relevant data and benefits clearly and adequately described in the report under section D- c (i, ii & iii) as per instruction? Yes/ No. If Yes, indicate type to research data provided. If No, what are the deficiencies?

**7.** Are highlights of research findings provided, based on results and discussion under E clear and useful? Yes/ No. If No, what are the deficiencies?

**8.** Are the conclusions given under F clear and useful? Yes/ No. If No, what are the deficiencies?

**9.** Is financial statement given under section G clear and understandable? Yes /No. If No, what are the deficiencies?

**10.** Are outputs/results (containing relevant research data with analysis) obtained so far likely to achieve the project objectives? Yes/ No. If No, what are the deficiencies?

**11.** Is plan of activities for the 2nd /3rd year given under section J (of the progress report) appropriate for achieving project objectives? Yes /No. If No, what are the deficiencies?

**Comments of the Evaluator based on the above assessment:**

**a)** Annual Progress Report prepared on the project is- Highly Satisfactory /Satisfactory/ Unsatisfactory.

**b)** Coordinator/PI’s presentation on the Annual Progress Report as regards to contents, material used and expression is - Highly Satisfactory /Satisfactory/ Unsatisfactory.

**c)** Performance of project Coordinator/PI may be rated as- Highly Satisfactory /Satisfactory/ Unsatisfactory.

**d)** Based on overall performances, the project is recommended for continuation/termination.

**e)** Draft Annual Progress Report presented may be improved in the following aspects:

**i)**

**ii)**

**Name of the Evaluator:**

**Signature:**

**Date:**