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|---|---|----------------------------------|---------------------------------|
| <b>Monitoring and Reporting Sheet</b> for the provision of Consultancy and Support Services - CSS (to be presented for each partner organisation per area of consultancy at the end of the annual contract)   |   | Country:                         | Specific Assignment(s) no.      |
| Subject of specific assignment:   |   |                                  |                                 |
| Contractor (Consultancy Support Services provider) and consultant(s) carrying out the specific assignment:  |   |                                  |                                 |
| Organisation:   | Place:  | Bread for the World project no.: |                                 |
| <b>Planning – to be filled out <u>before</u> the provision of consultancy services</b>  |   |                                  |                                 |
| The consultancy is related to the following area: <input type="checkbox"/> Financial Management <input type="checkbox"/> Outcome and Impact oriented PME<br>It is (please tick the box):<br><input type="checkbox"/> medium or longer-term process orientated ( <i>e.g. support in development of a project monitoring framework in order to fulfil BfdW PME requirements</i> )<br><input type="checkbox"/> short-term related to specific selective issues ( <i>e.g. proposal development support</i> )<br><input type="checkbox"/> an ad hoc request (please note: several ad hoc consultancies for the same subject can be summed up in one sheet)<br>Number of days estimated for consultancy and support services:<br>Workshop (for several staffs) <input type="checkbox"/> Workshop for several partner organisations <input type="checkbox"/> Individual training and consultation <input type="checkbox"/> |   |                                  |                                 |
| Expected output(s) – What shall be achieved?  |   |                                  |                                 |
| What are the underlying problems, what are the reasons for the provision of the consultancy?  |   |                                  |                                 |
| <b>Short Report – to be filled out <u>after</u> the provision of consultancy and support services at the end of the annual contract</b>   |   |                                  |                                 |
| The above specific assignment(s) has been carried out with the following outputs and outcomes (several ad hoc consultancies for the same subject can be summed up in one sheet)   |   |                                  |                                 |
| Actual period of implementation:  | From:   | To:                              | Actual no. of consultancy days: |
| <b>Output(s):</b><br>a) Which training and consultancy activities have been carried out? Who has been trained or advised (participants)?<br><br>b) The intended output(s) of your consultancy services has been achieved:<br><input type="checkbox"/> fully <input type="checkbox"/> partly <input type="checkbox"/> hardly <input type="checkbox"/> not at all<br><br>Please specify:<br><br>c) Observations, on the partner organisation's response on the services provided:   |   |                                  |                                 |
| <b>Outcome(s):</b><br>a) Has the partner organisation made use of the learnings and recommendations you have provided? Please specify.<br><br>b) How did you monitor and measure the use of output of your services, thus the application of the consultancy you have provided?<br><br>c) Have there been any unintended outcomes? Please specify.  |   |                                  |                                 |
| <b>Follow-up and further need:</b><br>a) What is your assessment of the partner organisation's overall response on the consultancy provided?<br><br>b) Is there a need for a follow-up of the above mentioned specific consultancy assignment? Is there a need for any other further training and consultancy? In which field and why? Please specify.<br><br>c) Has the project partner itself identified and expressed a need for further consultancy? Please specify.  |   |                                  |                                 |
| Place and date:   | Signature of the Consultancy and Support Services provider: |                                  |                                 |