

<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>			
<p>The consultancy is related to the following area: <input type="checkbox"/> Financial Management    <input type="checkbox"/> Outcome and Impact oriented PME</p> <p>It is (please tick the box):</p> <p><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>)</p> <p><input type="checkbox"/> short-term related to specific selective issues (<i>e.g. proposal development support</i>)</p> <p><input type="checkbox"/> an ad hoc request (please note: several ad hoc consultancies for the same subject can be summed up in one sheet)</p> <p>Number of days estimated for consultancy and support services:</p> <p>Workshop (for several staffs) <input type="checkbox"/>    Workshop for several partner organisations <input type="checkbox"/>    Individual training and consultation <input type="checkbox"/></p>			
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:
<p><b>Output(s):</b></p> <p>a) Which training and consultancy activities have been carried out? Who has been trained or advised (participants)?</p> <p>b) The intended output(s) of your consultancy services has been achieved:  <input type="checkbox"/> fully <input type="checkbox"/> partly <input type="checkbox"/> hardly <input type="checkbox"/> not at all</p> <p>Please specify:</p> <p>c) Observations, on the partner organisation's response on the services provided:</p>			
<p><b>Outcome(s):</b></p> <p>a) Has the partner organisation made use of the learnings and recommendations you have provided? Please specify.</p> <p>b) How did you monitor and measure the use of output of your services, thus the application of the consultancy you have provided?</p> <p>c) Have there been any unintended outcomes? Please specify.</p>			
<p><b>Follow-up and further need:</b></p> <p>a) What is your assessment of the partner organisation's overall response on the consultancy provided?</p> <p>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.</p> <p>c) Has the project partner itself identified and expressed a need for further consultancy? Please specify.</p>			
Place and date:	Signature of the Consultancy and Support Services provider:		