

## Summary Report

Purpose: The Summary Report gives an overview of key data on services performed during the term of the annual contract, methods applied, main achievements, lessons learned, challenges and recommendations.

Application: Please submit the Summary Report to BROT FÜR DIE WELT after the end of the annual contract. The report should not exceed three pages (for each area of consultancy).

Please attach the Monitoring and Reporting Sheets for each individual partner organisation (Appendix 5) as well as the List of planned and implemented specific assignments (Appendix 1) for the reporting period. You may also attach newly designed training material used within the reporting period.

- ❖ Name of the contractor/Consultancy and Support Services provider:
- ❖ With reference to annual contract no.:
- ❖ Annual contract period:
- ❖ Area of consultancy:
  - ☐ Financial management
  - ☐ Outcome and Impact oriented planning, monitoring and evaluation
- ❖ Partner organisations that have received consultancy services:
- ❖ List of consultants involved:
- ❖ Number of actual consultancy days:
- ❖ Main achievements (examples):
- ❖ Methods/approaches applied (please enclose concepts etc.):
- ❖ Challenges:
- ❖ Lessons learned:
- ❖ Recommendations to BfdW:
- ❖ Notes:
- ❖ Date of submission: