**Activity Completion Format**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Activity Code | AAA//MON/YEAR/001[[1]](#footnote-1) | | | | |
| 1. Name of the activities: |  | | | | |
| 2. Activity type | 🗖 Capacity development 🗖 Planning 🗖 Meeting/workshop 🗖 Research/study  🗖 Dialogue/consultation 🗖Awareness 🗖 Seed-grant 🗖 Trust Building  🗖 Outreach 🗖 Media 🗖 Mediation 🗖 Staff orientation  🗖 Legal aid 🗖 Others\_\_\_\_\_\_\_\_\_\_ | | | | |
| 3. Main objective |  | | | | |
| 4. Major contents of the activity |  | | | | |
| 5. Indicator for this activity | 🗖 Outcome 🗖 Output Indicator No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| 6. Major results and outcomes | 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 7. Implemented date | MM/DD/YY | 8. Implemented area: (VDCs or Venue) | | |  |
| 8. Participants (Excluding facilitators and organizers) | |  |  |  |  | | --- | --- | --- | --- | | Caste | Female | Male | Total | | Madhesi/Terai |  |  |  | | Dalit |  |  |  | | Muslim |  |  |  | | Tharu |  |  |  | | Disadvantage |  |  |  | | Brahmin/Chhetri |  |  |  | | Others |  |  |  | | Total |  |  |  | | | | |  |  |  |  | | --- | --- | --- | --- | | Caste | Female | Male | Total | | Pahade |  |  |  | | Dalit |  |  |  | | Disadvantage |  |  |  | | Brahmin/Chhetri |  |  |  | | Others |  |  |  | | Total |  |  |  | | |
| |  |  |  |  | | --- | --- | --- | --- | | Professional | Female | Male | Total | | Govt official |  |  |  | | Local leaders |  |  |  | | Youth leaders |  |  |  | | Media persons |  |  |  | | Civil society/NGO |  |  |  | | Security |  |  |  | | Court/Lawyers |  |  |  | | Activists/human rights |  |  |  | | Others |  |  |  | | Total |  |  |  | | | | |  |  |  |  | | --- | --- | --- | --- | | Age | Female | Male | Total | | Below 15 |  |  |  | | 15-29 |  |  |  | | 30-45 |  |  |  | | 45-Above |  |  |  | | Total |  |  |  | | |
| 9. Quotes from the participants related to results/outcomes (Atleast 2) | Quotes:  (Please also include participant’s name, profession, organization and address) | | | | |
| Quotes:  (Please also include participant’s name, profession, organization and address) | | | | |
| 10. Major learning from the activities | 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 11. Follow-up and action plan | |  |  |  |  |  | | --- | --- | --- | --- | --- | | SN | What | When | Where | Who | | 1 |  |  |  |  | | 2 |  |  |  |  | | 3 |  |  |  |  | | 4 |  |  |  |  | | 5 |  |  |  |  | | | | | |
| 12. Implemented M&E tools | 🗖 Pre and post test 🗖 Participant list 🗖Feedback form  🗖 Rapid survey 🗖 Participatory tools 🗖Distribution list  🗖Discussion 🗖 Event evaluation 🗖 Others | | | | |
| 13. Is future short term or long term impact survey needed?🗖 Yes 🗖 No | | | | | |
| 14. Future monitoring for outcome/output level indicators | 🗖 Focus group discussions 🗖Sample Survey 🗖Follow-up survey  🗖 Mini survey 🗖 Success/change story 🗖KI Interviews  🗖 Participatory mapping survey 🗖Final Evaluation 🗖Others\_\_\_\_\_\_\_\_\_\_ | | | | |
| 15. Expenditure status | Planned   |  |  |  | | --- | --- | --- | | SN | Area | Planned | | 1 | Travel |  | | 2 | Acco/Per-diem |  | | 3 | Program Exp |  | | 4 | Others |  | |  | Total |  | | | Actual Expenditure`   |  |  |  | | --- | --- | --- | | SN | Area | Planned | | 1 | Travel |  | | 2 | Acco/Per-diem |  | | 3 | Program Exp |  | | 4 | Others |  | |  | Total |  | | | |
| 16. Challenges |  | | | | |
| 17.Lesson leaned |  | | | | |
| 18. Others |  | | | | |

1. First three letter of Broad Theme/First three letter of Activity Type/Planned Month (3 letter)/Planned Year (4 digits/Serial Number such as 001, 002 [↑](#footnote-ref-1)