

### TEMPLATE 3: UN-HABITAT SELF-EVALUATION TEMPLATE

**Instructions:**

The purpose of the Self Evaluation for closure of project report is to summarize the operational, administrative and substantive activities undertaken to implement projects. In order to provide a complete picture of project implementation activities, reports provide specific examples and anecdotes or attach supplementary materials. We will compare the information provided in this report with the signed project document. Please explain in full any changes in project implementation vis-a-vis the approved design and especially the project Logframe. We will review the report and will request additional information, if needed.

1. Title of Project/Programme (State the formal title based on the approved documents):	
2. Project Leader/Manager:	3. Reporting Date:
4. Region/Country/Location of Project:	5. UN-Habitat Implementing Branch/Section/Unit:
6. Other UN Agency Implementing partner:	7. Project Duration - Planned start and end date: Actual start and end date:
8. Total Project Approved Budget (USD):	
9. Funding Source:	
10. Project Objective(s):	
11. Project Implementation Strategy Description:	
12. Link of the Project to UN-Habitat's Strategic Plan/Work Programme expected accomplishments (EAs)	
13. Description of how cross-cutting issues (Gender issues, human rights, youth and climate change) were integrated and implemented by project issues.	
14. List key Local/National Implementing Partners	
15. Target beneficiaries (Briefly describe those who are targeted to benefit directly from the project - institution and/or community).	
16. Relevance (briefly describe how the project related to national priorities and the United Nations Development Assistance Framework (If it is a country level project level)	
17. Effectiveness and efficiency (describe extent to which the project achieved its intended results and if the approach applied was efficient).	
18. What impact/changes/benefits did/will the project create for the beneficiary communities and/or institutions (Briefly describe, sex-disaggregated where available). Describe Progress and/Achievements towards project i) EAs ii) Objectives and iii) gender issues addressed.	
19. Sustainability and Replicability (Briefly describe how the project will keep and sustain the gains made by the project and the potential replicability/upscaling of the project).	
20. Knowledge Products from the Project (List publications, tool kits and audio-visual materials produced from the project in their full bibliographical entry and/or with their web-links and who are target users of each of these).	
21. Media Coverage and Outreach (List links or urls)	
22. Any changes in project implementation <i>vis-à-vis</i> the approved design?	
23. Lessons Learned: What did you learn that surprised you or you did not expect in the implementation of this project (provide lessons learnt that can inform other projects.)	
a. What worked exceptionally well during implementation and why?	
b. What did not work well during implementation and why? How can it be improved?	
c. What surprised you or you did not expect?	
24. Recommendations: Any action points for follow-up?	