

CDC Paper No.

**Memorandum**  
**on**  
**Project Completion Report**  
**on**  
**Project:( )**  
**submitted by**  
**(Agency)**  
**for**  
**Cabinet Development Committee**

**Salient Project Features**

Project Objective(s):  
Original Approved Cost:  
Latest Approved Cost: (date)  
Original IRR<sup>27</sup>:  
Latest IRR: (date)  
Donor:

**FD Comments:**

**Recommendations:**

*The Memorandum is an assessment of the project at its completion prepared by the Executing Agency. The Memorandum to be prepared by FD and submitted to CDC for consideration.*

*The format of the Memorandum to follow the outline given below*

---

<sup>27</sup> if costs and benefits can not be described in financial and/or economic terms, benefits and costs to be elaborated on within the concept of project cost effectiveness.

**Appraisal  
of  
Project Completion Report  
on  
Project: ( )**

**1. Purpose of Submission**

**2. Executing Agency**

**3. Implementing Agency**

**4. Summary of Issues**

**5. Assessment of the Submission**

*The assessment to focus on how the submission impacts critical project parameters within the following framework:*

- *what are the implications of the project reaching its development objectives*
- *what are the implications on the project design*
- *what are the implications on the total project capital costs (broken down in local and foreign cost components) and the need for budget allocations recurrent costs when the project is in its operating phase and how does that affect the overall financial fund allocation*
- *what are the implications on the financial and economic returns (alternatively the cost-effectiveness) of the project*
- *are the proposed recommendations based on sound judgements*
- *what would be the implications of not approving the recommendations*

**6. FD Comments**

**7. Recommendations**

*FD's views and recommendations as a result of the assessment*

**7. Signature AS/FD**

**8. Date**