

CDC Paper No.

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

Salient Project Features

Project Objectives(s):
Original Cost Approved:
Latest Cost Approved: (date)
Original External Funding Approved:
Latest External Funding Approved: (date)
Original IRR¹:
Latest IRR: (date)
Donor:

Issues:

The Memorandum is an assessment of the project evaluation report prepared by the evaluation team. The Memorandum to be prepared by EPPD and submitted to CDC for consideration.

The format of the Memorandum to follow the outline given below

¹ as appropriate 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).

Project Evaluation² on Project:()

1. Background and Purpose of Submission

The background and purpose of the submission to be elaborated on under the following headings:

- *Project Pre-completion Evaluation*
- *Project Completion Evaluation*
- *Project Post Evaluation*

2. Executive 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 have been the implications of the project reaching its development objectives*
- *what have been the implications on the project beneficiaries*
- *what have been the implications on the project design*
- *what have been the implications on the total project capital costs (broken down in local and foreign cost components) and the recurrent costs and how has this affected the overall financial fund allocation*
- *what have been the implications on the schedule of project completion*
- *what have been the implications on the financial and economic returns (alternatively the cost-effectiveness) of the project*
- *have alternative solutions been considered*
- *are the proposed recommendations based on sound judgements*
- *what would be the implications of not approving the recommendations*

6. EPPD Comments

EPPD's views as a result of the assessment

7. Recommendations

Recommendations as a result of the assessment

8. Signature AS/EPPD

9. Date