



BASIC GUIDELINES FOR FILLING OUT THE PROJECT COMPLETION FORM

Dear cluster members,

Kindly find below some basic guidelines which we hope will help you in filling out your project completion forms.

Should you have any further questions about completing the template please contact Catalina Jaime Jaime@onuhabitat.org 34920809 or Tessa Jean Pierre tessa.jean.pierre@habitat-lac.org 38497919

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| Agency information | Please ensure you indicate the name of your agency |
| Location | <p>The columns for Department, Commune and Section Communale have drop down menus to make it easier for you to specify the location of your distribution.</p> <p>If it is possible please provide information at neighbourhood level, it will be very useful for the new inter-cluster neighbourhood approach.</p> |
| Form of assistance | <p>According to your project you should fill:</p> <p>T-Shelter: Columns J and K</p> <p>Permanent Houses: Columns N and M</p> <p>Repairs: Columns P and Q</p> |
| Household profile | As a crosscutting issue, gender data is highly recommended. |
| Intersectoral data: | WASH information is highly requested. |
| Date to submit : | On a monthly basis , it will allow as to provide you monthly report per commune and most accurate map. |

Attention: Please do not delete past distributions when you submit your report each week - it is very useful for us to have an overview of all your distributions so we can make sure they are all recorded in our database, and no information has gone missing. If you are not sure if you have submitted reports before, please make sure you include ALL distributions to date in the first report you submit so we can make sure these have been included in the database.