

Mentor Report Form

Details of the organisation:

Name of organisation being mentored:

Contact person at the organisation :

Tel: Fax:

E-mail:

Details of mentor submitting report:

Name of the mentor:

Tel: Fax:

E-mail:

Time period covered by report:

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Site visit during this period (indicate with a X):

- Initial (introductory)
- First (2nd month)
- Mid-term (4/5th month)
- Follow-up (8th month)
- Final (10th month)

Number of days worked during this period:

1. Nature of contact over this period:

Date	Nature of Contact (Site visit, telephone or direct contact)	Content (Broad description of the content of the interaction and the support provided)

2. Checklist to be completed:

In relation to the implementation and reporting of the project plan.

Activities	Comments	Recommendations and/or support provided
Are the activities set out in the plan being implemented?		
Are the time frames set out being maintained in the implementation of activities?		
On the whole, are the outcomes linked to activities as stated in the plan being reached?		
Is the organisation fulfilling its reporting requirements?		
Is there adequate record-keeping and maintenance of financial responsibility in application of the small grant?		
Is the management structure and management of the programme operational and effective?		

3. Specific capacity and development needs that can not be met within the mentoring relationship:

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