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**Consultancy Report Template**

Submitted by:

*Name of consultant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Reporting Period Covered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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# Acronyms

|  |  |
| --- | --- |
|  |  |
|  |  |
| M&E | Monitoring and Evaluation |
| R2R | Ridge to Reef |
| UNDP | United Nations Development Programme |
| WFP | Work and Financial Plan |
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# Acknowledgement

# Introduction

## Background of the consultancy

## Objectives

## Expected outputs (as indicated in the ToR)

## Methodology, Approach, Duration

# Executive Summary

Summary of what has been produced, issues and concerns, conclusions and recommendations.

# Highlights of the outputs and achievements

## Expected output 1.

Account of the achievements highlighting what has been done, gaps and recommendations…

## Expected output 2.

Account of the achievements highlighting what has been done, gaps and recommendations…

## Expected output 3.

Account of the achievements highlighting what has been done, gaps and recommendations…

## Expected output n.

Account of the achievements highlighting what has been done, gaps and recommendations…

# Overall conclusion and recommendations

## Conclusion

## Recommendations

# Annexes/Attachments

These could include technical reports, travel itinerary, lists of persons met, pictures, and other relevant documents.