**Annotated**

**Consultancy Report Template**

Submitted by:

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

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

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Abbreviation

In the table below, please provide an exhaustive listing of acronyms used in this consultancy report

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

This section is used to acknowledge key contributors supporting the work outlined in the Terms of Reference (ToR).

# Introduction

## 

## Background of the consultancy

Please refer to the introduction section of the ToR attached to the consultancy contract which should be updated to capture key stakeholder perspectives in the process of implementing this consultancy.

## Objectives

Please refer to the ToR objectives and record any modifications as agreed in writing with the Pacific Community (SPC) Regional Programme Coordination Unit (RPCU). If there are no modifications, this section should be a cut and paste from the ToR.

## Expected outputs (as indicated in the ToR)

Please refer to the Expected outputs and milestone sections of the ToR. You must indicate whether there have been modifications of the expected outputs of this consultancy as agreed in writing with SPC/RPCU. If there are no modifications, this section should be a cut and paste from the ToR.

## Methodology, Approach, Duration

Please refer to the methodology sections of the ToR and your technical proposal. You must indicate whether there have been modifications to the methodology, approach and duration of this consultancy contract as agreed in writing with SPC/RPCU. If there are no modifications, this section should be a cut and paste from the ToR and your technical proposal.

# Executive Summary

This section provides the reader with a summary of key points in the report. Specifically, it should provide the reader with the highlights of the consultancy, such as, but not limited to:

* summary of what has been produced with reference to the expected outputs/milestone of this consultancy
* summary of the issues and concerns encountered in the implementation of this consultancy. This is where the consultant could also provide information on areas of this study that couldn’t be fulfilled and that SPC/RPCU will need to follow-up.
* summary of the findings, conclusions and recommendations in particular highlighting or providing advice to RPCU ensure that results of this study will be useful.

# Highlights of the outputs and achievements

Please refer to the expected outputs and milestone sections of the ToR. For each of the expected output, the consultant should report on the status (completed, ongoing, not yet started, or cannot be accomplished).

* For those completed, indicate whether the methodology and approach as agreed has been followed or indicate if there were modifications or deviations. This is useful for RPCU to compare with other similar consultancies applied in the other project sites performed by other consultants. The evidence (e.g., technical report, study, management plan, or technical inputs to the report, etc.) of the output that has been produced will be attached as annex to this consultancy report.
* For those with ongoing status, the consultant will report on methodology and approach as agreed has been followed or indicate if there were modifications or deviations. This is useful for RPCU to compare with other similar consultancies applied in the other project sites performed by other consultants. Also indicate when the outputs will be completed.
* For those not yet started and/or those that cannot be completed, the consultant shall report on the circumstances surrounding the delay and/or non-fulfilment of these outputs. The consultant will also indicate whether the outputs can be achieved within the prescribed timeframe, or if an extension will be required.

In summary, when using this template either as **interim consultancy reporting** or **final consultancy reporting**, the consultant should report on the status for each of the expected outputs and/or milestones of this consultancy. This consultancy report should provide a precise description whether the output/s is/are produced based on the ToR and technical proposal (or as updated in the inception report), indicate gaps and recommended actions for follow-up by the SPC/RPCU.

## Expected output 1.

Refer to the expected outputs and milestone sections of the ToR.

## Expected output 2.

Refer to the expected outputs and milestone sections of the ToR.

## Expected output n.

Refer to the expected outputs and milestone sections of the ToR. Expected output “n” means that last output indicated in the ToR.

# Overall conclusion and recommendations

This section should contain:

* A summary (2-3 sentences) of the overall status of the consultancy. If possible, indicate the proportion of the consultancy that has been completed, in-progress and possibly, not able to able to be achieved.
* A summary on the approach and methodology applied in fulfilling the consultancy, including modifications and/or deviations, issues, and concerns, and lessons learned from the application of such methodology.
* A summary of recommendations that would require action/s and follow-up by the SPC/RPCU and also for key stakeholders, which may include: government agencies, community groups among others to improve the conduct of replicate or upscaling of the process and/or methods.

## Conclusion

## Recommendations

# Annexes/Attachments

These could include technical reports, travel itinerary, lists of persons met, audio visual recordings of virtual meetings (as appropriate and permissible under Covid circumstances), pictures, and other relevant documents.