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***African, Caribbean and Pacific Group of States***

**“Project Title”**

**“ACP-EU TradeCom II PROGRAMME”**

**(REG/FED/022-667)**

*Project code: xxxxx*

**FINAL TECHNICAL REPORT**

Date

*Project implemented by*

*Company Logo*

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**Annex N:**

**List of tables, Graphs and Pictures**

**Abbreviations and acronyms**

**Acknowledgement**

* Presentation of Project team
* Key stakeholders involved
* Etc.

All final reports must all be edited following the structure of the present template.

# TITLE 1

## Title 2

### Title 3

Normal Text

The final technical report must not exceed 30 pages (excluding annexes)

Please note that, in terms of content, the template provided at the following page is to be considered as a suggestion and any improvement is always welcomed.

# EXECUTIVE SUMMARY

Max 3 pages, focus on recommendations

# BACKGROUND

* Brief presentation of project’s ToRs, key objectives and expected results.
* Comments on the ToRs, on the project logframe and on possible adjustments intervened during implementation
* Brief description of beneficiary country, context and background information

# ACTIVITIES CARRIED OUT

* List of all activities carried out during project implementation with related implementation period, scope, stakeholders involved
* Outputs completed
* Comments on project schedule, any possible delay on the implementation, related reasons, etc.
* Focus on beneficiaries’ participation to project activities

# RESULTS ACHIEVED

* Results achieved compared to initial expectations (please refer to the project logframe)
* To what extent results achieved are transformed into real changes for project beneficiary?
* In case of training and capacity building – to what extent the training course was adequate for the selected trainees, to what extent trainees have actively participated to the activities? To what extent do you expect they will benefit from the training/capacity building? To what extent trainees were correctly selected? Etc.
* In case of workshops/seminars – to what extent the content of the workshop was considered relevant by beneficiaries/participants? To what extent interaction among participant was ensured? To what extent key stakeholders were fully represented?
* In case of studies – to what extent all relevant stakeholders were fully involved? To what extent the conclusions of the study are shared and accepted by key stakeholders? To what extent its recommendations will be adopted?

# KEY FINDINGS and RECOMMENDATIONS

* Key project findings and lessons learnt
* Recommendations for possible future actions to be put in place by the beneficiary
* Recommendations for possible additional support interventions (from the TBT programme as well as from other donors)

**ANNEXES**