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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*

**NEEDS ASSESSMENT**

Date

*Project implemented by*

*Company Logo*

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**Annex N:** People Consulted

# INTRODUCTION

* Brief description of the assignment, the needs assessment mission, the organisation, dates, etc.

# OBJECTIVE OF THE NEEDS ASSESSMENT

* Target groups and objective of the needs assessment study.
* What are the organisations assessed, what is their role, their internal organisation, their working modality, etc. what types of capacities are assessed, what is the final purpose of this exercise.
* Description of the working environment with the beneficiary (support, ownership, etc.)
* For export oriented projects – to what extent is the private sector represented by the beneficiary and by the involved organisations? What are their working and collaboration modalities?

# KEY FINDINGS

* What are the main shortcomings in terms of human, financial, technical capacities ? What are the needs directly addressed by the TBT project, and which ones are not.
* What are the potentialities of the organisations if the highlighted shortcomings are tackled ?
* For export oriented projects – export potentialities of the sector if key shortcoming are tackled?

# RECOMMENDATIONS

* How the needs assessment influences project implementation in terms of activities, improvements to the ToRs, involvement of different, additional, stakeholders.
* Future relevant activities not included in the ToRs

**ANNEXES**

**ANNEX 1: People Consulted**