

Specifications of Final Report of Technical assistance Mission

(Comprehensive Report)

The expert assigned by GCC-Stat to carry out technical assistance mission is requested to write and prepare final detailed report after completion of the mission, within period not exceed one working week. The expert should review the report with the concerned country before submitting it to the Technical Assistance Section at GCC-Stat.

To ensure that the requirements and elements of integrity of final report are fulfilled, care must be taken to:

- The final report should provide an integrated and comprehensive material on the completion of the mission, covered issues, documents dealt with, operational recommendations and time frames required for working on recommendations. Accordingly, the final report must provide details of essential elements that should be adhered to, including:

1. **Cover Page:**

The cover page shall include: mission title, statistical field, country name, timeframe, Writer (prepared by) and date.

2. **The Report:**

The report shall comprise: executive summary, introduction, goals & terms of reference of the mission, implementation program which work has been performed accordingly, activities and methodologies, description of results and main strengths contributed to meet the terms of reference, challenges and obstacles encountered during the mission and procedures has been taken to overcome in cooperation with the country.

3. **The Recommendations:**

The recommendations shall be linked with statistical priorities of strategic plan of GCC-Stat, and shall be specific, measurable, achievable, adapted to reality and specify the time frame and reflect the accountabilities. Accordingly the recommendations shall be smart by being: (Specific), (Measurable), (Achievable), (Relevant) and (Time-bound).

- The expert shall discuss his/her draft report with those concerned at the statistical centers in the country and agree on executive recommendations to be included in the report.

Notice:

Writer of the report should use the attached form to ensure that the report covered the essential elements.

Technical Assistance Missions Final Report Audit Form

Please put (X) according to your evaluation in each audit point mentioned below, to insure the report content integrity, according to the following values:

[1] Complete	[2] Partially available	[3] Not available	[4] Not required	1	2	3	4
Title page: (include the following)							
1. Title match with the mission							
2. Report writer name							
3. Mission date and duration							
4. Beneficiary							
5. Targeted statistical field							
Executive summary							
1. Description of mission nature, purpose, subject background and progress stages							
2. Highlighting the mission terms of reference							
3. Summary of the main results							
4. Summary of outputs and expectations							
5. Recommendations							
Introduction and subject background							
1. Program description or the project the mission focus on, including previous goals and backgrounds							
2. Identify the target audience or the work that the job serves							
3. presenting the required documents that will be worked on							
4. present a general overview of the report structure and the prospects covered							
Methodology							
1. The methods used for implementing the mission, information resources and data used							
2. Data collection method and samples used							
3. Design and description of data collection tools							
Results							
1. Clarity of results and its logic							
2. Tables and graphs availability and clarity of its subject							
3. Discussion of results analytically and by summarizing them							
Recommendations							
1. Mentioned							
2. Specific							
3. Measurable							
4. Achievable							
5. Relevant							
6. Time-bound							