

Outline of Consultancy Report

Scoping of Capacities of Municipalities and State Governments in the Federated States of Micronesia (one report for Kosrae and Pohnpei & another for Chuuk and Yap)

Cover Page:

- Title of Report
- Picture/s
- Name of consultant
- Date of consultancy
- Logo's of GCF,SPC, State Governments and National Government

Page of contents:

- Section of report and respective page number

Draft Reporting outline:

Introduction/Background

- EDA Programme Summary (includes purpose, donor, role of SPC)
- Linkage of scoping exercise to Outcome 1 and outputs 1.1 & 1.2
- Purpose of scoping exercise/consultancy
- State which scoping exercise is conducted
- Time/duration of consultancy

Methodology

- Qualitative methods e.g. interviews, focus group discussions, and literature reviews
- Quantitative methods e.g. surveys
- Other methods – phone call/radio-telecom
- Sample selected/interviewee & reason for selection

Map

- Map indicating FSM, location of State
- Map identification location of municipalities included in scoping exercise

Findings of scoping

- **Summarize findings of municipalities in State A**
- Common themes/findings for municipalities across all States
- Common themes/findings for municipalities in each State
- Finding for municipalities which are specific to geographic settings e.g. volcanic islands, low lying islands, islands close to main island and isolated islands (logistical issues, resources, capacity, communication e.t.c.) & municipalities situated closer to main land or central business district
- Summary to also include an analysis of findings

- **Summarize findings of State Governments in State A**
- Common themes/findings for Government departments across all States
- Common themes/findings for Government departments per States
- Findings for Government departments which are specific to their respective mandates. Other factors such as previous experiences in managing projects, departments which have central roles (Overseas Development Assistance, Attorney General & Finance /Budgeting)
- Summary to also include an analysis of findings

- **Inclusion of graphs/charts/pictures**
- To illustrate findings & key messages

Other key stakeholders in State A

- o Identify other important stakeholders e.g. Non-governmental organizations, faith based groups, youth groups, consultants & current projects which are implementing projects and/or conducting similar training linked to food security, water security and disaster risk reduction

Stakeholder name	Linkage/connections	Contact details

- **Summarize findings of municipalities in State B**
- Common themes/findings for municipalities across all States
- Common themes/findings for municipalities in each State
- Finding for municipalities which are specific to geographic settings e.g. volcanic islands, low lying islands, islands close to main island and isolated islands (logistical issues, resources, capacity, communication e.t.c.) & municipalities situated closer to main land or central business district
- Summary to also include an analysis of findings

Summarize findings of State Governments in State B

- Common themes/findings for Government departments across all States
- Common themes/findings for Government departments per States
- Findings for Government departments which are specific to their respective mandates. Other factors such as previous experiences in managing projects, departments which have central roles (Overseas Development Assistance, Attorney General & Finance /Budgeting)
- Summary to also include an analysis of findings

Other key stakeholders in State B

- Identify other important stakeholders e.g. Non-governmental organizations, faith based groups, youth groups, consultants & current projects which are implementing projects

- and/or conducting similar training linked to food security, water security and disaster risk reduction

Stakeholder name	Linkage/connections	Contact details

Recommendations

- Summary include brief description of recommendation, actions and rating in **State A** .i.e. either low, medium or high rating for recommendation
- Recommendations for State governments which are common/general
- Recommendations for State governments which are specific to each States
- Recommendation for Municipalities which are common/general
- Recommendation for Municipalities which are specific to each State

- **Suggested template**

Area (e.g. Governance, Finance, Project management experience)	Recommendation or Action	Rating (either low, medium or high)
Financial Management	Establish financial guidelines to support accountability	Medium
Project Management	Conduct Training in proposal writing	High
	Develop a video documentary on proposal writing in local language	Medium

Recommendations

- o Summary include brief description of recommendation, actions and rating in **State B** .i.e. either low, medium or high rating for recommendation
- Recommendations for State governments which are common/general
- Recommendations for State governments which are specific to each States
- Recommendation for Municipalities which are common/general
- Recommendation for Municipalities which are specific to each State

- **Suggested template**

Area (e.g. Governance, Finance, Project management experience)	Recommendation or Action	Rating (either low, medium or high)
Financial Management	Establish financial guidelines to support accountability	Medium
Project Management	Conduct Training in proposal	High

	writing Develop a video documentary on proposal writing in local language	Medium
--	--	--------

Conclusion

- Summarize findings/assessment and concluding remarks

Annexes

- List of contact details for persons/organizations interviewed
- Completed assessment sheets/survey forms