**RCDN**

**CD Product Development Template N°13**

**CD Product Development Expert**

**Report Form**

**RCDN Expert Report Form**

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| **Regional Capacity Development Network (RCDN) for Water and Sanitation Services** |
| **Title of Expert Services:** |  |
| **Period of Expert Services:** |  |
| **Location of Services:** | Country, place |
| **Expert/s:** | Lead Expert: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Co-Expert: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Clients:** | Name of Clients: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Overall Objective of Expert Services:** | * + - <please insert overall objective of the expert services>
 |
| **Specific Objectives of Expert Services:** | * + - <please insert specific objective/s of the expert services>
 |
| **Contribution to RCDN Output/s:** | * + - <please insert output/s to which the expert services contribute to>
 |
| **Contribution to RCDN Output Indicators:** | * + - <please insert output indicator/s to which the expert services contribute to>
 |
| **Materials used for Delivery of Expert Services:** | * + - <please list all available materials>
 |
| **Key Activities and Short Description of delivered Expert Services:** | Summarise key activities covered by the expert services and provide a brief description of delivered expert services (processes, results), please. |
| **Outputs of Expert Services** |
| **Overall Impressions of the Expert(s) about the services provided:** | Summarise the overall impression about the expert services, please. |
| **Expectations of the Clients:** | Summarise the key expectations and priorities of the clients and if they were met by the expert services. If not, please explain corresponding reasons, please. |
| **Overall Impressions of the Expert(s) about the Clients** | Summarise your impression on the client and staff with which you worked with, e.g. their competence level, know-how up-grade, improvement of technical and/or organisational processes, and how the client and its staff interacted during the expert services, please. |
| **Raised Issues and Challenges:** | If you faced any challenges with regard to the expert services and the clients or anticipate some that could be faced in the future, please provide respective information here. |
| **Gender sensitivity:** | Please provide a brief impression on the following questions: What was the gender composition of staff with which you worked with, if any? Did you apply any gender-differentiated procedures? Were individual potentials and abilities respected? |
| **Lessons Learned and Follow-up** |
| **Key Findings /****Lessons Learned:** | Please summarise your key findings and lessons learnt from the expert services. |
| **Recommendations:** | Please list recommendations that are related to the subject of expert services and can support improving of RCDN expert services in the future. |
| **Conclusions and Next Steps:** | Please summarise your key conclusions and propose next steps referring to the follow-up of the expert services delivered. |

**Other Comments/Remarks:**

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**List of Mandatory Annexes (in electronic form):**

**Please list all annexes/CD Product Development templates that were used and accordingly deliverables completed during the expert mission.**