**Terms of Reference – Task title**

**1. Contact(s):** *Please provide full name, role and email address of the**lead focal point who will steer the task on behalf of the UK government. This contact person will sign off the final task and be approached by the Helpdesk for monitoring of any outcomes that happen as a result of the task (roughly six months to one year after completion of the task).*

**Home Department:**

**Directorate/team:**

**ISF portfolio/programme (if relevant):**

**ODA/ Non-ODA programme:** Please indicate whether this task is [ODA eligible](https://www.oecd.org/en/topics/sub-issues/oda-eligibility-and-conditions.html) or non-ODA

**Task code:** *[to be assigned by the Helpdesk]*

**2. Background to assignment**

What are you working on, and what challenge are you facing with which the WPS Helpdesk can assist?

**3. Purpose of assignment**

What should the task achieve? What type of task are you requesting (common types are: literature review, analysis of a context, security issue, or opportunity, analytical review of a proposal, business case, strategy etc., training). What is the scope?

**4. Task outputs, presentation** **and dissemination**

How would you like the task to be presented? If a written product, please specify length and format (briefing, report, fact sheets etc.) Would you like a presentation, discussion or other deliverable? How will the product be further shared or communicated, and what role is expected for the Helpdesk vis-à-vis the task commissioners’ dissemination plans? What platforms, other than the online repository, or tools will be used for dissemination? Who will be responsible for which dissemination activities?

**5. Intended audience**

How will the assignment be used and by whom (e.g., a department, unit, embassy, for dialogue with partners, technical experts/generalists, etc.)? Will it have relevance beyond your immediate team (e.g., other ISF teams or Departments)?

**6. Proposed timeline and milestones:** Please indicate if the overall deadline is strict or flexible. Specify any required milestones with indicative dates. A minimum of one milestone per task is mandatory, though there can be up to five; the number and nature of milestones vary by task but think of whether you would like a methodology shared, an outline of report format, spaced check-in calls, or similar.

Please complete the table below with at least one but up to five key milestones for this task:

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Description** | **Indicative date** |
| *Sample: Milestone 1*  *Milestone 2* | *Report structure outline submitted*  *First draft discussed on a call* | *01/01/2025*  *31/01/2025* |
| Milestone 1 |  |  |
| Milestone 2 |  |  |
| Milestone 3 |  |  |
| Milestone 4 |  |  |
| Milestone 5 |  |  |
| Sign-off |  |  |

**7. Budget for Helpdesk:** Please provide an estimate of the **number of days’ work** necessary to complete the task. The Helpdesk can advise on this.

**8. Budget table** *[to be completed by Helpdesk]*:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Expert level** | **Basic cost** | **NPAC** | **Total daily rate** | **Projected days** | **Subtotal (£)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | | | | | |  |
|  | | | | | | |
|  | **Activity** | **Unit** | **Unit cost** |  |  | **Subtotal** |
|  | e.g. Travel, accommodation |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total (£)** | | | | | |  |

**9. Confidentiality level:** Please indicate the classification of the task output(s) - delete as appropriate. This will determine how the task output(s) may be shared:

* Non-sensitive: The Helpdesk will upload the output to the Repository within one week of sign-off.
* Possibly sensitive: The Helpdesk will propose communication lines for approval by the task commissioner. Once approved, the output will be uploaded to the Repository.
* Not for upload to public repository.

If not specified, the task output(s) will be public and accessible to ISF colleagues on FCDO inside and publicly on the online repository (<https://wpshelpdesk.org/)>