

Annex III

Draft Terms of Reference

Mission of the EC TPSDE Facility to *(name of country/Delegation or service making the request)*
Month/Year

1. Background

(Please provide a brief background concerning the programme/s, strategic document/s, event/s for which the TPSDE Facility's inputs are needed).

2. Objectives and expected outputs of the EC TPSDE Facility mission

(Please briefly describe in bullet points what are the main objectives of the assignment and specify each of the outputs expected from TPSD Facility)

-Objectives of the assignment:

-Expected outputs:

3. Activities

(Please briefly describe in bullet points the main activities to be undertaken by the TPSDE Facility consultants. These activities should also be reflected in the tentative agenda of the mission)

4. Location, dates and duration

(Please briefly indicate precise dates and duration of the mission. If not yet known, indicate tentative dates. Under location please indicate where the mission will take place and if field visit are envisaged)

5. Focal points within the TPSDE Facility and the EUD/Service

(Please briefly indicate precise dates and duration of the mission. If not yet known, indicate tentative dates. Under location please indicate where the mission will take place and if field visit are envisaged)

6. Tentative agenda

(Please briefly indicate what is the foreseen tentative agenda of the mission/assignment, including details about who the TPSDE Facility consultants will have to meet. This agenda will be fine-tuned on the days previous to the mission and updated during the mission itself)

Day/month	Activities:
dd/mm	
dd/mm	
dd/mm	
dd/mm	