INSTRUCTIONS FOR REPORT SUBMISSION

1. **Report format**
   - File format: PDF (.pdf) for electronic submission
   - Page size: A4
   - Font: Arial, size 11 for main text, size 9 for footnotes, size 14 for headings
   - Margins: Standard margins (2.5 cm on all sides)
   - Language: Bilingual (local/BHS and English language)
   - References and citation: APA style

2. **Report content**
   - Cover page:
     - Project title
     - Activity name
     - Full name of the Contracting Authority, address, and report submission date
     - Contract number
     - Prepared by (Full name of the responsible person and name of the Contractor)
   - Table of contents: Automatically generated with page numbers.
   - Executive summary: Brief overview of the assignment, key findings and implementation status
   - Introduction: Project background, objectives and scope of work
   - Methodology: Detailed description of research methods, data collection and analysis
   - Results and discussion: Key findings, supported by visual representations such as graphs, tables, and charts.
   - Conclusion and recommendations: Summary of results with concrete recommendations for next steps
   - Annexes: Additional data, detailed analyses and/or maps.

3. **Submission**
   - Electronic submission: Report submission via e-mail.
   - Printed version: Hard copy delivered by post or in person to the Contracting Authority's address.

Note: *A detailed description of the content of each individual report is defined in Chapter 6 of the Terms of Reference and will also form part of the contract with the selected bidder.*