

Annex 2:

Format for the evaluation report

EXECUTIVE SUMMARY

A summary of the evaluation, with particular emphasis on the main findings, conclusions, lessons learned and recommendations.

INTRODUCTION

Presentation of the purpose of the evaluation, questions and main findings.

THE EVALUATED INTERVENTION

Description of the evaluated intervention and its purpose, logic, history, organization and stakeholders.

FINDINGS

Factual evidence, data and observations that are relevant to the specific questions posed by the evaluation.

EVALUATIVE CONCLUSIONS

Evaluation of the intervention and its results against given evaluation criteria, performance standards and policy issues.

LESSONS LEARNED

General conclusions that are likely to have potential for wider application and use.

RECOMMENDATIONS

Actionable suggestions to evaluation users for improvement management and policy of intervention cycle. The recommendations from evaluations shall be addressed in a Management Response, including actions, deadlines and responsibility.

ANNEXES

Description of tasks, methodology for data collection and analysis, references.