

H. Evaluation Report Outline

There is no standard format for an evaluation report. The one below is given as a starting point for you to develop your own. It will result from your own style of operation, the scope of work, and your discussions with the donor and others.

1. Project Evaluation Summary

The PES is also called the Face Sheet. It is a standard AID form, and much of it will be filled out by the donor. The body of the PES is made up of a list of actions to be taken against names of specific persons who will be expected to take those actions and the time at which they will be completed.

The actions will be derived from your recommendations. This is one reason to keep your list of recommendations short and to make them realistic both from the standpoint of impact and actionability.

2. Introduction

Give some idea of the purpose and conditions of the evaluation. There are several reasons for an evaluation. There are several evaluations in the history of a project, and each will have its own conditions. Explain, briefly.

Use one paragraph for a brief description of the methodology used in the evaluation. Explain how background papers and interviews were used and how that data was translated into an evaluation.

Closely related to methodology is the way the report was prepared, who did the writing, who did the reviewing, and how the final report was prepared.

3. Executive Summary

One to two pages, made up of numbered items that summarize your report. You do not need much explanation here. Simply assert your findings. List positive findings as well as findings reflecting problems. List these findings in an impersonal style.

Avoid such wording as "X should be commended for....," just as you would "A should be criticized for...."

List your recommendations separate from findings, and make them in summary form with little detail and no discussion.