

4. General Comments

There is often a need to comment on the project or the host institution beyond the area covered by the scope of work. If your team feels this need, use this heading. Keep general comments to under three pages. It can come here or later.

5. Evaluation

In this section, follow your scope of work, item by item, using the format below. If some items can be combined, do so, but don't let an item get lost.

A. Scope of Work item Number one.

Evidence or findings

Discussion

Recommendations (and "alternatives to consider.")

B. to N.

If you have no recommendations (and you should not unless they are significant) you can present findings and discussions thoroughly. It is just as important to justify no recommendation on an item in a scope of work as it is to justify a recommendation. Assume that the donor is interested in your investigation of an issue listed in the scope of work.

6. Extra-Scope of Work Issues

As discussed above, it is often useful to go beyond the of work in gathering data and presenting analysis. Much of the extra-scope material can fit in in the scope of work above. Use a separate section, however, if you need it.

Attempt to put all of your evaluation in one document which becomes part of donor's memory. With reasonable skill, sensitive issues can be dealt with adequately in an official document.

7. People and Places

List the people you talked with, the documents you read, and the sites you visited.

8. Annexes

You may want to include material that does not fit in report. Put it in one or more annexes.