

**Purpose of this tool:** This evaluation report template serves as a guide to standardize reporting across evaluations and to ensure key information is not missing from reports. The template provides section headings and descriptions as guidance for the organization of an evaluation report. Rule of thumb: The report should not exceed 50 pages (excluding all annexes) in MS Word and use consistent page formatting, margin, fonts, and line spacing. Delete this box when modifying the template. Suggested page limits for each section are included below.

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# Cover Page (1 page)

On the cover page, include a title that conveys the name of the project, location, implementation period, as well as the main impact or key finding of the report as a sub-title. Be sure to add donor(s) and partner logos. Examples of sub-titles can be found at the end of this template.

Table of Contents (1 page)

# List of Acronyms (1 page)

# Acknowledgements

# Executive Summary (1-2 pages)

Include an executive summary that focuses both on process as well as impact (except for baseline evaluations where we would not expect to see impact data) that is **no more than 2 pages** in length and is formatted so that it can be printed as a stand-alone 2-pager about the project. Talk about the impact of the project/program/initiative and key **changes measured** in the executive summary so that the audience does not have to read the entire report before seeing evidence of change. This could include a table that presents change from baseline to the current measurement on major indicators. The executive summary should include:

Key Project Details to Include (in a text box on page 1):

* Donor
* Start and End Dates
* Budget Amount
* Direct and Indirect Reach (sex disaggregated)
* 3-5 key impacts/changes measured
* Any impacts measured against [CARE’s impact and outcomes of the global indicators](http://careglobalmel.care2share.wikispaces.net/CARE+2020+Strategy+-+Global+Indicators+and+Markers#Global%20and%20Supplementary%20Indicators%20for%20Measuring%20Change).
* 3-5 lessons learned
* 3-5 recommendations for ways forward

# Introduction (up to 5 pages)

Describe the organizational and historical context in which the evaluation will occur as well as the project/program/issue to be investigated. Situate the important stakeholders, including donors, partners, implementing agencies and organizations. Introduce the project/program/initiative and its objectives to detail the activities or aspects of activities that are being evaluated, period of implementation, geographical focus, direct/indirect beneficiaries and impact/target groups. Be sure to include the budget.

Describe the geographic area and population covered by the project/program. Include detail on the regions, districts, communities, and households engaged by sex of heads of households. Describe key participants, impact or target groups, and direct and indirect participants engaged by gender and age. (see Tables 1 and 2 in the annex for support to describing the context). Outline the project’s Theory of Change, and applicable key indicators.

It should include the follow subsections:

## Purpose and Evaluation objectives (1 page)

Provide some reasons for why this evaluation has been commissioned then outline the specific objectives of the evaluation and why this evaluation is important.

## Evaluation Questions (1 page)

List the specific questions the evaluation sought to answer. Evaluation questions should be structured around the project objectives or theory of change. Identify evaluation questions based on project objectives, log frame and/or theory of change, and global indicators.

## Ethical Considerations (1/2 page)

Describe the key ethical considerations of the evaluation, and what steps the evaluation team took to protect participants safety and privacy as part of the data collection. Describe any ethical board review processes that took place.

# Methodology and Study Design (up to 5 pages)

Describe the methodology and design of the evaluation, constraints and limitations to the study process and rigor, and issues in carrying out the study. Detail how you will address your evaluation questions, including the use of existing data and collection of additional data. This is also where you describe your data collection approaches in detail, along with the sampling methodology and sample size calculations, including any validation of initial results.

Outline the specific sampling method you will use, like simple random sampling, stratified sampling, or cluster sampling, and include the sample size calculation used to determine the sample. Articulate whether your sampling will be beneficiary or population based, and, how you will collect data from the individuals or groups listed. Provide copies of your data collection tools in the appendix. Outline the data analysis process to address your evaluation questions, including how data have been disaggregated. For mid-term and end-line evaluations, describe how data are comparable to baseline data. Additionally, detail how the evaluation process has ensured participation of key participants/stakeholders.

# Results (by Evaluation Question) (up to 10 pages)

Present the findings by evaluation question and include graphical presentation of quantitative and qualitative evaluation results where applicable. Tables and graphs are needed to present and organize the data. To gain a better understanding of potential differences in gender and power elements, evidence should be able to be **disaggregated by sex**, age and other relevant diversity, etc. Where output or outcome targets are applicable, include the level at which the targets were met. For mid-term and final evaluations, findings should be compared to baseline. The report should always present the calculation of what has changed from baseline to endline. Any results disaggregated by region/district should also include a total of average results across the entire project.

# Analysis (up to 8 pages)

**This section should describe how the project/program/initiative has created impact.** The report must present results from the evaluation and associated evidence. Results must be analyzed and discussed, using findings from qualitative and quantitative investigations in a complementary fashion. **This means going beyond stating the data, but rather, analyzing what those data mean and discussing implications for the future. With CARE’s specific focus on women and girls, a deeper gender analysis is critical to our understanding of how our work is influence gender issues in the communities in which we work.**

What changed because of the program? What happened in the world, and why did it matter? This are the most significant accomplishments, supported by solid evidence. Each impact should be written as one or two sentences. The source of each finding must be clearly identified.

Limitations and Challenges (up to 3 pages)

The report must provide a list of challenges, limitations, and failures regarding the project/program/initiative that CARE should consider and describe if the program overcame these challenges.

# Conclusions and Lessons Learned (up to 7 pages)

Conclusions should briefly summarize the learning agenda report and next steps. The report must include high-level conclusions about the project/program/initiative, and the contextual, cultural, and individual factors that influence the current situation. All conclusions must be based solidly on the presented findings. If information from other sources is used to reach these conclusions, valid references must be provided, and reference documents or internet links to these listed. Include at least 5 key lessons learned: These should be short, actionable, and focused on the 3 - 5 most important aspects the program/analysis found. They need to be relevant and new for people outside of the direct program.

# Recommendations (up to 8 pages)

In this section, discuss ways how to use these findings to solve the challenges, limitations, and failures listed above. Describe key actions to be taken because of the findings and identify practices that could be adopted or adapted in current or future programming or to address future learning questions. Recommendations must be relevant to project and context and include concrete and realistic steps for implementing or applying the recommendation. Include 3-5 key recommendations for what the project/program/initiative should do based on your findings.

# Annexes (no page limit)

This evaluation must document all in a complete manner and be succinct, pertinent, and readable. Annexes should include detailed tables, questionnaires, data collection tools, references, etc.

Table 1. Geographic Area and Population Coverage

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Region** | **District** | **Community** | **Total Households** | | **Total Household Members** |
|  |  |  | **Male HHH** | **Female HHH** |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Table 2. Key Participants, Target, and Impact Groups

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Key Participants** | **Impact or Target Group** | **No. Direct Participants** | | **No. Indirect Participants** | |
|  |  | **Male** | **Female** | **Male** | **Female** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Annex reporting on the CI indicators

The evaluation should have an annex that clearly demonstrates [CARE’s impact and outcomes of the global indicators](http://careglobalmel.care2share.wikispaces.net/CARE+2020+Strategy+-+Global+Indicators+and+Markers#Global%20and%20Supplementary%20Indicators%20for%20Measuring%20Change). These findings should be clearly documented so these data can be easily extracted for [CARE’s Project/Program Impact Information Reporting System (PIIRS) reporting](http://careglobalmel.care2share.wikispaces.net/Global%20data).

***IMPORTANT NOTE:***

* The external evaluator **must submit a FINAL version of the report** within the timeline and comply with data protection, ethical concerns, and others as relevant**.** A final report needs to be received prior to allocation of final payment. Evaluation reports titled draft will not be accepted as final.

***EXAMPLE TITLES AND SUBTITLES FOR EVALUATION REPORTS:***

* Informe Evaluacion Final: Mejorando la capacidad de resiliencia y la respuesta a desastres de poblaciones expuestas a multi-amenazas, de los municipios de San Pedro Jocopilas y San Bartolomé Jocotenango, departamento de Quiché
* Final Evaluation Report: Improving resilience and disaster response capacity of populations exposed to multi-threats, from the municipalities of San Pedro Jocopilas and San Bartolomé Jocotenango, department of Quiché
* Desarrollo Economico Inclusivo en Peru: Generación de ingresos y empleo en unidades productivas familiares del altiplano mediante la cadena de valor de ganado vacuno para carne
* Inclusive Economic Development Impact Assessment in Peru: Generation of income and employment in family productive units in the altiplano through the beef cattle value chain
* The Effect of Addressing Demand for as well as Supply of Emergency Obstetric Care in Dinajpur, Bangladesh through the SafeMother Initiative 1998-2001

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| --- |
| **EVALUATION REPORT CHECKLIST** |
| **EVALUATION REPORT CHECK 1:** **Executive Summary** |
| * The report includes and executive summary highlighting the main findings of the evaluation? |
| **EVALUATION REPORT CHECK 2:** **Presentation of findings** |
| * Is outcome/impact data presented with a solid comparison of measurements? (e.g. comparing baseline with latest measurement) * Is outcome/impact data presented against CARE’s global indicators? * Is the data disaggregated as requested in the TOR of the evaluation? * Is there explicit presentation of the findings based on the intended users in the evaluation TOR? * What is the first page where outcome/impact data is first presented? (if impact is discussed late in the document, you may want to rearrange that) |
| **EVALUATION REPORT CHECK 3:** **Addressing failure or unintended consequences** |
| * Failure: Does the evaluation discuss failure, things that don't work or areas to improve? * Does the report discuss any unintended consequences? |
| **EVALUATION REPORT CHECK 4:** **Balance in the findings and explanations of the findings** |
| * Is there good balance on the use of quantitative and qualitative data to support the findings and explain the findings? * Is there analysis of the findings beyond pure description of the results or measurements? |
| **EVALUATION REPORT CHECK 5: Accurateness of the data** |
| * Math/data check: Are the data calculations and aggregations correct? * Are the evaluation findings comparable to previous measurements? * Is the disaggregation correct? |
| **EVALUATION REPORT CHECK 6: Description of main take always from the evaluation process and main recommendations** |
| * Does the report describe any learnings or findings in relation to how participatory the evaluation was: what was the level of involvement of the community in the evaluation? * Does the report include recommendations for this project or future programming? * Does the report make any recommendations around sustainability or ability to scale? |
| **EVALUATION REPORT CHECK 7: Final version** |
| * Is this the final version of the report? * Is the final version compliant with ethical standards? * Is the data meeting responsible data standards on storage, anonymization, etc.? |
| **EVALUATION REPORT CHECK 8: Publication on the Electronic Evaluation Library** |
| * Can the Report be later published in the EEL (www.careevaluations.org)? If not, where? * Any limitations to publishing the results? |