**Recommended Template for an Evaluation Report**

The evaluation team uses this template to guide their evaluation report. They should consider all sections of the template as they relate to the TOR.

Please ensure that the report uses the font as is and without Italics and that graphs, tables, maps etc. contain alternative text to make the report accessible.

The report shall be written in plain and easy to understand language (English, French or Spanish) and shall be translated into other languages as required. If the report is written in another language than English, an Executive Summary in English must be provided.

Each report needs to include the CBM logo as in this template; additional logos of the partner organisation and/or consultancy can be added. The name of the consultant company or the evaluators shall be included.

Documentation of the evaluation preparations process, tendering, selection of evaluators, contractual agreements, learnings etc to be captured in ProMIS Project page Log tab or filed in Document library.

Evaluation ToR, Final Report and Management Response to be uploaded in ProMIS Project page Document library.

The Management Response Action Plan to be manually entered in ProMIS Project page Tasks tab and Tasks pushed to the Project Cycle workflow.

The cover page shall include the following:

**Evaluation Report** of (insert project name here):

**Authors of report:**

**Published date:**

**Disclaimer:**

This publication was produced at the request of CBM. It was prepared independently by [authors and/or organizations involved in the preparation of the report]. The views expressed in this report are those of the author(s) and do not necessarily reflect the position of CBM, [name of the organisation/partner/ project that has been evaluated] or any other party. Nor do these entities accept any liability for claims arising from the report’s content or reliance on it.

The author(s) hereby confirm that the reported work is their own personal intellectual creation. In particular, the author(s) have not created substantial parts of this deliverable by using AI systems.

The authors further confirm the application of data security and privacy throughout.

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## **Title Page**

|  |  |
| --- | --- |
| **Project ID and Name** |  |
| **Project Location, Country** |  |
| **Implementing Organisation** |  |
| **Project start and end dates; phase of project** |  |
| **Total cost of project** |  |
| **Evaluation Purpose** |  |
| **Evaluation Type (mid-term, final, ex-post)** |  |
| **Contact person of commissioner (Implementing Organisation/CBM)** |  |
| **Names and organisations of the Evaluation Team members** |  |
| **Primary Methodology** | Insert only the main methodology, details to be outlined in the body of the report |
| **Evaluation Start and End Dates** |  |
| **Recipient of Final Evaluation Report** |  |
| **Date of final report submission** |  |

## **Executive Summary**

2-3 pages including:

* Overview of the purpose, objectives, scope, methods of the evaluation.
* Most important results, recommendations, and lessons learnt.

The summary shall be drafted in such a way that it can presented to a variety of audiences keeping in mind that it might be the only part of the report that some people will read. The summary will be used for a synthesis of the annual evaluation work by CBM, for sharing with CBM staff and potentially for sharing with donors and publication on the CBM official website.

## **Introduction**

Includes a brief description of the objective and scope of the evaluation and explanation whether there have been any restrictions during the evaluation. It also outlines why the evaluation has been conducted at this point in time and by whom the findings will be used.

## **Background**

Max. 2 pages that contain fundamental information on the project/programme being evaluated:

1. Context (national, political, economic, social, cultural background)
2. Project objectives, expected results and intended changes for target group (outcome)
3. Any relevant changes in the project design
4. Summary of activities implemented and outputs achieved so far
5. Details on the target groups (incl. disaggregated data as applicable)
6. Reference to past reviews and evaluations.

## **Evaluation Methods and Limitations**

Explains the evaluation methods applied incl. the rationale for the selection of the methods in relation to answering the evaluation questions. Include a discussion of:

1. Data and information sources
2. Sampling strategies and rationale
3. Data collection procedures and instruments (how has ethical and responsible data management been ensured?)
4. Selection of site and interview partners
5. Stakeholder engagement and level of involvement
6. Any limitations in data collection and analysis, data quality or access to data sources
7. Brief on how the methodology ensured compliance with organisational policies (e.g. Persons at Risk), data security and privacy and what measure were taken.

The full description of the methodology and tools shall be provided as an annex.

## **Analysis, findings and conclusions**

Main body of the report, including how the data received has been analysed and findings that result out of this analysis.

Data should be presented in easy-to-read charts, tables, graphs and maps.

**Findings** are facts based on data collected and do not represent an opinion. They should be well structured, e.g. according to the objectives and evaluation questions as listed in the Terms of Reference. Findings should include a discussion of planned and achieved results of the project and explain the factors affecting the achievement of results. Assumptions and risks as identified in the design should be discussed.

**Conclusions** are to be based on findings. They synthesize and interpret findings and make judgments supported by one or more specific findings. They should highlight strengths and weaknesses of the project/programme.

## **Recommendations**

Recommendations follow from the conclusions, and they should be discussed with the stakeholders. They should be practical and feasible and directed towards the intended users of the report to inform on the actions to be taken. Many recommendations shall be prioritised according to most pressing needs.

Recommendations should address sustainability and discuss continuation, termination or appropriate exit strategies, if applicable.

## **Lessons Learnt**

Lessons learnt may include knowledge gained from the project/programme, the context, the implementation methods, the evaluation methods etc. and that is applicable to a similar context.

Lessons learnt result from the conclusions and can be subdivided e.g. in strategic, policy, sector, management, implementation relevant lessons learnt.

They may also include examples of **Good Practices.**

## **Annexes**

Please ensure that all methodology related material, such as questionnaires, analysis of questionnaires etc. is submitted and respects privacy and anonymity of persons. Please do not include such annexes in the main text and if possible, produce a separate document in pdf format or similar.

* Logframe (original and latest version, if applicable)
* Terms of Reference for the evaluation
* Schedule of the evaluation
* Evaluation Matrix
* List of key informants interviewed and of sites visited
* Additional methodology-related documentation such as tools used in the evaluation (questionnaires, surveys, focus group guides, discussion guide etc.)
* List of supporting documents reviewed
* Information regarding the evaluators (summarised CVs)
* Signed Code of Conduct and Child Safeguarding Policy.