



Programme and Project Evaluations at ADA: Formal Check for Completeness of Executive Summaries

The Evaluation and Statistics Unit of the Austrian Development Agency (ADA) checks executive summaries of project and programme evaluations before their publication regarding their formal completeness.

According to the ADA Guidelines for Programme and Project Evaluations¹, the summaries should include the following information listed below:

| | | |
|--|--------------------------------|------------------------|
| ADA Project/programme number and full title: [] | | |
| | | <i>(✓: yes, X: no)</i> |
| The summary is a stand-alone chapter in the evaluation report and includes the following sub-sections: | Introduction | ✓ |
| | Evaluation Design and Approach | ✓ |
| | Findings | ✓ |
| | Conclusions | ✓ |
| | Recommendations | ✓ |
| The Results Assessment Form ² is completed | | ✓ |

Issue date of check-list by ADA EVAL (day/month/year): 15.12.2023

¹https://www.entwicklung.at/fileadmin/user_upload/Dokumente/Evaluierung/Evaluierungs_Leitfaeden/Guidelines_for_Programme_and_Project_Evaluations_ADA_2020.pdf

²https://www.entwicklung.at/fileadmin/user_upload/Dokumente/Evaluierung/Evaluierung_Templates/Annex9_Results_AssessmentForm_Template.xlsx