## Format for an Evaluation report

The report has to be done in English with a maximum length of max 30 pages without annexes.

The Report should have a similar format as below:

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| **Title page**  Name of the programme, name of the evaluation company/consultant, name of the author, date of evaluation |

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| **Table of content, list of abbreviations** |

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| **Executive summary**  The evaluation report starts with an executive summary of three to five pages. The summary contains a brief overview of the objective, scope and, methods of the evaluation and refers to the most important findings, conclusions, lessons learnt and recommendations. If the evaluation report was prepared in German, an additional English translation could be considered in order to share findings with partners and other stakeholders. The executive summary must be written as an independent document so that it can be forwarded to third parties in accordance with the contract partner. |

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| **Background of the Framework Agreement**  In this chapter, the fundamental information on the framework agreement needs to be summarized, i.e.short framework programme description and context to the Austrian Development Cooperation, intervention logic (respectively (the latter must be added to the annex ) and if available a theory of change. |

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| **Introduction**  … contains a brief description of the purpose, objectives and scope of the evaluation and briefly explains whether there have been any restrictions during the evaluation. |

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| **Methods**  This section should outline the quantitative and qualitative methods applied to evaluation the programme approach. Techniques used during collection and processing of data and information (e.g. data triangulation) Possible restrictions (e.g. the non-availability of key informants) by using the methods as well as possible resulting effects on the evaluation should be mentioned. |

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| **Evaluation findings**  In this chapter, the evaluation findings are presented in detail. The evaluation report is structured according to the OECD/DAC criteria of relevance, effectiveness, efficiency, sustainability and impact as they are listed in the ToR. The evaluation questions and the corresponding results also need to be attributed to the OECD/DAC criteria. Results referring to the cross-cutting issues can either be considered under the OECD/DAC criteria or the evaluation questions, or can be described separately. Statements and conclusions must be comprehensible and be supported by data. Wherever it seems relevant, data must be presented and interpreted in a sex-disaggregated manner. Hypotheses must be verified and falsified. |

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| **Conclusions**  … contain a summary of the results of all evaluation questions and, furthermore, include all information issues (e.g. assessment of the intervention logic) which were mentioned under the scope of the evaluation. The conclusions are based on the results and the analysis, and are comprehensible on this basis. In case information is only presented partially, the reasons should be stated in the evaluation report. |

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

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| **Recommendations**  In this chapter, recommendations are listed on the basis of the individual evaluation questions. It is important that the recommendations are feasible. It must also be clearly identifiable to who the recommendations are addressed to and should include recommendations to ADA. It is recommended to present the recommendations in a matrix. |

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| **Annexes**  Logframe, terms of reference and schedule of the evaluation, list of key informants, list of documents used, questionnaires or other instruments used in the evaluation; Reports prepared for the field study; Information regarding the evaluators. |