

Terms of Reference - Annex 2



Table of Content Evaluation Report Annex 2:

1. **Cover:** Project title and number; authors; Institution Name; date of final report
2. **Table of Content**
3. **List of abbreviations**
4. **Executive Summary** (2 pages)
 - a. Brief project description
 - b. Objectives of the evaluation and expected use of the evaluation.
 - c. Summary of the evaluation methodology
 - d. Key findings and conclusion, related to project goals/target.
 - e. Key recommendations
 - f. Summary of lesson learned.
5. **Introduction** (1- 1.5 pages)
 - a. Background and project context
 - b. Project description, including context, scope, stakeholders and beneficiaries, logical framework and project monitoring system.
6. **Evaluation objective** (3 –max.4 pages)
 - a. Evaluation objective, scope, and focus
 - b. Evaluation key questions
 - c. Limitations
 - d. Composition of the evaluation team
1. **Evaluation Methodology**, including: (3-4 pages)
 - a. Data sources; Data collection and analysis techniques; participatory techniques
 - b. Triangulation of data sources
 - c. Major Limitation on the methodology
1. **Key Evaluation Finding** (with reference to the main issues of the ToR) (8 -10 pages)
2. **Conclusion:** insights into findings; reasons for successes and failures (2-3 pages)

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3. **Lessons Learned** (1 page)
4. **Recommendations**, based on evidence and insights (3 pages)

Annexes to the evaluation Report:

- a. Terms of Reference for the evaluation
- b. Evaluation Matrix (see annex 4)
- c. Timetable
- d. List of participants
- e. List of individuals interview and of stakeholder's groups and/or communities consulted.
- f. List of reference documents reviewed.
- g. Interview protocols
- h. List of people polled.
- i. Photo documentation
- j. Other technical annexes (e.g., statistical analysis and figures)
- k. Short biography of the evaluator