Recommended Template   
for Evaluation Report

The evaluation team uses this template to guide their evaluation report. They should consider all sections of the template. However, some sections or headings may not be relevant for the report being written and others may need to be added.

Authors of report

Published date

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| --- |
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Further details about author

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1

Abstract

Include an abstract of 200-250 words that briefly describes (in complete sentences and no bullet points) the purpose, methodology and main findings and conclusions of the evaluation. The abstract must be suitable for publishing as a stand-alone description of the study on the New Zealand Aid Programme website.

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2

# Executive Summary

Keep this short. The focus should be on the evaluation’s key findings, conclusions and recommendations.

Information about evaluation design, authors and other relevant information can be included in a separate section or in an Appendix.

More text on second page

3

Background

This section should be brief and any detailed information can be placed in an Appendix if required.

THE ACTIVITY

This section includes information on the Activity being evaluated.

EVALUATION PURPOSE AND DESIGN

This brief section should reflect the evaluation purpose, scope and design. Remember the evaluation plan will be published alongside the evaluation report.

### PURPOSE

Text

### SCOPE

Text

### DESIGN

Text

4

Overarching Findings

The report should be structured around addressing the evaluation’s purpose and objectives as well as addressing the key questions.

Please also include a short section that specifically addresses findings against any of the DAC criteria used in the evaluation as well as any cross-cutting issues that are addressed.

Text

5

Evaluation Conclusions

Focus on the main conclusions about the Activity.

6

Lessons Learned

Lessons learned have potential for wider application and use. For example, include lessons that can be transferred to the next cycle of the same intervention or to other interventions. Frequently, lessons highlight strengths or weaknesses in the concept, design, and implementation that affect performance, outcome, and impact.

What was learned from the evaluation?

7

Recommendations

Recommendations should be relevant and useful, directed at key stakeholders, prioritised, actionable and pragmatic. They should also identify “key next steps” to action each recommendation.

1. Recommendation
2. Recommendation etc

Appendices

APPENDIX ONE

# Table and Chart Styles

The following section shows how to set table and charts   
as required. Please try to keep as close to style as possible if modifying.

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Pie Chart – No borderlines. Grey tints acceptable.