
- **Evaluation Report Template**

This template for evaluation reports provides guidance for evaluations of the projects implemented by the private German organisations that are co-financed by the BMZ. The OECD DAC quality standards for evaluations are to be taken into account:

<https://www.oecd.org/development/evaluation/qualitystandards.pdf>

Table of contents

- Table of contents
- List of tables
- List of acronyms and abbreviations

Summary

- Background
- Main findings and conclusions
- Key recommendations and, where appropriate, overarching conclusions and lessons learned

1. Introduction

1.1 Purpose and use of the evaluation

1.2 Objectives of the evaluation

- Context of the evaluation
- Purpose of the evaluation
- Central evaluation questions

1.3 Evaluation scope

- Timeframe and process of the evaluation
- Composition and independence of the evaluation team
- Participation of relevant stakeholders and target group in the evaluation
- External factors influencing the implementation of the evaluation and their consequences

2. Methodical approach

2.1 Evaluation methodology

- Methodological approach and instruments
- Measures to ensure the protection of the study participants

2.2 Critical assessment

- Suitability and limits of the methodological approach

3. Framework conditions

- General conditions, problems and capacities at the beginning of the project and important changes in its course
- Presence and activities of other actors

-
- Risks to the success of the project

4. Performance of the German executing agencies and its partners

- Staff qualifications
- Other changes in the German executing agency and its implementing partners

5. Assessment of the project results based on OECD/DAC evaluation criteria of relevance, coherence, effectiveness, efficiency, sustainability and impact

6. Cross-cutting issues

7. Conclusions and recommendations (lessons learned)

Attachments

- Terms of Reference
- Composition and independence of the evaluation team
- Evaluation timeframe and process
- Evaluation Matrix
- List of persons interviewed/ study participants
- List of documents reviewed/references
- Questionnaire and other data/information collection tools
- Collected data
- Minutes of the meetings
- Other, as required