

## Terms of Reference - Annex 2

### Annex 2: Table of Content Evaluation Report

**Cover:** Project title and number; authors; Institution Name; date of final report

**Table of Content**

**List of abbreviations**

**Executive Summary** ( 2 pages)

- Brief project description
- Objectives of the evaluation and expected use of the evaluation
- Summary of the evaluation methodology
- Key findings and conclusion, related to project goals/target
- Key recommendations
- Summary of lesson learned

1. **Introduction** (1- 1.5 pages)

- Background and project context
- Project description, including: context, scope, stakeholders and beneficiaries, logical framework and project monitoring system

2. **Evaluation objective** (3 –max.4 pages )

- Evaluation objective, scope and focus
- Evaluation key questions
- Limitations
- Composition of the evaluation team

3. **Evaluation Methodology**, including: ( 3-4 pages)

- Data sources; Data collection and analysis techniques; participatory techniques
- Triangulation of data sources
- Major Limitation on the methodology

4. **Key Evaluation Finding** ( with reference to the main issues of the ToR) (8 -10 pages)

5. **Conclusion:** insights into findings; reasons for successes and failures (2-3 pages)

6. **Lessons Learned** (1 page)

7. **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 stakeholders groups and/or communities consulted
- f. List of reference documents reviewed
- g. Interview protocols
- h. List of person polled
- i. Photo documentation
- j. Other technical annexes (e.g. statistical analysis and figures)
- k. Short biography of the evaluator