Checklist for quality of recommendations made in the evaluation report

What to check	How to check / What to do to improve	Special issues relating to project or programme level evaluations
Are recommendations relevant to the object and purposes of the evaluation?	Compare recommendations with the evaluation questions!	Compare recommendations with the objective and expected results of the project or programme.
Are areas needing improvements identified in coherence with the conclusions? Is the process related to developing the recommendations described in the report?	Are there important conclusions that have not led to any recommendations? If yes, does the report offer an explanation for the omission?	
Have stakeholders been consulted during the formulation of recommendations? Are the suggested options realistic? Are the suggested options impartial? Do the recommendations provide certain guidance for action planning Are all recommendations actionable?	Organize a workshop to allow a discussion on preliminary findings, conclusions and recommendations between the evaluation team and all relevant stakeholders. Make sure that stakeholders are allowed sufficient time to form an opinion and consult relevant colleagues regarding impartiality and potential utility of the recommendations. Consider also resources needed for taking the proposed actions. *Recommendations that require significant financial or human resources should be avoided. However, they may be mentioned as "implications".*	Workshop at country level maybe necessary and it is important to include the project implementation organization in the discussions. If necessary, you may organize another discussion at HQ and take note of country level observations.
Does each recommendation clearly identify the target group / responsible party?	Check to eliminate any lack of clarity / room for interpretation in the formulation of the recommendation.	If additional authorizations at project level are needed and granted, ensure that they will be officially issued, communicated and documented .
Are recommendations such that their implementation falls into the mandate of the entity issuing the management response?	Ensure that the entity that will sign the management response is in the **position to require and follow up proposed actions**	
Are the relations between various recommendations taken into account (e.g. ranking according to strategic importance, priority, sequencing, interlinkages, etc)	Make sure there are no "killer assumptions" among the chain of recommendations or action points, i.e. impossible partial actions that could undermine the overall implementation of the recommendation.	
If one recommendation includes several action points, have those		

been presented in the order of priority?		
Will it be possible to follow-up the implementation of the recommendation?	Ensure that each recommendation translates into measurable **actions with clear milestones**.	