Checklist: Quality of Evaluation Report

Evaluation report contents	Report quality checklist:
Executive summary	• contains a clear and representative executive summary of the report • answers the evaluation questions • summarises the main findings, conclusions, recommendations in a summary table • presents overall lessons learned **NOTE**: The executive summary is the part of the evaluation report that will be read most often. That is why its high quality is very important!
Context	• describes the context of the development programme • assesses the influence of the context on programme performance
Intervention logic	• describes and assesses the intervention logic (e.g. in the form of a logical framework) or theory • describes and assesses the underlying assumptions and factors affecting the success of the programme • takes into account the evolution of the programme
Sources of information	• describes the sources of information (documents, interviews, other) used so that the adequacy of the information can be assessed, • explains the selection of case studies or any samples, • cross-validates the information sources • critically assesses the validity and reliability of the data
Methodology	• annexed to the report explains and justifies the evaluation methodology and its application, including techniques used for data collection and analysis • explains limitations and shortcomings, risks and potential biases associated with the evaluation method

Analysis	• presents clear analysis covering findings, conclusions, recommendations and lessons separately and with a clear logical distinction between them • makes explicit the assumptions that underlie the analysis
Answers to evaluation questions	• answers all the evaluation questions detailed in the TOR or in the inception report • covers the requested period of time, and the target groups and socio-geographical areas linked to the programme • if not, justifications are given
Limitations	• explains any limitations in process, methodology or data, and discusses validity and reliability • indicates any obstruction of a free and open evaluation process which may have influenced the findings • explains any discrepancies between the planned and actual implementation and products of the evaluation
Differences of opinion	• acknowledges possible unresolved differences of opinion within the evaluation team
Stakeholders comments	• reflects stakeholders' comments on the report and acknowledges any substantive disagreements