### Checklist: Quality of Evaluation Report

<table>
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<th>Evaluation report contents</th>
<th>Report quality checklist:</th>
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| **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 |