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| **Evaluation question, evaluation criteria (eg. Effectiveness) or the theme (e.g. management system) recommendation relates to; Add refrence to level if recommendations are divided into strategic and operational** | | | |
| **Recommendation 1:** Copy text straight form the evaluation report | | | |
| **Justifications for the recommendation (OPTIONAL – may be left out in simple project evaluations)**  This can be picked from the report. In a good evaluation report each recommendation is well justified. See also ”Checklist for Recommendations”  **Conclusion X**  **Conclusion Y**, etc.: | | | |
| **Findings and observations**  Here you can note:   * If the recommendation will not be taken into consideration, explain here the reasons for doing so. * You may also include information on   + Activities and measures that are already ongoing or tools that have already been developed but pending implementation etc.   + Strategic or operational processes the foreseen recommendation and the activities are related to; include name of the process in table column 4 below. * List here also assumptions and conditions that may affect the implementation (e.g. reference to Programme/Project logframe of risk assessment) | | | |
| **Activity** | **Responsibilities** | **Schedule** | **Links to other processes** |
| Include here short description of a measure or activity to be taken.  To make follow-up easier, break down measures by responsibility, if clear sub-activities with different stakeholders or duty bearers are concerned. | List here responsible actors, e.g. unit, TA-team, Gov. of X.  **BOLD the party responsible for reporting on progress.** | Eg.  Commence  Q1 – 2021  Completion  Q2 – 2022 | *Examples:*  *Preparation of guidelines for XXX; Implementation of XXX policy; Monitoring of XXXX;*  *Financial planning of XXX* |
|  | **Unit X A**  TA Team  Gov. of XXX | XXXX |  |
| **Reporting:**  Use this space for regular, cumulative progress updates. Start each new note with a month and year; then include a short description of progress / results achieved. Follow-up cycle depends on Project/programme reporting cycle and e.g. frequency of steering/advisory committee meetings. | | | |