

Health care and water, sanitation and hygiene measures for IDPs in the Idlib region of north-west Syria (P2585)



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Order of Malta Worldwide Relief

Recommended Template for Evaluation Report

The evaluation team uses this template to guide their evaluation report. They should consider all sections of the template. However, some sections or headings may not be relevant for the report being written and others may need to be added.

Please ensure that the report is written in the Font “Verdana 11” and without Italics and that graphs, tables, maps etc. contain alternative text in order to make the report accessible.

The report shall be written clearly and understandable to the audience. The report should be translated into the local language whenever possible and according to the needs of the intended audience.

Each report needs to include the Malteser International logo as in this template. The name of the consultant company or the evaluators can be included separately; the logo of the company shall not appear prominently, but rather in the footer.

Authors of report:

Published date:

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TITLE PAGE

Program/Project Name, Project Number	
Project Location, Country	
Partner Organisation	
Project start & end dates, Phase of project	
Total cost of project	
Evaluation Purpose	
Evaluation Type (mid-term, end of phase)	
Commissioning organisation/ contact person	
Names and organisations of the Evaluation Team members	
Primary Methodology	
Evaluation Start and End Dates	
Recipient of Final Evaluation Report	
Date of report submission	

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LIST OF ABBREVIATIONS AND ACRONYMS

MI Malteser International

MEAL Monitoring, Evaluation, Accountability and Learning

LIST OF FIGURES AND TABLES

MAP OF PROGRAM / PROJECT AREA

Health care and water, sanitation and hygiene measures for IDPs in the Idlib region of north-west Syria (P2585)



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1. EXECUTIVE SUMMARY

- Background
- Main findings and conclusions
- (Key) recommendations and, where appropriate, overarching conclusions/.
- Lessons Learned

The summary shall be drafted in such a way that it can be presented to a variety of audiences keeping in mind that it might be the only part of the report that some people will have the time to read. The summary will be used for a synthesis of the annual evaluation work by the MEAL team and for sharing with other Malteser International staff.

2. INTRODUCTION

Includes a brief description of the purpose, objectives and scope of the evaluation and explanation whether there have been any restrictions during the evaluation. It also outlines why the evaluation has been conducted at this point in time and by whom the findings will be used.

2.1. Subject of the evaluation

- Brief description of the development measure

2.2. Cause and aim of the evaluation

- Justification context of the evaluation
- Aim of the evaluation
- Central evaluation questions

2.3. Evaluation Mission

- Period and procedure of the evaluation
- Composition and independence of the evaluation team
- Participation of partners and target groups in the evaluation
- External factors influencing the implementation of the evaluation and their consequences

3. BACKGROUND

Contains fundamental information on the project/programme being evaluated:

1. Context (national, political, economic, social, cultural background);

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2. Project objectives, expected results and intended changes for target group (outcome);
3. Any relevant changes in the project design;
4. Activities implemented and outputs achieved so far;
5. Details on the target groups (incl. disaggregated data as applicable);
6. Reference to past reviews and evaluations.
7. Development of the performance of the project executing agency and its partners

4. EVALUATION METHODS AND LIMITATIONS

Explains the evaluation methods applied incl. the rationale for the selection of the methods in relation to answering the evaluation questions. Include a discussion of:

1. Data and information sources;
2. Sampling strategies and rationale (if applicable);
3. Data collection procedures and instruments;
4. Selection of site and interview partners;
5. Stakeholder engagement and level of involvement;
6. Any limitations in data collection and analysis, data quality or access to data sources.
7. Measures to ensure the protection of stakeholders

The full description of the methodology can also be provided as an annex.

5. ANALYSIS, FINDINGS AND CONCLUSIONS

Main body of the report, including how the data received has been analysed and findings that result out of this analysis. This chapter should give answers to the essential evaluation criteria.

5.1 RELEVANCE is the intervention doing the right things?

- Conformity of the objective with the needs of the target groups and with the objectives of the donor, grantee/project executing agency, implementing partners and, if applicable, the country.
- Appropriateness of the basic developmental orientation and conception

5.2 COHERENCE how well does the intervention fit?

5.3 EFFECTIVENESS is the intervention achieving its objectives?

- Quality of the planning of the development measure

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- Quality of the target system and indicators
- Quality of the implementation of the development measure
- Motivation, ownership and legitimacy of the project executing agency
- Quality of the control of the development measure
- Target achievement
- Other (possibly also negative) effects at the level of outputs and direct impacts

5.4 EFFICIENCY how well are resources being used?

- Ratio of costs and benefits (minimum: detailed presentation of costs).

5.5 IMPACT what difference does the intervention make?

- Achievement of the overarching development policy goals
- Model character, structure formation and broad impact
- Other (possibly also negative) effects at the level of higher-level impacts

5.6 SUSTAINABILITY will the benefits last?

- Permanence of the positive effects (after the end of the support), also in view of the development of the environment
- Risks and potentials for sustainable effectiveness at the organizational and target group level

5.7 Cross-Cutting issues

- Cross-cutting development issues such as Gender, Vulnerable Groups, Environment a.o.
- Contribution to organizational goals of the grantee, if applicable.

Data should be presented in easy to read charts, tables, graphs and maps.

Findings are facts based on data collected and do not represent an opinion. They should be structured according to the objectives and evaluation questions as listed in the Terms of Reference. Findings should include a discussion of planned and actually achieved results of the project and explain the factors affecting the achievement of results. Assumptions and risks as identified in the design should be discussed.

Conclusions synthesize and interpret findings and make judgments supported by one or more specific findings. They should highlight strengths and weaknesses of the project/programme.

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6. RECOMMENDATIONS

Recommendations follow from the conclusions and they should be discussed and agreed upon by the stakeholders. They should be practical and feasible and directed towards the intended users of the report to inform of the actions to be taken.

Recommendations should address sustainability and discuss continuation, termination or appropriate exit strategies, if applicable.

7. LESSONS LEARNT

Lessons learnt may include knowledge gained from the intervention, the project, the context, the implementation methods, the evaluation methods etc. and that is applicable to a similar context.

Lessons learnt result from the conclusions and can be subdivided e.g. in strategic, policy, sector, management, implementation relevant lessons learnt.

They may also include examples of **Good Practices**.

8. ANNEXES

- Composition and independence of the evaluation team
- Log frame (original and latest version, if applicable);
- Evaluation matrix
- Process and schedule of the evaluation;
- List of key informants and sites visited;
- Sources reference
- Additional methodology-related documentation such as instruments used in the evaluation (questionnaires, surveys, focus group guides, discussion guide etc.), reports prepared for the field study;
- Minutes of the meetings on site
- List of supporting documents reviewed;
- Information regarding the evaluators (summarised CVs),
- Signed Code of Conduct.
- Others as needed