## *Une image contenant texte Description générée automatiquement*

## Standard outline for the evaluation report

## **Preliminary note on the format of the report**

## The evaluation report **should not exceed 50 pages**, excluding appendices (in 12-point font). Detailed information on the context, the project, or general aspects of the methodology and analysis should be included in the appendices.

## The cover page of the report shall include the following preamble [to be corrected or adapted as necessary] :

## "The purpose of the project evaluation is to formulate a reasoned opinion on the relevance, coherence, efficiency, effectiveness, impact, and sustainability of the funded project in light of the context, policy, and intervention procedures of Expertise France. The evaluator examined the project's achievements in relation to the objectives that were set. He also reviewed the project's execution and operational processes during its various implementation and monitoring phases.

## This evaluation is funded by [name of donor] as part of the [name of project] project. The observations, assessments, and recommendations expressed in this report are the sole responsibility of their authors."

## The report may be structured around the following indicative outline:

## 

**1. Table of contents and list of acronyms**

## 

**2. Summary (4 to 6 pages maximum)**

## • Key stages of the evaluation process

## • Reminder of the methodology used

## • Conclusions supported by a selection of key evidence in light of the evaluation questions or, where possible, according to the DAC evaluation criteria based on the reclassification of the evaluation questions

## • Overall conclusions, lessons learned from the evaluation, and recommendations.

## 

## 

**3. Evaluation methodology (3 to 4 pages ; details are provided in the appendix if necessary)**

## • Description of the methodology adopted,

## • General procedures for conducting the evaluation mission

## • Any difficulties encountered and corrective actions taken.

## The investigation and analysis methods used and the procedures followed to collect information and ensure its quality and validity must be clearly presented.

## 

**4. Detailed account of the project (3 to 5 pages, with details provided in the appendix)**

## • General presentation of the context and its evolution during the implementation period;

## • Description of the project (objectives, content, amount, financial product, stakeholders, operating procedures), environmental and social classification;

## • Summary of the project's progress since its inception (details on figures and data collected may be included in the appendices)

## o Highlighting of the main events that have marked it,

## o Presentation of the allocation and volume of funding mobilized,

## o Reminder of the main difficulties encountered and, where applicable, mention of any reorientations that have occurred.

## In this context, consultants should ensure that they distinguish between the project appraisal phase, the implementation phase (from the signing of the donor contract to the completion of the project), and finally the significant events that occurred between the project completion date and the evaluation date.

**5. Project performance (between 20 and 25 pages)**

## It is recommended that the evaluative analysis be organized by evaluative questions.

## Provide a detailed description of the progressive steps between:

## • observations (raw data),

## • findings (elaborate indicators, ratios), and

## • judgments made.

## Be sure to take into account judgments on gender issues (if the project's DAC gender classification is 1 or 2).

## 

**6. Conclusions (4 to 6 pages)**

## • Based on a reasoned judgment, presentation of conclusions on the performance of the project implemented by Expertise France.

## • Overall and summary assessment of the project's performance based on the evaluative analysis.

## • Detailed presentation of the project's strengths and weaknesses.

## • Mention of any methodological limitations that could relativize the robustness of the conclusions and any divergent opinions.

## This summary does not follow the order of the questions or the evaluation criteria.

**7. Lessons and/or recommendations including indicative activities for the extension (4 to 6 pages)**

## Reasoned presentation of the lessons to be learned from the project.

## Reasoned presentation of the recommendations resulting from the analysis including indicative activities for the extension for each country.

## Maintain a clear distinction between conclusions that do not lead to specific action and lessons/recommendations. However, the latter must be derived from the conclusions. Lessons/recommendations should be grouped together and ranked in order of priority.

## 

**Appendices to the report**

## The appendices must include:

## the evaluation summary sheet (see Expertise France template)

## • the terms of reference;

## • the scoping note

## • the list of people interviewed;

## • the mission schedule;

## • the report on the field interviews;

## • the list of documents consulted;

## • the list of activities specifically examined and the location map of interventions;

## • any details of the evaluation method used;

## • the logical framework of the intervention reconstructed ex post;

## • tables on the funding mobilized, results, or impacts.