

Formatting Evaluation Reports at IDRC

October 2002

The Evaluation Unit maintains a physical and electronic inventory of all evaluations conducted by, or for, the Centre and keeps statistics on the profile of evaluators involved with evaluation processes. In order to do this effectively, certain information needs to be included in all evaluation reports. This guideline should be given to any IDRC staff member, partner, interns, or consultant doing evaluation work for IDRC in order to ensure that all evaluation reports include the following:

1. Cover Page:

- Title
- Evaluator(s) name and organizational affiliation
- Date
- Name of the IDRC team, branch, unit, or person commissioning the evaluation
- IDRC Project or Research Support Project numbers of all the projects covered in the assessment (if applicable)

2. Executive Summary

- A brief 1-2 page description of the main findings, methodological approach, and recommendations or conclusions of the evaluation.

3. Body of the Evaluation Report

- Background of the study: This should detail the intended user(s) and use(s) of the evaluation process and/or product; what led to the evaluation (e.g. need, purpose, etc.); the specific evaluation questions or issues addressed; the values and principles guiding the evaluation process; and, any capacity building intentions.
- Description of the methodology employed: This should include an analysis of the strengths and weaknesses of the research design, tools and methods used, the process followed, data sources, and people interviewed. It should describe how the project/program stakeholders and the intended user(s) of the evaluation participated in the process. It should also comment on the validity of the evidence and any ethical considerations.
- Evaluation Findings: This section should be formulated according to the evaluation plan and the terms of reference (TORs) of the evaluation study.

4. Annexes

- List of Acronyms;
- List of people interviewed (with full coordinates if appropriate and not in breach of confidentiality);
- Bibliography of all documents reviewed;
- TORs for the evaluation and/or evaluator;
- Biography of the evaluator(s). (This should include the name, sex, organizational affiliation, and contact information for the evaluator(s)).