

**[fill in Report title]**

* Please provide an attractive title that reflects the essence of the report an goes beyond being a description
* The report title should not just be the ToR title
* Example: “New approaches in a new HIV era”

**[fill in Subtitle]**

* The subtitle should be descriptive
* Example: “ART/TB scale-up in Gokwe North by MSF-OCA”

**Evaluation period:**

**Publication date:**

**Evaluators:**

**Cover photo:** Please insert a cover photo and attach it separately to the report including the correct attribution (author of the photo, title, year).

Managed and supported by the MSF Vienna Evaluation Unit

**PLEASE NOTE**

Report structure

Please **follow the structure** as outlined in this template and do not omit any parts. Discuss any modifications with the VEU Evaluation Manager.

Optional parts are identified.

Editing & layout

**Please ensure the report is proofread and has an appropriate layout.** Make use of graphs, tables, and maps to summarize evidence.

The VEU may ask the in-house designer to design the cover of the report.

The report **should not exceed 50 pages** under the format set up by this reporting template. This limit excludes the Annexes, title page, Authors and Acknowledgments, table of contents, list of abbreviations, and the executive summary.

Authors

**Please list the names of evaluators.**

**KEYWORDS:**

Acknowledgements

(Optional)

Disclaimer: The authors wish to emphasize that the views expressed in this report have been developed on the basis of their review and are theirs alone. The views expressed in this publication do not necessarily reflect the views of Médecins Sans Frontières or of the MSF Vienna Evaluation Unit.

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**The Vienna Evaluation Unit**

The Vienna Evaluation Unit started its work in 2005, to contribute to learning and accountability in MSF through good quality evaluations. The unit manages different types of evaluations, learning exercises and anthropological studies and organizes training workshops. More information as well as electronic version of evaluation and anthropology reports are available at: <http://evaluation.msf.org>.

Abbreviations and Acronyms

MSF Médecins Sans Frontières

NGO non-governmental organization

OCG Operational Centre Geneva

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# Executive summary

Please provide a max. 2-page summary of your report. Please make sure that the executive summary can be read as a standalone document.

# Introduction

## Background and purpose

Write here

## Methodology

Write here

## Limitations

Write here

# Findings

**A note on evidence when writing the report**

Findings are what is discovered by the evaluation and should clearly be supported by evidence. Evidence is a piece of data, in the form of interviews, surveys, direct observation, documents or other data.

While presenting a finding, start with a statement (highlighted **in bold)** summarizing the said finding, after which present the reasoning, arguments, and evidence/ data supporting the respective finding.

**Structure of findings**

There are many ways to structure findings, by evaluation criteria, by objectives or in some cases it might be more appropriate to create themes for ease of read. Discuss how to structure your findings with the evaluation manager based on the evaluation target audience.

Regardless of the chosen structure, start each section by summarizing (highlighted **in bold)** the main findings presented in the respective section.

## Finding 1

### Subheading

**Subheading**

Write here

Write here

Write here

Write here

Write here

Write here

## Finding 2

Write here

## Finding 3

Write here

# Conclusions and Recommendations

Please note the difference between findings, conclusions, and recommendation. Someone could question your conclusions (your analysis of facts) but not your findings (the evidence collected).

All statements in Conclusions sub-section should be clearly connected to findings presented in the Findings section. Conclusions should not present or rely on information not presented and analyzed in the Findings section.

All recommendations should derive from - and be logically connected to - presented Conclusions and respective Findings.

Each recommendation should be based on the conclusion drawn on the finding as elaborated in the table below (adapted from ALNAP RTE Guide, 2009).

|  |  |  |  |
| --- | --- | --- | --- |
| **FINDING** | **EVIDENCE** | **CONCLUSION** | **RECOMMENDATION** |
| There are gaps in volunteer skill level | 1. Trainer at mock drill 5 did not push head back far enough to clear tongue for airway in mouth to mouth demonstration. | Training needs a quality control mechanism. | The agency should set up a quality-control mechanism within six months to ensure that training is of good quality and that skills are kept up to date. |
| 2. One third of reef knots shown in mock drills were granny knots (and therefore dangerous). |
| 3. Most common resuscitation method demonstrated is no longer regarded as very effective. |

Tips to write recommendations

* Make recommendations SMART (specific, measurable, actionable, relevant and timely) wherever possible
* Focus on your target audience: → First, bear in mind who you are trying to communicate with → Then, delineate your messages very clearly
* Make sure so that even readers who did not read the full report understand the recommendations
* Keep recommendations brief but do not sacrifice clarity for brevity (some level of detail is needed so that a reader can act on recommendations)
* Be directive but not prescriptive or judgmental
* Test them for relevance with key stakeholders

## Annexes

## Annex I Terms of reference

Insert or attach ToR here

## Annex II List of documents consulted

## Annex III List of interviewees

Please make sure you have requested interviewees’ permission to be included in this list.

For some evaluations, only interviewees’ function and period during which the function was held is to be listed - please check with the evaluation manager what applies to your specific evaluation.

|  |  |
| --- | --- |
| [First name Last name, Title] | [Function/ period (month/year)] |
|  |  |
|  |  |
|  |  |
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|  |  |

Any other Annexes as appropriate

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