# Annex V: Structure of the reports

**DG NEAR: please refer to the templates published at** [<https://myintracomm.ec.europa.eu/dg/near/whatwedo/monitoring-evaluation-results/Documents/Reports%20templates%20for%20NEAR%20evaluations.zip>] [delete all of the following text until the end of the annex]

INCEPTION REPORT (to be delivered at the end of the Inception phase)

The format of the Inception Report is free and should have a maximum length of 20 pages excluding annexes; it must contain at least the following:

|  |  |
| --- | --- |
| Introduction | Short description of the context of the evaluation, its objectives and focus |
| Reconstructed Intervention Logic | This will be based on initial analysis of secondary sources and consultation with key stakeholders |
| Stakeholder map | Free format: this will represent the key stakeholders of the intervention(s) under evaluation and their relations with the intervention(s) |
| Finalised Evaluation Questions with Judgement criteria and indicators (Evaluation Matrix, part A) | See the template |
| Methodology of the evaluation | This will include:   * Overview of entire evaluation process and tools * Consultation strategy [as needed] * Case studies [as needed] * Approach to the following phase of the evaluation, including planning of field missions |
| Analysis of risks related to the evaluation methodology and mitigation measures | In tabular from (free style) |
| Ethics rules | Including, but not limited to, avoiding harm and conflict of interest, informed consent, confidentiality and awareness of local governance and regulations |
| Work plan | This will include a free text description of the plans and their representation in Gantt format |

DESK/INTERIM REPORT (to be delivered at the end of the desk activities)

*[Include this only if foreseen for your evaluation; if not foreseen, or Desk and Field activities are merged, delete this chapter]*

The format of the Desk Report is free and should have a maximum length of 15 pages excluding annexes; it must contain at least the following:

|  |  |
| --- | --- |
| Introduction |  |
| Background and key methodological elements | With an indication of:   * Overall evaluation approach * Desk activities:   + Data collection and analyses   + Overview of tools and techniques used * Challenges and limitations |
| Preliminary findings | Preliminary answers to each EQ**,** with an indication (in tabular form) of the hypotheses to be tested in the field and information gaps |
| Update of field visit approach and work plan *[To be included only if relevant]* |  |
| Main annexes | * Preliminary answers by judgement criteria * Updated evaluation matrix (Part A + Part B) |

INTERMEDIARY FIELD NOTE (to be delivered at the end of the field activities)

*[Include this only if foreseen for your evaluation; if not foreseen, or Desk and Field activities are merged, delete this chapter]*

The format of the Intermediary Field Note is free and should have a maximum length of 10 pages excluding annexes; it must contain at least the following:

|  |
| --- |
| list of activities conducted |
| difficulties encountered and mitigation measures adopted |
| intermediate/preliminary findings |
| preliminary overall conclusions (to be tested with the Reference Group) |

intermediary desk and field NOTE (to be delivered at the end of the Desk and Field phase)

*[Include this only if Desk and Field activities are merged; if they are not merged, delete this chapter]*

The format of the Intermediary Desk and Field Note is free and should have a maximum length of 15 pages excluding annexes; it must contain at least the following:

|  |
| --- |
| list of activities conducted |
| difficulties encountered and mitigation measures adopted |
| intermediate/preliminary consolidated Desk and Field findings |
| preliminary overall conclusions (to be tested with the Reference Group) |

DRAFT Final Report and FINAL REPORT (to be delivered at the end of the Synthesis phase)

The Draft Final and the Final Report have the same structure, format, and content. They should be consistent, concise, and clear, and free of linguistic errors both in the original version and in their translation, if foreseen. The Final Report should not be longer than 40 pages excluding annexes. The presentation must be properly spaced, and the use of clear graphs, tables and short paragraphs is strongly recommended.

The cover page of the Final Report should carry the following text:

‘’*This evaluation is supported and guided by the European Commission and presented by [name of consulting firm]. The report does not necessarily reflect the views and opinions of the European Commission*’’.

The main sections of the evaluation report should be as follows:

|  |  |
| --- | --- |
| Executive Summary | The Executive Summary is expected to highlight the evaluation purpose, the methods used, the main evaluation findings and the conclusions and recommendations. It is to be considered a “stand alone” document. |
| 1. Introduction | A description of the intervention, of the relevant country/region/sector background and of the evaluation, providing the reader with sufficient methodological explanations to gauge the credibility of the conclusions and to acknowledge limitations or weaknesses, where relevant. |
| 2. Findings | A chapter presenting the answers to the Evaluation Question headings, supported by evidence and reasoning. Findings per judgement criteria and detailed evidence per indicator are included in an annex to the Report. |
| 3. Overall assessment *(optional)* | A chapter synthesising all answers to Evaluation Questions into an overall assessment of the intervention. The detailed structure of the overall assessment should be refined during the evaluation process. The relevant chapter has to articulate all the findings, conclusions and lessons in a way that reflects their importance and facilitates reading. The structure should not follow the Evaluation Questions, the logical framework or the evaluation criteria. |
| 4. Conclusions and Recommendations |  |
| 4.1 Conclusions | This chapter contains the conclusions of the evaluation, organised per evaluation criterion.  In order to allow better communication of the evaluation messages that are addressed to the Commission, a table organising the conclusions by order of importance can be presented, or a paragraph or sub-chapter emphasising the three or four major conclusions organised by order of importance, while avoiding being repetitive. |
| 4.2 Recommendations | They are intended to improve or reform the intervention in the framework of the cycle underway, or to prepare the design of a new intervention for the next cycle.  Recommendations must be clustered and prioritised, and carefully targeted to the appropriate audiences at all levels, especially within the Commission structure. |
| 4.3 Lessons learnt | Lessons learnt generalise findings and translate past experience into relevant knowledge that should support decision making, improve performance and promote the achievement of better results. Ideally, they should support the work of both the relevant European and partner institutions. |
| 5. Annexes to the report | The report should include the following annexes:   * Terms of Reference of the evaluation * names of the evaluators (CVs can be shown, but summarised and limited to one page per person) * detailed evaluation methodology including: the evaluation matrix; options taken; difficulties encountered and limitations; detail of tools and analyses * detailed answer by judgement criteria * evaluation matrix with data gathered and analysed by (EQ/JC) indicator * Intervention Logic/Logical Framework matrices (planned/real and improved/updated) * relevant geographic map(s) where the intervention took place * list of persons/organisations consulted * literature and documentation consulted * other technical annexes (e.g., statistical analyses, tables of contents and figures, matrix of evidence, databases) as relevant. |

Executive Summary (EVAL Module)

An Executive Summary is to be prepared using the specific format foreseen in the EVAL Module. Its format will be available to evaluators at the time of submission of the Final Report through EVAL.

This is addition to the request to prepare a self-standing executive summary to be included in the Final Report (please refer to the paragraph above, detailing the content of the Final Report).