**Final Evaluation Report Template**

*This template can be adapted to better suit your project's method, cohort or setting.*

*The following is a suggested reporting structure* ***to be only used if your grant program and/or external consultant does not have a preferred final evaluation report template****. What is listed are the main headings that typically make up an evaluation report. Additional sub-headings under the main headings can be added.*

Table of Contents

[Acknowledgements 1](#_Toc89269834)

[Abbreviations or Glossary 1](#_Toc89269835)

[Executive Summary 1](#_Toc89269836)

[Project Background (or Introduction) 1](#_Toc89269837)

[Methodology 1](#_Toc89269838)

[Findings 2](#_Toc89269839)

[Conclusions 2](#_Toc89269840)

[Recommendations 2](#_Toc89269841)

[Annexes 2](#_Toc89269842)

# Acknowledgements

# Abbreviations or Glossary

* *This can include Acronyms. Select the key terms that are used and important for the reader to understand. This section can also be included at the end of the report.*

# Executive Summary

* *This is a summary of the evaluation, including a brief description of the initiative, the evaluation objective and approach taken. The executive summary must include the key findings and recommendations*

# Project Background (or Introduction)

* *Provide the background of the project and the purpose and scope of the evaluation. In this section the evaluation objectives can be included*

# Methodology

* *Describe how the evaluation was carried out – approach taken, the team that conducted the evaluation, the tools used, and limitations of the evaluation*

# Findings

* *Present the findings from the evaluation here – impact, outcomes, and outputs. Ensure findings are always supported by evidence. You can use various approaches in presenting your findings – tables, graphs, pictures, quotes, dashboards*

# Conclusions

* *States the final interpretation of the findings. It is the meaning that is given to the information – value judgements, or analytical thinking – that ‘makes sense’ of the findings.*

# Recommendations

* *This is where you articulate your set of proposed actions for the future based on the findings and conclusion. It is best to list the recommendations – often numbered*

# Appendices

* *Offers additional information. This can include the data collection tools used, additional information around the methodology, more in-depth data tables or graphs, and participants of the evaluation*

(Additional headings or sub-headings can be added that includes Lesson Learned, Challenges)