



Name of Project	
FAD/SPAD Number	
Date of Evaluation	

Evaluation Completeness Assessment

The purpose of this document is to:

1. Provide a blank template for teams to use in the development of a technical report for evaluations (end of project, midterm and endline) – both internal and external.
2. Provide an assessment for the completeness of technical reports when developed by an external consultant.

1. Template:

The structure of this document is to serve as a template for the evaluation report, with sections 1 – 8 included as suggested Sections and/or Sub-Sections of the full technical report. The components listed in the checklist underneath each section should explain the type of information that is to be included in each section. Refer to [Report Structure Template](#) for a blank template to guide teams and be shared with any external consultants.

2. Assessment:

This checklist is designed to support the commissioning office(s) to assess the completeness of evaluation reports when developed by an external consultant. For each section, identify whether an item is included by selecting Yes, No or Not Applicable. For any missing items comment necessary follow up actions.

It is recommended that this process of review will be undertaken at least twice:

1. On receipt of the first draft of the evaluation technical report to guide your feedback to the consultant;
2. On receipt of the final version of the evaluation technical report to ensure all issues originally identified have been addressed, and to mark the evaluation as completed and accepted and trigger any contractual payments.

You may also choose to use this assessment from sections 3 - 5 for checking an Inception Report to ensure the consultant is on the right track to ensuring all necessary requirements are undertaken and then included in the final report.

Note: This document is designed to serve as a guide to support the development of complete, clear and useful evaluation reports. This template is based on good practice to identify what should be included in a complete evaluation report. However, it is up to each individual office to determine how strictly to apply the requirements in this template – as long as all information needs are met.

Results of this assessment should inform the Management Response and Action Plan.

Tip: It is recommended that you share this template with any external consultants as a part of the Terms of Reference (TOR) so they are aware of the expectations of them with regard to the technical report.

#	Section	Assessor	
		Name:	
		Position:	
		Office:	
		Date of Assessment:	
1	Report Structure	Yes/ No/ Not Applicable	Comment/Follow Up Action
The report is complete:			
1.1	The report includes a Table of Contents, that includes annexes.		
1.2	A Title Page is included outlining key identifying information.		
1.3	The report includes a list of Acronyms/Glossary.		
1.4	The report has an Executive Summary.		
1.5	The report has an Introduction and Background section.		
1.6	The report has a Methodology Sub-/Section.		
1.7	The report has a Findings sub-/section		
1.8	The report has a Conclusions Sub-/Section.		
1.9	The report has a Recommendations Sub-/Section.		
1.10	The report includes all necessary annexes.		
The report is logically structured:			
1.11	Introductory information and background are presented before findings.		
1.12	Findings are presented before conclusions and recommendations.		
2	Executive Summary	Yes/ No/ Not Applicable	Comment/Follow Up Action
2.1	The report has an Executive Summary.		
2.2	The Executive Summary is approximately 2 – 3 pages in length.		
2.3	Includes an overview of the project <i>i.e. title, objectives of project, location etc.</i>		
2.4	Includes the evaluation objectives.		
2.5	Includes the intended user/audience of the evaluation.		
2.6	Includes a brief description of the evaluation methodology. <i>i.e. design, data collection tools, data collection and analysis process, data sources etc.</i>		
2.7	Includes a summary of findings and conclusions. <i>A selection of main findings and conclusion is acceptable.</i>		
2.8	Includes recommendations. <i>A selection of the main recommendations is acceptable.</i>		
3	Introduction and Background	Yes/ No/ Not Applicable	Comment/Follow Up Action
The report presents a clear and full description of the project being evaluated:			
3.1	The name of the project is included.		
3.2	Locations (country, region, etc.) of the project are included.		

3.3	Project objectives are included.		
3.4	The key stakeholders involved in the project and a summary of their roles are included. <i>i.e. implementing agency(s) and partners, the donor, and other key stakeholders.</i>		
3.5	Background of project is included. <i>i.e. summary of context analysis including institutional, social, country, international etc.</i>		
3.6	Budget of the project is included.		
3.7	Timeframe of the project is included. <i>Including the project start and end date.</i>		
3.8	Planned beneficiary/target group of the project should be included. <i>This is the number of people the project intended to reach. If possible, this should split by age, gender and into direct and indirect beneficiaries</i>		
3.9	For end of project or endline evaluations, the final beneficiary/target group of the project should be included. <i>This is the number of people the project actually reached. If possible, this should split by age, gender and into direct and indirect beneficiaries.</i>		
3.10	Description of the phases of implementation of the project is included.		
3.11	Where appropriate, a description of any significant changes in the implementation of the project thus far, is included <i>i.e. changes to the timeframe, intervention logic, budget, scope etc.</i> <i>Ideally this will also include a summary of the implications for the evaluation.</i>		
A complete context analysis is provided in the report:			
3.12	In the context analysis it is (at least briefly) referred to: - international policies or strategies (relevant international development goals) - national/regional priorities (country/regional development goals) - country/regional context (CSP/Regional Strategy)		
3.13	Overall, the context description is in relation to the overall project.		
The report presents a clear and full description of the evaluation:			
3.14	Timeframe of the evaluation is presented. <i>Including the project start and end date.</i>		
3.15	Full date of the report is included. <i>i.e. day, month and year</i>		
3.16	Names and/or organizations of evaluators is included. <i>Even where this is an internal evaluation, list the Plan International staff and/or offices involved.</i>		
3.17	Name of the evaluation commissioner is included. <i>i.e. CO, NO, Regional, or Global Hub</i>		
3.18	The report describes the rationale of the point in time for the evaluation. <i>Why was the evaluation needed at that point in time?</i>		
3.19	Should include a brief description of the user and/or the use of the evaluation. <i>Who needed the information and why? What information is needed and how will it be used?</i>		
3.2	The report provides a clear explanation of the evaluation purpose.		
3.21	The report lists and briefly describes the evaluation questions.		
3.22	The report presents a list of the evaluation criteria.		
3.23	The report describes which geographical areas of the project are specifically covered by the evaluation.		
4	Methodology	Yes/ No/ Not Applicable	Comment/Follow Up Action
The methodology of the evaluation is completely described in the report:			
4.1	Sources of information consulted during the evaluation are described. <i>i.e. implementing organizations, beneficiaries, government officials project documents, additional literature.</i>		
4.2	Data collection methods used is described. <i>i.e. survey, interviews, focus group discussions, observations etc.</i>		
4.3	Data analysis methods used is described. <i>i.e. qualitative, quantitative, participatory, using what software etc.</i>		
4.4	Sampling frame/sample /sampling strategy is described. <i>i.e. area and population, numbers selected of populations, selection strategy etc.</i>		
4.5	Gaps and limitations in the data and/or data collection methods and/or data analysis are described, including implications for the evaluation.		
4.6	Description of the stakeholder's consultation process in the evaluation is included. <i>This includes a description of how stakeholders have been integrated in the evaluation process.</i> <i>i.e. kick-off meeting, all stakeholders are data sources, validation meeting</i>		
5	Ethics and Child Protection	Yes/ No/ Not Applicable	Comment/Follow Up Action
5.1	How the rights and the wellbeing of all respondents were protected during the evaluation process is included. <i>i.e. the assurance of anonymity and confidentiality of single informants, data management principles, establishment of referral pathways etc.</i>		
5.2	Outline how informed consent was sought, and how parent/guardian consent was sought for any respondents under 18 years old.		

5.3	Where appropriate, the report describes where ethical approval was required and how this was obtained. <i>Note that ethical approval is not mandated for all evaluations by Plan International, but it is highly recommended for primary data collection on sensitive topics or with vulnerable populations. See the Framework for Ethical MER for details.</i>		
5.4	The report lays out how the data collection methods were gender and inclusion, child and where possible, human rights responsive <i>i.e. by doing focus group discussions with men and women and girls and older women separately; by having discussions at different times of the day to factor in people's schedules, by providing child care options.</i>		
5.5	The report lays out how data analysis methods were appropriate for analysing as minimum the gender equality and inclusion, children's rights issues related to the project, and where possible broader human rights issues. <i>i.e. by analysing data disaggregated by sex, age and other identity (disability, ethnic group, etc.)</i>		
6	Findings	Yes/ No/ Not Applicable	Comment/Follow Up Action
6.1	Findings are clearly structured. <i>Findings should be structured logically, and this structure should be explained at the beginning of the section.</i> <i>i.e. findings can be structured according to evaluation criteria, evaluation questions, etc.</i>		
6.2	Findings have logical connection to data. <i>This includes making clear and appropriate references to the data. Ideally, reference to data should be made every or every two paragraphs.</i>		
6.3	Data in the findings is disaggregated, at least by sex and age groups. <i>At a minimum this means: Sex – male vs female Age – over 18, under 18</i> <i>Refer to Plan International's Minimum Beneficiary Disaggregation Guidelines.</i>		
7	Conclusions	Yes/ No/ Not Applicable	Comment/Follow Up Action
7.1	Conclusions present strengths and weaknesses of the project being evaluated and give indications for positive and negative assessments		
8	Recommendations	Yes/ No/ Not Applicable	Comment/Follow Up Action
8.1	Recommendations are: - clear - realistic - linked to the project findings and conclusions - specific and actionable by at least one of the identified key stakeholders. <i>Recommendations can be organised according to the targeted stakeholders responsible for actioning each recommendation.</i>		
9	Annexes	Yes/ No/ Not Applicable	Comment/Follow Up Action
9.1	Evaluation Terms of Reference		
9.2	Evaluation Budget		
9.3	Where appropriate, list of persons interviewed, and sites visited. <i>If persons need to stay anonymous, the list contains the number of persons interviewed and main characteristics of the persons, e.g. position, membership of ethnic or age group</i>		
9.4	List of documents consulted.		
9.5	Final Data Collection Tools used <i>Includes actual data collection tool templates, and any guiding documents, instructions or training for data collectors on the application of the tools.</i>		
9.6	Completed Evaluation Matrix/Data Flow <i>Evaluation Matrix/Data Flow that outlines the evaluation questions and criteria, data sources, data collection and analysis methods.</i>		
9.7	Results Framework used in the evaluation of the project.		
9.8	Raw Data collected.		
10	Overall Comments and Feedback		<i>Include any overall comments or feedback on the completeness of the evaluation report, including: - What components need to be addressed? - What components are missing? - What components are strong? - What requires follow up action?</i>