# **Annex-7. Template for Evaluation Report**

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**(Mid-term/Ex-post) Evaluation Report**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Profile** | | | | |
| Project Code | |  | | |
| Project Title | |  | | |
| Project Duration | | Start date:  End date: | | |
| Implementing Agency | |  | | |
| Participating Countries | |  | | |
| Project Site | |  | | |
| Main Objective | |  | | |
| Budget and Source of Finance | | Total: US$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_   * AFoCO: US$ \_\_\_\_\_\_\_\_\_\_\_\_\_ * National: US$ \_\_\_\_\_\_\_\_\_\_\_\_\_ * Others: US$ \_\_\_\_\_\_\_\_\_\_\_\_ (to be specified) | | |
| **Summary of Evaluation Report** | | | | |
| Evaluation Period | |  | | |
| Evaluation Site | |  | | |
| Evaluation Check Points | | * *(To include key issues and constraints.)* | | |
|  | | | | |
|  |  | |  |  |
|  | Signature | | Date | Name/Title |
| **Reporter** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Reporter** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Reporter** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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**Executive Summary *(if necessary)***

**Abbreviation & Acronyms**

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5. **Conclusions and Recommendations**
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|  |
| --- |
| **Disclaimer**  The opinion, views, and recommendations provided in this evaluation report do not (NOT) represent the official view and position of the Asian Forest Cooperation Organization (AFoCO) Secretariat, but those of authors of the report. This report is based on the information and provided and observation made during evaluation mission. For further information and clarification, please contact (Name / E-mail address) and/or (Name / E-mail address). |

1. Introduction

*(To clarify why evaluation of the Project was decided and describes the purpose of evaluations for AFoCO in general and the evaluation type, including any specific aspects)*

2. Evaluation Scope and Methodology

*(To elaborate the purpose of the evaluation, and the reason for undertaking it)*

*(To elucidate the scope and focus of the evaluation referring to the Terms of Reference for the evaluation mission)*

*(To introduce the mission members, profession, nationality, further relevant background)*

*(To set out the approach of the task; sources of data, collection methods and measures adopted to ensure reliability of data collected. (e.g. documents studied, field visits, meetings, feedback on preliminary findings, the duration of the evaluation), based on the criteria of evaluation: relevance, effectiveness, efficiency, impact, and sustainability)*

2.1. Evaluation scope

*(Evaluation of AFoCO projects adopt the OECD/DAC criteria and indicators for evaluation – Relevance, Effectiveness, Efficiency, Impact, and Sustainability – and each specific evaluation factors are developed based on them. Under the evaluation criteria, the evaluation questions can be composed at each stage of the project logical framework.)*

2.2. Evaluation methodology

*(Based on the indicators developed, research portfolio will be set up, and the evaluation matrix will be established consisting of detailed evaluation criteria, and quantitative/qualitative research method).*

* Evaluation Frame and Research Portfolio

*(To check ‘x’ at each box where the method will be used to evaluate the corresponding criteria)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Method  Evaluation criteria | e.g. Document analysis | e.g.  Data and statistics analysis | e.g.  Interview with the local people and beneficiaries | e.g.  Interview with the project stakeholders and implementers | e.g.  Questionnaire survey of targeting group | e.g.  On-site field trip and survey |
| Relevance |  |  |  |  |  |  |
| Effectiveness |  |  |  |  |  |  |
| Efficiency |  |  |  |  |  |  |
| Impact |  |  |  |  |  |  |
| Sustainability |  |  |  |  |  |  |

* Evaluation Matrix

|  |  |  |  |
| --- | --- | --- | --- |
| Evaluation criteria | Detailed Evaluation Criteria | Indicator/checkpoints | Research Method |
| Relevance | e.g. Consistency with the AFoCo agreement |  | e.g. Document |
| e.g. Alignment with the country needs and strategy |  | e.g. Document and interview |
| … | … |  |
| Effectiveness |  |  |  |
| Efficiency |  |  |  |
| Impact |  |  |  |
| Sustainability |  |  |  |

2.3. Participants and main task for evaluation

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Affiliation | Main task |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

2.4. Research limitations

*(To describe the limitations of the evaluation research)*

3. Outline of the project

*(To summarize the most essential information and facts to understand the project intervention. It gives a brief description of the project, including:*

* *relevant background, including origin of the project;*
* *development objective;*
* *main problems to addressed;*
* *specific objective(s) and outputs;*
* *project rationale;*
* *starting date, duration and date of any former evaluation; and,*
* *executing agency and collaborating agencies.)*

Table x. Outline of the project

|  |  |
| --- | --- |
| Title |  |
| Duration |  |
| Budget |  |
| Target countries |  |
| Objectives |  |
| Details |  |
|  |
|  |
|  |
| Beneficiaries |  |
| Expectation |  |
| Executing agency |  |

4. Key Findings and Lessons Learned

4.1. Findings

1) Achievements of the Project

*(To describe the achieved outputs compared to the planned ones)*

2) Process of project formulation and implementation

*(To review on the process of project formulation and implementation, as considering stakeholders, appropriateness of project design, etc., based on the evaluation criteria)*

3) The Project proposal appraisal process

*(To check whether observed failures of the project could been predicted in advance at the stage of development of project proposal)*

*(If not, describe what kind of indicators would be needed to prevent the failures)*

4.2. Lessons learned

*(To describe the corresponding lessons learned.)*

5. Conclusions and Recommendations

5.1. Conclusions

*(To highlight outstanding conclusions according to the headings used in Section 4.)*

5.2. Recommendations

*(To describes recommendation grouped according to the five criteria of evaluation: relevancy, effectiveness, efficiency, impact and sustainability)*

6. Appendix

*(To include audio-visual records of monitoring and any other relevant documents as to support the report)*