

Summary Checklist for Assessing USAID Evaluation Reports

High quality, evidence-based evaluation reports with a clear focus on decision-making for USAID and other key partners are critical for improving USAID’s development effectiveness. USAID and evaluators need to work collaboratively to ensure high quality evaluations using clear and specific standards. The Evaluation Report Checklist is used to review and strengthen draft evaluation reports. The following is a summary version of the Evaluation Report Checklist. Staff may reference the longer version when desired.

This summary checklist consists of the twenty (20) critical items of the Checklist that should be addressed in early drafts of the evaluation report. As the report is finalized we recommend that you assess it against the full seventy-six (76) factor checklist to ensure high technical quality, a strong executive summary, and the targeting of recommendations for decision-making purposes. One of USAID’s main responsibilities with evaluations is to ensure that they are broadly disseminated--and actively communicated--for learning, program improvement and accountability purposes. Make sure to pay attention not only to the technical quality of evaluations but to promoting their use and impact.

SUMMARY EVALUATION REPORT CHECKLIST - V1.0

GOOD PRACTICE ELEMENTS OF AN EVALUATION REPORTⁱ

Keyed to USAID’s 2011 Evaluation Policy

Title of Study Being Reviewed: _____

Main Implementer(s): _____

Reviewer: _____

Date of Review: _____

EVALUATION REVIEW FACTOR	1	2	3	4	5	Reviewer Comments
STRUCTURE OF THE REPORT						
1. Is the report well-organized (each topic is clearly delineated, subheadings used for easy reading)?						
EXECUTIVE SUMMARY						
2. Does the evaluation report begin with a 3- to 5-page stand-alone summary of the purpose, background of the project, main evaluation questions, methods, findings, conclusions, recommendations and lessons learned (if applicable) of the evaluation?						
INTRODUCTION						