 10. Final report

**1. Example final report template**

1. **Presentation of the intervention evaluated** *(briefly, in the words of the evaluator)*
   1. Responsible organisation
   2. Objective
   3. Activities
2. **Presentation of the evaluation**
   1. Issues and objectives
   2. Evaluation questions
   3. Methodology
   4. Implementation
3. **Results of the analysis**
4. **Conclusions**
5. **Recommendations**
6. **Annexes**
   1. Interview forms
   2. Monographs
   3. Questionnaire
   4. List of people met
   5. Maps
   6. Any other useful documents

⯎  **Focus on conclusions and recommendations**

Conclusions must be carefully written to formulate good recommendations. They must:

- Be evidence-based

- Make judgements on the basis of explicit criteria

- Be balanced and fair to the different stakeholders

- Be detailed

- Be prioritised and limited in number (15 max)

- Be classified in order of reliability

* Avoid negation and check clarity

- Cover all the findings of the evaluation

Recommendations must also be **limited in number**, with a **strategic and operational component (how to implement the recommendation)**, linked to one or more conclusions and addressed to pre-identified authorities/bodies, etc. They should include a timeframe and, if possible, be presented in order of priority

**2. Summary of the final report**

The final evaluation report should always include a summary. As it is often a very lengthy, comprehensive document, the summary is the document that is most widely disseminated and read. Special care should be taken when drafting the summary. It should be made available in French and/or English in order to facilitate the dissemination of practices and communication between different services within HI (a budget should be set aside for translation if the evaluator does not speak either of these languages).

The summary **should be no longer than 5 pages** to make it accessible to as many people as possible. It should include:

- A few lines to present the project evaluated;

- A few lines to present the objectives and issues relating to the evaluation;

- A summary of the findings of the evaluation (using tables, diagrams, graphs, etc.);

- The recommendations, ranked in order of priority and linked to the conclusions (presented in table form)

**The findings of the evaluation and the recommendations are the most important part of the summary**. They should be presented as clearly as possible, in language that is easy to understand.

It is important that formats other than a paper version are available for people with certain disabilities and/or if the findings are to be presented to a broader audience.

For more information, consult “*How to conduct a qualitative/quantitative study: From planning to use of findings”* (p. 195), in the guide published by the IKM Unit. It could be helpful onmethodology even if this publication is intended primarily for studies.