Image/picture above text which is relevant to the subject of the evaluation (insert eg)

Report on Evaluation X

Summary Report

Date of version/approval

National Evaluation Plan Report

planning, monitoring
and evaluation

Department:
Planning, Monitoring and Evaluation
REPUBLIC OF SOUTH AFRICA

Logo of SP

Logo of Department 2

This report has been independently prepared by X. The Evaluation Steering Committee comprises the Department of X, Department of Planning, Monitoring and Evaluation. The Steering Committee oversaw the operation of the evaluation, commented and approved the reports. The members included…..

Peer reviewers included X (content), Y (methodology)

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It should be noted that any opinions expressed in this report are the responsibility of the service provider and not of the Evaluation Steering Committee, DPME, or X Department

CONTENTS

GLOSSARY

20YR	20 Year Review
DFID	Department for International Development
DPME	Department of Performance Monitoring and Evaluation
ERU	Evaluation and Research Unit, DPME
NPC	National Planning Commission
PCT	Project Coordination Team
PSPPD	Programme to Support Pro-Poor Policy Development (a partnership between the Presidency and the European Union)

POLICY SUMMARY

This should be one page maximum summarising the key <u>policy issues</u> emerging from the report. This should be readable if given to a Minister. It should summarise key policy relevant findings as well as recommendations. It can also mention any headline evidence.

EXECUTIVE SUMMARY

Use the section structure of the summary report, so that people can read the whole story of the report and see from the executive summary which sections they would like to read in more detail (eg they see 3.1 below and then go to section 3.1 in the summary report). Should be maximum of 3-5 pages. It should include the main stories, evidence and statistics from the report, even key tables, so that it is authoritative. It must be convincing as a stand-alone report as many people will only read the executive summary.

1 INTRODUCTION (sections 1-3 should be around 1 page) (note use 'normal' style here so these headings are not picked up in generating an automatic contents)

1.1 Summary of section one in 1-2 paragraphs.

1.2/3 Summary of sections 1.2-1.3 in 1 paragraph etc. .

2 KEY FINDINGS FROM THE LITERATURE/DOCUMENT REVIEW
As above, numbered paragraphs using numbers of main sections

3 THE PROGRAMME
As above, numbered paragraphs using numbers of main sections

4 FINDINGS FROM CASE STUDIES (IF YOU HAVE THEM) (0.5 to 1 page)
As above, numbered paragraphs using numbers of main sections

5 KEY EVALUATION FINDINGS (around 2 pages)
As above, numbered paragraphs using numbers of main sections

6 CONCLUSIONS (around 1 page)
As above, numbered paragraphs using numbers of main sections

7 RECOMMENDATIONS (1-2 pages) *Use main recommendation numbers and highlight main recommendations*

Start each section on a new page

1   INTRODUCTION

1.1   Introduction

- Introducing the report

1.2   Background to the intervention

- Department mandate in relation to the intervention being evaluated
- Policy/legislative framework applicable
- Foundations of the programme
- Underlying logic of the programme (very brief as covered more in section 3)
- 0.5 page total

1.3   Background to the evaluation

- Include purpose and main questions.
- 0.5 page

1.4   Methodology

- Outline of methodology including sample, data collection instruments, types of data collected, limitation of the approach and measures used to mitigate the risks, etc.
- This section should basically tell the reader why they should trust the credibility of the evaluation
- Evaluative criteria
- 0.5 to 1 page with more detail in Annex.

2   KEY FINDINGS FROM THE LITERATURE/DOCUMENT REVIEW

- Clarify whether this covers review of programme, policy documents as well as wider literature, as well as benchmarking
- Clarify what range of literature was accessed. Should ensure that includes all seminal/major contribution in this particular subject. Should include both policy (grey literature) and published material, both local and international
- Define key concepts and present dominant perspectives, showing differing views
- Should also present trends and other useful information that contextualises the intervention and gives useful information for interpretation of the primary data collected
- Present an analytical framework derived from the literature, e.g. a model for understanding coordination or key success factors in environmental governance.
- 2 to 3 pages

3   THE PROGRAMME

- More detailed than the introduction
- This should include history of the programme, how and why it was introduced (needs analysis, situational analysis, beneficiary participation, etc).
- Programme/intervention goal (objectives)
- Logical framework/results framework and ToC (both narrative and graphic), should include critical assumptions
- Should indicate where the evaluation is focused in the ToC or which aspects of the ToC the evaluation focused on
- 2 to 3 pages

4 FINDINGS FROM CASE STUDIES (IF YOU HAVE THEM)

Highlight what case study show, this should be analytical and an integrated view from the case studies. Note: Should avoid verbatim repetition of the content in the case study.

4.1 Case Study 1

- (0.5 to 1 page per case study)

4.2 Case Study 2

4.3 Case Study 3

5 KEY EVALUATION FINDINGS

- Structure the findings according to the evaluation questions/analytical framework. If helpful, organise the evaluation questions and present using DAC Criteria (if using that lens) and the key evaluation questions can naturally be grouped in those categories. The DAC Criteria are: Relevance, Effectiveness, Efficiency, Sustainability, Additionality, Impact.
- Present findings from the primary and secondary data collected responding to evaluation questions.
- Findings should be analysed and interpreted by the service provider (SP) on the basis of existing literature, theory, deductive interpretation of the SP from qualitative and quantitative work. Relate the findings to the theory of change so that the theory of change is interrogated.
- Integrate the sources of data to respond to the evaluation questions. Do not present document data, then survey data, then interviews, etc. Use quotes to illustrate points rather than as a source of evidence (avoid many quotes).
- Make sure that critical evidence and references are in here so that it is authoritative.
- Think carefully about tables and figures so they are not too complex and communicate well. Detailed tables can be annexed. Do not include tables which are not referred to.
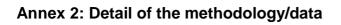- Around 10 to 15 pages

6 CONCLUSIONS

- Overall conclusions drawn (organised around key evaluation questions or DAC criteria)
- Proposed changed Theory of Change (narrative and figure)
- 2 to 3 pages

7 RECOMMENDATIONS

- Refer to the Guideline on how to develop actionable recommendations which can be accessed on: ……
- Put recommendation numbers, e.g. R1 and if necessary sub recommendations, e.g. R1 .1

Annex 1: References

Annex 2: Detail of the methodology/data

Annex 3: Proposed Revised Logframe

This should be to Output Level in the summary report

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