

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

Report on Evaluation X

Full 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.....

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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)

Executive summary

*Use the section structure of the main report, so that people can see from the executive summary which sections they would like to read. Should be max of **5 pages** but include the main stories and statistics from the report, even key tables.*

Likely Headings

1 Introduction and background

2 Overview of the intervention

3 Brief Background to the evaluation

4 Methodology

5 Key evaluation findings

6 Recommendations

1. Introduction

- 1.1. **Background to the intervention (If more than 2-3 pages)**
- 1.2. **Background to the evaluation**
- 1.3. **Purpose of the evaluation**
- 1.4. **Key evaluation questions**

2. Methodology

- 2.1. **Evaluation Framework, including Evaluation Criteria and how they were applied in the context of the evaluation**
(Brief description of +- 1 page) – attach the full evaluation framework as an annexure.
- 2.2. **Evaluation Methods**
- 2.3. **Limitations of the evaluation**
- 2.4. **Capacity Development element**

3. Theory of Change

- 3.1. **Overview of the existing theory of change and logframe**

(include the TOC diagram here and a narrative)

4. Literature review and benchmarking Study (overall)+- 20 pages, include doc review)

- 4.1. **Literature Review** (15 pages)
- 4.2. **Benchmarking Study** (5-page summary including the best practice scan).

5. Case studies (if you have them, about 10 pages)

Case study 1

Case Study 2

Case Study 3

6. Key Evaluation Findings (Present findings according to the key evaluation questions)

7. Conclusions

Concluding statement on whether the purpose of the evaluation has been achieved (+- 2 paragraphs)

Judgments on the performance of the intervention in terms of the evaluation criteria (depending on criteria selected):

- 7.1 Relevance
- 7.2 Effectiveness
- 7.3 Efficiency
- 7.4 Sustainability
- 7.5 Additionality
- 7.6 Impact

Also include: Proposed changes to the theory of change and logframe (Diagram & Narrative of revised TOC should be part of this conclusion but the logframe can be attached as an Annexure)

8. Recommendations

See DPME Guideline on how to develop actionable recommendations

Annex 1: References

Annex 2: Logframe

Annexure 3: Evaluation Framework

Annexure 4: Evaluation Instruments