

# RATING THE QUALITY OF EVALUATION REPORTS

19 MARCH 2014

This checklist is meant to **assist evaluation managers** in their effort to appraise the quality of independent project evaluation reports. It can also serve as quality guidance to the evaluator.<sup>1</sup> The checklist is meant to be used as a rating matrix for project evaluations.

## RATING THE ELEMENTS OF THE EVALUATION REPORT

**Rating dimensions:** Insert the appropriate rating on the right side of each statement.

0 = No (or not addressed)<sup>2</sup>                      2 = Sufficient level of quality

1 = Clear need for improvement            3 = Yes (or high quality)

N/A = Not applicable<sup>3</sup>

A	Title Page	Score
1.1	The title page and opening pages provide key basic information.	
	<b>Total</b>	
<b>Comments:</b>		

B	Executive Summary	Score
2.1	Explanation of the project's purpose, logic, structure and objectives ( <b>project background</b> )	
2.2	Overview of the purpose, scope, clients of the evaluation, time period, geographical coverage and groups or beneficiaries of the evaluation ( <b>evaluation background</b> )	
2.3	Concisely describes the evaluation's methodology	
2.4	Summarizes the evaluation findings	
2.5	Concise list of conclusions	
2.6	List of all lessons learned and emerging good practices	
2.7	List all recommendations (must be aligned with the conclusions)	
	<b>Total</b>	
<b>Comments:</b>		

<sup>1</sup> The results of this quality control are not made public.

<sup>2</sup> Some criteria have only a binary dimension of yes/no or there/ not there. These criteria are marked [0/3 only] and can only be rated either 0 or 3, but not 1 or 2.

<sup>3</sup> Only criteria marked [N/A possible] can be rated N/A, all others require a rating.

C	Body of the Evaluation Report	Score
<b>3</b>	<b>Project background</b>	
3.1	If useful, brief outline of the economic, political, social, cultural, historical context of the country [N/A possible]	
3.2	Description of the project's objectives	
3.3	Description of the context and intervention logic	
3.4	Description of the project's funding arrangements (including the donor)	
3.5	Description of the organizational arrangements for the project's implementation	
3.6	Description of contributions and role of ILO, the project partners and other stakeholders	
3.7	Brief description/review of the project's implementation (major events and milestones)	
<b>4</b>	<b>Evaluation background</b>	
4.1	Description of the purpose and primary use of the evaluation	
4.2	Description of the scope of the evaluation (geographic coverage, information on project phases and special focus areas)	
4.3	Notes the clients of the evaluation and the main audience of the report (e.g. donors, constituents, implementing parties)	
4.4	Evaluation criteria and questions that the clients want the evaluation to answer are identified (as per the <a href="#">OECD/DAC</a> )	
4.5	Description of dates, events and operation sequence of the evaluation	
<b>5</b>	<b>Methodology</b>	
5.1	Outline of evaluation criteria (as per the <a href="#">OECD/DAC</a> )	
5.2	Outline of evaluation questions (as per the <a href="#">OECD/DAC</a> )	
5.3	Description of evaluation methods and data collection instruments	
5.4	Description of the sources of information/data used is described	
5.5	List of limitations and potential bias	
5.6	Description and rationale for stakeholder participation	
5.7	Description of norms, standards and ethical safeguards	
<b>6</b>	<b>Main findings</b>	
6.1	Findings are relevant to the purpose and scope of the evaluation	
6.2	All evaluation questions are addressed or explanations given when not answered	
6.3	Findings are supported by evidence and are consistent with methods and data	
6.4	All data is disaggregated by sex, age, ethnic group or other relevant demographic categories, where feasible	
6.5	Unintended and unexpected results are included	
6.6	Factors that have contributed to the success/failure of the project (or elements) are identified and discussed	

## Checklist 6

6.7	Cross-cutting issues such as: (i) gender issues; (ii) tripartite issues and; (iii) international labour standards are presented in separate sections	
<b>Total</b>		
<b>Comments:</b>		

D	Conclusions	Score
7.1	Conclusions were formulated by synthesizing the main findings into summary judgments of merit and worth	
7.2	The evaluative reasoning and critical thinking used to formulate the conclusions must be clear	
7.3	Judgments are fair, impartial, and consistent with the findings	
7.4	Brief discussion of how validity and reliability of the conclusions was determined	
<b>Total</b>		
<b>Comments:</b>		

E	Lessons Learned	Score
8.1	Is the lesson significant? Does it deal with a non-trivial matter?	
8.2	Does the lesson concisely capture the context from which it was derived?	
8.3	Is the lesson applicable in different contexts?	
8.4	Is it clear in which situations they could be reused in future?	
8.5	Does the lesson identify target users?	
8.6	Does the lesson specifically suggest what should be repeated or avoided in future contexts to guide future action?	
<b>Total</b>		
<b>Comments:</b>		

F	Emerging good practices	Score
9.1	Does it describe how it works?	
9.2	Does it concisely capture the context from which it was derived?	
9.3	Is it applicable in different contexts?	
9.4	Is it potentially replicable in different contexts?	

## Checklist 6

9.5	Does it identify target users?	
9.6	Does it demonstrate their link with specific impacts?	
<b>Total</b>		
<b>Comments:</b>		

G	Recommendations	Score
10.1	Recommendations are supported by evidence and follow logically from the findings, conclusions, lessons learned and emerging good practices	
10.2	Recommendations specify who is called upon to act	
10.3	Recommendations specify action that is needed to remedy the situation	
10.4	Recommendations distinguish priority or importance (high, medium, low)	
10.5	Recommendations specify the time frame for implementation	
10.6	Acknowledge whether there are resource implications	
<b>Total</b>		
<b>Comments:</b>		

H	Appendices	Score
11.1	Lessons learned template (one per lesson)	
11.2	Emerging good practice template (one per good practice)	
11.3	Terms of reference	
11.4	Inception report [N/A possible]	
11.5	List of persons / organizations interviewed	
11.6	Description of the data collection instruments	
11.7	Bibliography	
<b>Total</b>		
<b>Comments:</b>		

**Grand total:** \_\_\_\_\_