

PREPARING THE EVALUATION SUMMARY FOR PROJECTS

*This checklist is meant to assist evaluation managers to ensure that every independent evaluation report receives a uniform evaluation summary for presentation to the public on the EVAL website. This is completed by the evaluation manager, should be **limited to four pages** and the information precise, concise, and usually extracted from the executive summary of the full evaluation report.*

February 18, 2014

1. PURPOSE OF THE SUMMARY

- **Transparency and knowledge sharing:** Providing ILO officials and the general public with an evaluation summary facilitates uptake of evaluation information and generates interest in the longer reports. These summaries are used only for independent project evaluations. The summary plays a critical role in that it is the most circulated information product in evaluation and thereby the standard by which these are completed directly reflects on ILO's evaluation work.
- **Structuring the executive summary of the main report:** EVAL recommends that the executive summary of the full evaluation report keep the same structure as the template summary presented here. Having this kind of consistency in structure makes data collection for our annual Meta-analysis of evaluation quality a more efficient and reliable process.
- **Access to the template:** EVAL uses a specific template for project evaluation summaries so that they have a comparable content and uniform look. The [evaluation summary template](#) must be submitted in Word format and is available for downloading on the EVAL website.

2. QUICK FACTS

- **Countries:** List all country/-ies covered by the project
- **Mid-Term or Final Evaluation:** Indicate whether it is mid-term or final and put the date that appears on the title page of the evaluation.
- **ILO Administrative Office Responsible:** e.g. INTEGRATION, EMP/SKILLS, RO-Beirut.
- **ILO Technical Backstopping:** Responsible Regional Office or Technical Sector in HQ.
- **Evaluation Manager:** This should be the name of the official who managed the evaluation. In the case of an externally-managed joint evaluation, the lead agency would be listed here.
- **Evaluation Consultant(s):** List names of all consultants who worked on the evaluation. In the case of a team, the lead should be identified along with the names of all team members.
- **Joint evaluation agencies:** In the case where a joint evaluation has taken place, the lead agency that managed the evaluation and directed the project should be listed, along with the acronyms of all other participating agencies.
- **Project End Date:** Date that the project is foreseen to end.

- **TC/Symbol Project Code:** example: INT/02/42/SWI.
- **Donor & Project Budget:** Country (project budget in US\$).
- **Keywords:** This section should simply list the main subjects covered by the technical activities of the project. Evaluation managers should use the correct terminology and are asked to consult the ILO Thesaurus which contains English, Spanish and French language versions:
<http://www.ilo.org/thesaurus/defaulten.asp>

3. BACKGROUND AND CONTEXT

- **Summary of the project purpose, logic and structure:** This section should contain a few paragraphs presenting the project objectives and a brief outline of intervention logic, strategy and main means of action. This should include information on geographic coverage and management structure of project.
- **Present situation of project:** This is particularly of interest for mid-term or interim reports but also applies to final evaluation reports. If the project experienced special environmental issues such as a natural disaster, armed conflict or particular delays due to recruitment or personnel issues, it can be mentioned here. In general this section is meant to contain key information about the current state of implementation of the project and the project context.
- **Purpose, scope and clients of the evaluation:** This would be information taken from the Terms of Reference (TORs) for the evaluation, presented in a brief paragraph. Relevant information includes a brief outline of why the evaluation is being conducted; who will use the information; what information is needed and how it will be used; the time period and geographical coverage; and the target groups or beneficiaries to be included.
- **Methodology of evaluation:** This section is also drawn from the evaluation TORs and should contain a short description of methodology of data collection and analysis, including rationale for choice of methodology, data sources used and major limitations encountered.

4. MAIN FINDINGS AND CONCLUSIONS

- This section, approximately one or two pages should present a brief overall assessment of the project's performance, summarized from the full report. A concise overview of major internal and external conditions that have positively and negatively affected the project's relevance, effectiveness, efficiency, impact and sustainability should be included.

5. RECOMMENDATIONS AND LESSONS LEARNED

- **Main recommendations and follow-up:** This section should be a concise listing of the numbered recommendations taken from the full report, not including the explanatory text. These can be presented in bullet format, when appropriate.¹
- **Lessons learned:** These should be just the concise statements taken from the main report.²

¹ More information on Management Response to Recommendations can be found in *Management follow-up to independent project evaluations* http://www.ilo.org/eval/Evaluationguidance/WCMS_165977/lang-en/index.htm

² More details on ILOs definition of lessons learned can be found in *Preparing the evaluation report* http://www.ilo.org/eval/Evaluationguidance/WCMS_165967/lang-en/index.htm