# **Evaluation Report Template**

#### Title

Choose a title that is descriptive of your project keeping your main audience in mind.

#### **Executive Summary**

This will be useful for people, including funders, politicians and policy makers, who have very little time to read but do need to know about community health work. One to two pages long, use sub-headings and bullet lists to break up text and increase readability.

Summarise the main points from the evaluation. Put the main findings upfront. Include a summary of key recommendations.

#### Introduction

This part of your report introduces the initiative being evaluated and the context in which it took place.

Briefly describe the geographical, socio-economic, political, environmental and historical context and setting, as relevant to your initiative. The context is critical to understanding the evaluation.

#### Program rationale and logic

This aspect of evaluation is often taken for granted by people running programs because they assume that outsiders would have this knowledge. In fact it is a crucial aspect of building the evidence base for effectiveness.

Describe the health issue and why it was selected. Outline what is known about the issue in your community or more widely. Explain why you have chosen to tackle the issue in the way you have. Describe the overall goal of the program i.e. what you are trying to achieve and why you think your approach will work. Draw on literature, previous experience and practice knowledge.

# **Sample Report Of Evaluation Findings**

**Janardan Prasad Singh** 

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