# ANNEX 6.8: TEMPLATE FOR A FINAL EVALUATION REPORT

**International Organization for Migration (IOM)**

**The UN Mig rat io n Age ncy**

*The final report is usually the final and most important deliverable provided by the evaluator. The final report should provide a full description of the evaluation, how it was conducted, and its main findings and recommendations. Many evaluators have their own standard templates for final reports and it is not necessary to demand that they follow this proposed tem plate . However, it is important to ensure that their formats follow the same presentation logic and that the final report includes, at a minimum, the information described in this tem plate .*

*For lengthy final reports, a table of contents is useful.*

1. **Executive summary**

*An executive summary is a brief overview of the contents of the evaluation report. It should include a brief summary of the project being evaluated, the evaluation methodology, the key findings of the evaluation and recommendations.*

1. **List of acronyms**

*This presents the acronyms used in the re port.*

1. **Introduction**

*This section is a brief introduction of the evaluation assignment. The following details are generally included: the title of the project being evaluated; the name of the institution commissioning the evaluation; and the scope of the evaluation. The Introduction section can also provide an overview of the sections and annexes contained within the report.*

1. **Context and purpose of the evaluation**
   1. **Context**

*This section describes the context of the evalua tion. Typically it includes a general description of* /OM; *a few paragraphs about the project that is to be evaluated; and a general description of the relevant political, environmental, social, economic and/or legal context in which the project is being implemented.*

* 1. **Evaluation purpose**

*In this section the evaluator presents the evaluation purpose, that is, why the evaluation is being conducted and why it is being conducted at this time. The intended audience and use of the evaluation should be descr ibed. Typically the information in this section reflects the information from the terms of reference, perhaps in an expanded form.*

* 1. **Evaluation scope**

*This section describes what the evaluation did and did not cover, including the time period covered, the phases of a project covered and the geographical area covered. Any specific exclusions should be clearly stated.*

* 1. **Evaluation criteria**

*This section should state which evaluation criteria were considered during the evaluation.*

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1. **Evaluation framework and methodology**
   1. **Data sources and collection**

*This section describes the methods that were used to collect the data and from where the data was colle cted.*

* 1. **Data analysis**

*This section describes how the data collected was analysed.*

* 1. **Sampling**

*if sampling was used in the evaluation, this section will describe the sampling methods used, including a description of the population, the sampling frame and the sampling size.*

* 1. **Limitations and proposed mitigation strategies**

*In this section, the evaluator presents any limitations faced in either the design or implementation of the evaluation, and any methodological or operational strategies to mitigate or overcome them.*

1. **Findings**

*In this section the evaluator presents the findings of the evaluation. Typically the findings are clustered into the evaluation criteria being a pplied. Findings are to be supported by evidence, which is also to be presented in this section. For the sake of clarity, it is important to respect the logical flow of an evaluation exercise: evidences are collected and are considered as factual findings which are then analyzed through the evaluation criteria, responding to the related questions, an analysis from which conclusions and recommendations can be drawn.*

1. **Conclusions and recommendations**
   1. **Conclusions**

*In this section the evaluator presents any conclusions derived from the evaluation. Conclusions are to be based on the evidence presented in the evaluation.*

*if the evaluation is complex, conclusions and recommendations can be added at the end of each sub-section of Section 6 " Findings", with Section* 7 *being then a Summary of Conclusions and Recommendations made previously.*

* 1. **Recommendations**

*In this section the evaluator presents any recommendations derived from the evalua tion.*

1. **Annexes**

*The following are standard annexes for evaluation reports.*

* 1. **Evaluation terms of reference**
  2. **Evaluation matrix**
  3. **List of documents reviewed**
  4. **List of persons interviewed or consulted**
  5. **Data collection instruments**