

# Report templates for evaluability assessment

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An evaluability assessment aims to assess the extent to which, and how best, a project can be evaluated in a reliable and credible fashion. These templates are intended to help anyone conducting an evaluability assessment to structure the final report. This tool was developed by Anne Buffardi and Bronwen McDonald for use in [Methods Lab](#) projects. It accompanies The Methods Lab publication '[Evaluability assessment for impact evaluation: guidance, checklists and decision support](#)'.

## 1. Report outline for an assessment done at the beginning of a programme

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### Executive Summary

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#### 1. Background

- 1.1. Programme overview
- 1.2. Evaluability assessment purpose and process

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#### 2. Evaluability Assessment

- 2.1. Programme design
- 2.2. Priority themes
  - 2.2.1. Implementing environment
  - 2.2.2. Plausibility of observing change
- 2.3. Uses and users of impact-oriented monitoring and evaluation
  - 2.3.1. Primary purpose of intervention monitoring and evaluation
- 2.4. Evaluation approach
  - 2.4.1. Feasibility of establishing comparison groups
  - 2.4.2. Existing data sources
  - 2.4.3. Quality of information
  - 2.4.4. Influence of other interventions
  - 2.4.5. Capacity of monitoring and evaluation systems
- 2.5. Evaluability assessment summary

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#### 3. Developing an impact-oriented monitoring and evaluation system

- 3.1. Key evaluation questions
- 3.2. Evaluation options
- 3.3. Recommendations and next steps

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#### Annex A. Evaluability assessment inputs

- 1. Document review
- 2. Stakeholders interviewed
- 3. Stakeholder workshop agenda

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**Annex B. Draft programme logic**

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**Annex C. Project goals and intended outcomes**

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**Annex D. Existing data sources**

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**Annex E. Guiding questions to help narrow scope**

## **2. Report outline for an assessment done on a completed programme**

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### **Executive Summary**

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#### **1. Introduction**

1.1. Methods

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#### **2. Phase one: framing the impact evaluation**

2.1. Background

2.2. Primary intended users of the evaluation

2.3. Purpose of the evaluation

2.4. Key evaluation questions

2.5. What will success look like for this impact evaluation

2.6. Challenges for framing an impact evaluation for this type of programme

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#### **3. Options for an impact evaluation**

3.1. Principles underpinning an impact evaluation

3.2. Design options

3.3. Criteria for selecting case studies

3.4. Consideration of the options

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#### **4. Phase two: managing the evaluation**

4.1. Initial steps

4.2. Monitoring and evaluation

4.3. Estimated costs

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#### **5. Conclusions**

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**Annex A. Candidate projects**

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**Annex B. Document review**

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**Annex C. Key informant interviews**

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**Annex D. Agenda & summary of the stakeholder engagement workshop**

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**References**