## Annex 5. Standard outline for the UNDP evaluation report

**1. Title and opening pages** with details of the project/project/outcome and of the evaluation team.

**2. Project and evaluation information details:** title, Atlas number, budgets and project dates and other key information.

**3. Table of contents.**

**4. List of acronyms and abbreviations.**

**5. Executive summary:** a stand-alone section of maximum four pages including the quality standards and assurance ratings.

**6. Introduction and overview.** What is being evaluated and why?

**7. Description of the intervention being evaluated.** Provides the basis for report users to understand the logic and evaluability analysis result, assess the merits of the evaluation methodology and understand the applicability of the evaluation results.

**8. Evaluation scope and objectives.** The report should provide a clear explanation of the evaluation’s scope, primary objectives and main questions.

**9. Evaluation approach and methods.** The evaluation report should describe in detail the selected methodological approaches, methods and analysis.

**10. Data analysis.** The report should describe the procedures used to analyse the data collected to answer the evaluation questions.

**11. Findings and conclusions.** Evaluation findings should be based on an analysis of the data collected and conclusions should be drawn from these findings.

**12. Recommendations.** The report should provide a reasonable number of practical, feasible recommendations directed to the intended users of the report about what actions to take or decisions to make.

**13. Forward-looking actionable recommendation** for the XX project, outlining key strategic priorities to be addressed in the potential next phase of the project.

**14. Lessons learned.** As appropriate and as requested in the TOR, the report should include discussion of lessons learned from the evaluation of the intervention.

**15. Annexes.**