**[type of evaluation]**

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[Title – please do not exceed

two lines of text]



*[Month] [Year]*

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**THE STRUCTURE AND LAYOUT BELOW IS PURELY INDICATIVE AND YOU DO NOT NEED TO RESPECT IT (it is to be agreed with the Evaluation manager specifically for each evaluation).**

**The last two pages of this template are also compulsory.**

**The final report will be published on Europa (Publication Office).**

**Evaluation title**

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1. EXECUTIVE SUMMARY

[An abstract of no more than 200 words in at least EN (and other language if necessary) should be provided. The purpose of the abstract is to act as a reference tool helping the reader to quickly ascertain the evaluation's subject. It shall be part of the evaluation metadata in Bookshop, where the evaluation will be published.

On top of that a full-fledged, illustrated, executive summary should be provided. The executive summary should be a reader-friendly (for the unfamiliar reader), story-telling, stand-alone document. Thus, a journalistic style should be applied, providing the full picture of the evaluation, and any technical terminology and jargon should either be adapted or explained. The executive summary should be provided in at least EN (and other language if necessary).

The executive summary should not be longer than 6 pages.]

* Bullet Point 1
* Bullet Point 1

2. INTRODUCTION

2.1. Purpose of the evaluation

[Set out purpose of this evaluation, what it will deliver, how its results will be used]

2.2. Scope of the evaluation

[Define the scope of evaluation: explain what is covered, what is not and why.]

3.BACKGROUND TO THE EU ACTION EVALUATED

3.1. Description of the EU action and its objectives

[Provide a brief description of the EU action and its different components, its objectives and the problems it was intended to solve.

Summarise this information in an Intervention Logic diagram, bringing together how the different measures were expected to interact.

Discuss/show the timing of the different components, their expected outputs and how these actions were ultimately expected to deliver the objectives.]

3.2. Baseline

[Describe what the situation was like before the action was taken, e.g. baseline.]

4. EVALUATION QUESTIONS

[Repeat the key evaluation questions that were published in the evaluation mandate. It may not be necessary to repeat all the sub-questions, as the information collected to answer these will be used to answer the main questions.

NOTE: All evaluations should ask questions about the effectiveness, efficiency, relevance and coherence of the initiative. They should address the issue of whether EU level action has provided added value. Other evaluation questions may also be posed. Check evaluation mandate/ToR for further details.]

5. METHOD/PROCESS FOLLOWED

5.1. Process/Methodology

[Explain how the evaluation has been carried out and over what time period. Provide a transparent account of what has been done, any changes from the original plan (set out in the terms of reference and in the technical offer) and any mitigating measures taken.

Provide information particularly on:

* Resources used and timing;
* Studies carried out/used;
* Other sources of data;
* Steering group;
* Stakeholders consultation ;
* Surveys.]

5.2. Limitations – robustness of findings

[List any known limitations e.g. data, timing, etc. and explain the mitigating measures taken. Provide an overall analysis of the reliability of the available data should be included.]

6. ANSWERS TO THE EVALUATION QUESTIONS

[Answer ALL evaluation questions set up in the evaluation mandate. If there is insufficient data or evidence to do so, this should be clearly stated.

Use the information collected to analyse how far the outputs and outcomes observed match the expectations stated when the initiative was adopted. Bring together different sources of data (clearly referenced so that the reader can investigate further if they wish) and provide unbiased and critical judgements of what has/has not been achieved. Ensure triangulation of data.

This section should be analytical, using tables/graphs/pictures to illustrate the analysis.

To ensure all the evaluation criteria have been addressed the section might follow this structure:]

7. CONCLUSIONS

[This section of the document should address the specific evaluation questions under the individual DAC criteria and EU added value as set in the terms of reference, flowing logically from the previous sections. Indeed, there should be a clear and logical progression between the results presented, the answers to the evaluation questions provided and the conclusions being drawn. This is also where the lessons learned and good practices should be highlighted.]

8. Recommendations

[After presenting the conclusions, any issues which have been identified might be addressed by recommendations. The recommendations should flow logically from the conclusions made. The recommendations should be clear, comprehensible and practical; they might target different audience (e.g. the Commission, Partner countries authorities, the EEAS, EU Member States, Implementing partners, stakeholders etc.).]

9. ANNEXES

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