Additional doc 15: Example Evaluation Report Structure

This example table of contents is intended to help you plan the layout of your report.

Summary of key findings (ideally a one-pager, max 5 pages)

Introduction – Introduce evaluation purpose and approach

Scheme description: briefly introduce the scheme design, target users, how it is delivered [use appendices for detail]

Evaluation scope and methodology – concise summary [use appendices for detail]

Profile of beneficiary households and their homes – use tables and charts to present concisely.

Evaluation findings – by key evaluation question or by theme (example below)

- Energy efficient practices practised in household - before/after intervention
- Changes in ability to pay bills and/or anxiety about bills - before/after intervention
- Changes in warmth / comfort levels in home - before/after intervention
- Changes in general health - before/after intervention
- Changes in anxiety or depression - before/after intervention
- Changes in mobility - before/after intervention

For each question or theme (as for the examples above), the report should cover:

  - Quantitative reporting of before/after changes, in a table or chart format, with supporting information on number of respondents
  - If sample size permits, selected cross-tabs analysis by household characteristics, to identify patterns in outcomes by household type.
  - If sample size permits, selected cross-tabs analysis by type of intervention, to identify associations between intervention type and outcome type
  - Qualitative reporting on subjective experiences of respondents concerning outcome

Evaluation findings - Case studies [optional] Where a qualitative approach to evaluation has been used, consider writing up case studies to illustrate how households have experienced changes which are associated with health benefits.

Appendices – what appendices you include will depend on your programme, research design, and the requirements of the users of the report. Use appendices to include information that provides detail that provide additional information for readers to gain further information on the scheme, and the research design, as well as more detailed analysis of the data.

- More detailed documentation on scheme e.g. scheme logic diagram
- Detailed methodology
- Research instruments used
- Full cross-tabs tables of data