



Checklist

Judgement Criteria for Assessing Evaluation Reports

References

- The guidelines for evaluation in the federal government, 2005 (in German or French)
- Evaluation management experience

From a commissioner's point of view, **delivering on time and quality** are the main criteria for assessing evaluation products. The criteria selected for assessing the quality of evaluation reports are listed below:

Formal Aspects

- The length of the report conforms to what was agreed.
- The report is clearly structured so that the key elements can be easily found.
- The report is written in an exact and clear manner, and without errors.
- The report includes appropriate visuals such as tables and figures, to highlight the essential elements. For example: table of methods, programme log-frame, diagrams.
- The report documents the tools used for the evaluation's data collection and their sources, and includes a complete list of references.

Methodology

- The approved methodological approach has been applied. If not, any differences are fully explained and justified.
- The procedure for data collection and analyses is understandable and directly relate to responding to the evaluation questions.
- The judgement criteria used for evaluating the evidence that has been used to respond to the evaluation questions are clearly detailed.
- The validity of the evaluation findings is discussed as are the relevance and limitations of the scientific procedure.

Content

- The evaluand, linked to its contextual setting, is accurately and clearly described and documented.
- The report provides clear responses to the evaluation questions as set out in the mandate.
- The responses to the evaluation questions are understandable, i.e. they are inferred from the results of data collection and analysis.
- The report highlights the different actors' points of view (→ arguments). The evaluation team's interpretation is clearly acknowledged as such.
- The report is fair, equitable and impartial.
- Findings other than those aimed at responding to the evaluation questions are reported and contextualised in an appropriate manner.
- Evaluation findings refer explicitly to political, strategic and/or operational plans.
- Recommendations logically flow from the conclusions that are drawn from the interpretation of findings. They are understandable, realistic and relevant for actions. They are addressed to specific audiences.

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