## Reviewing OA Draft Reports

- OA report checklist -

<table>
<thead>
<tr>
<th>Section</th>
<th>Yes/No</th>
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<tbody>
<tr>
<td>1. Title Page</td>
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<tr>
<td>A. Title is sufficiently clear and concise to facilitate indexing</td>
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<tr>
<td>B. Author(s)’ names and affiliation are identified</td>
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<tr>
<td>C. Date of preparation is included</td>
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<tr>
<td>D. Title identifies what was evaluated, including target population, if applicable</td>
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<tr>
<td>E. Name of client or funder(s) is identified</td>
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<tr>
<td>F. Text and material on title page are clearly and properly arranged</td>
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<tr>
<td>2. Executive Summary</td>
<td></td>
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<tr>
<td>A. Description of organization</td>
<td></td>
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<tr>
<td>B. Purpose of the OA and primary OA issues/questions</td>
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<tr>
<td>C. Brief description of methods and analytical strategy (if appropriate)</td>
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<tr>
<td>D. Summary of main findings</td>
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<tr>
<td>E. Implications of findings</td>
<td></td>
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<tr>
<td>F. Recommendations, if appropriate</td>
<td></td>
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<tr>
<td>3. Table of contents and other sections that preface the report</td>
<td></td>
</tr>
<tr>
<td>A. Table of contents contains at least all first and second level headers in the report</td>
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<tr>
<td>B. Titles and page numbers are accurate</td>
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<tr>
<td>C. Lists of tables, figures, and appendices are included, if appropriate</td>
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<tr>
<td>D. List of acronyms or abbreviations is included, if appropriate</td>
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<tr>
<td>E. Acknowledgements section references sponsors, data collectors, informants, contributors to the report, research assistants, reviewers of the report, etc.</td>
<td></td>
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<tr>
<td>4. Introduction and background</td>
<td></td>
</tr>
<tr>
<td>A. Purpose of the OA and main OA issues, if not covered in the methodology section</td>
<td></td>
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<tr>
<td>B. Description of the organization being evaluated</td>
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<td>C. Identification of relevant audiences and stakeholders for the OA</td>
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<tr>
<td>D. Review of related research</td>
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<tr>
<td>E. Overview and description of the report structure</td>
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<td>5. Methodology</td>
<td>Yes/No</td>
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<tr>
<td>A. Purpose of OA and evaluation questions, if not covered in the introduction</td>
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<tr>
<td>B. OA approach or framework being used, as well as rationale for the framework</td>
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<tr>
<td>C. Design of the OA, including issues of sampling and timing of data collection, as relevant</td>
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<tr>
<td>D. Methods of data collection, including description of data collection instruments and efforts to address gender differences/inequalities</td>
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<tr>
<td>E. Sources of information and data</td>
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<td>F. Limitations of the OA (e.g. limitations related to methods, data sources, potential sources of bias, etc.)</td>
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<thead>
<tr>
<th>6. Findings chapters</th>
<th>Yes/No</th>
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<tbody>
<tr>
<td>A. Details of the OA findings are clearly and logically described</td>
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<tr>
<td>B. Charts, tables, and graphs are understandable and appropriately and consistently labelled and, where applicable, sex-disaggregated</td>
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<tr>
<td>C. Discussion of OA findings is objective and includes both negative and positive findings</td>
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<tr>
<td>D. Discussion of OA findings highlights any gender differences/inequalities in the findings, as well as any specific findings with regards to gender equality</td>
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<tr>
<td>E. All OA questions are addressed or an explanation is included for questions that could not be answered</td>
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<td>F. Findings are adequately justified</td>
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<thead>
<tr>
<th>7. Summary, Conclusion and Recommendations</th>
<th>Yes/No</th>
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<tbody>
<tr>
<td>A. Summaries of findings are included in each chapter or in a summary chapter</td>
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<tr>
<td>B. Discussion and interpretation of findings are included</td>
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<tr>
<td>C. Summary and conclusion fairly reflect the findings</td>
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<td>D. Judgments about the organization that cover merit and worth are included</td>
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<td>E. Recommendations are included and are based on findings in the report</td>
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<thead>
<tr>
<th>8. References and Appendices</th>
<th>Yes/No</th>
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<tbody>
<tr>
<td>A. A suitable style or format (e.g. APA) is used consistently for all references</td>
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<tr>
<td>B. References are free of errors</td>
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<tr>
<td>C. References cover all in-text citations</td>
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<tr>
<td>D. All appendices referenced in the text are included in the appendix section, in the order they are referenced.</td>
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<td>E. Data and information in the appendices are sex-disaggregated and clearly presented and explained</td>
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