

Reviewing OA Draft Reports

- OA report checklist -

1. Title Page	Yes/No
A. Title is sufficiently clear and concise to facilitate indexing	
B. Author(s)' names and affiliation are identified	
C. Date of preparation is included	
D. Title identifies what was evaluated, including target population, if applicable	
E. Name of client or funder(s) is identified	
F. Text and material on title page are clearly and properly arranged	
2. Executive Summary	Yes/No
A. Description of organization	
B. Purpose of the OA and primary OA issues/questions	
C. Brief description of methods and analytical strategy (if appropriate)	
D. Summary of main findings	
E. Implications of findings	
F. Recommendations, if appropriate	
3. Table of contents and other sections that preface the report	Yes/No
A. Table of contents contains at least all first and second level headers in the report	
B. Titles and page numbers are accurate	
C. Lists of tables, figures, and appendices are included, if appropriate	
D. List of acronyms or abbreviations is included, if appropriate	
E. Acknowledgements section references sponsors, data collectors, informants, contributors to the report, research assistants, reviewers of the report, etc.	
4. Introduction and background	Yes/No
A. Purpose of the OA and main OA issues, if not covered in the methodology section	
B. Description of the organization being evaluated	
C. Identification of relevant audiences and stakeholders for the OA	
D. Review of related research	
E. Overview and description of the report structure	

5. Methodology	Yes/No
A. Purpose of OA and evaluation questions, if not covered in the introduction	
B. OA approach or framework being used, as well as rationale for the framework	
C. Design of the OA, including issues of sampling and timing of data collection, as relevant	
D. Methods of data collection, including description of data collection instruments and efforts to address gender differences/inequalities	
E. Sources of information and data	
F. Limitations of the OA (e.g. limitations related to methods, data sources, potential sources of bias, etc.)	
6. Findings chapters	Yes/No
A. Details of the OA findings are clearly and logically described	
B. Charts, tables, and graphs are understandable and appropriately and consistently labelled and, where applicable, sex-disaggregated	
C. Discussion of OA findings is objective and includes both negative and positive findings	
D. Discussion of OA findings highlights any gender differences/inequalities in the findings, as well as any specific findings with regards to gender equality	
E. All OA questions are addressed or an explanation is included for questions that could not be answered	
F. Findings are adequately justified	
7. Summary, Conclusion and Recommendations	Yes/No
A. Summaries of findings are included in each chapter or in a summary chapter	
B. Discussion and interpretation of findings are included	
C. Summary and conclusion fairly reflect the findings	
D. Judgments about the organization that cover merit and worth are included	
E. Recommendations are included and are based on findings in the report	
8. References and Appendices	Yes/No
A. A suitable style or format (e.g. APA) is used consistently for all references	
B. References are free of errors	
C. References cover all in-text citations	
D. All appendices referenced in the text are included in the appendix section, in the order they are referenced.	
E. Data and information in the appendices are sex-disaggregated and clearly presented and explained	

*Adapted from: Miron, Gary (2004). Evaluation Report Checklist.