



# Module 7

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## Reporting M&E Results



# Learning Objectives

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- To become:
  - More knowledgeable about common mistakes in interpreting and reporting data
  - More aware of key points to present results effectively



# Some Common Mistakes in Reporting the Results

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- Reporting perception as fact
- Using different words than actually asked
- Failing to anchor statements in the data
- Mis-reporting the statistics
- Failing to provide the context



# Reporting the Results

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- Interpret data
- Formulate findings
- Develop recommendation



# Some Common Mistakes in Interpreting Data

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- Using percents when the numbers are small
- Attributing causality when not demonstrated
- Over-generalizing the results



# Formulating Findings

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- Findings should answer evaluation questions
  - Describe the results
  - Make judgment backed up by the evidence
  - Identify major reasons for successes, failures and constraints
- Focus findings on issues related to the evaluation purpose



# Developing Recommendations

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Recommendations should tell the reader what should be done?

- Start with findings and make sure to address the evaluation objectives
- Direct to potential decision-makers
- Avoid vague, general and impractical ones
- List them in priority order



# Writing Reports

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- Simple, clear, easy to follow and understand
- Organize around research questions or themes
- Place major points up front
- State limitations of study
- Always support your recommendations with evidence
- Place technical or detailed information in an appendix





# Contents of Report

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- Introduction
  - Purpose, background
- Methodology
  - Brief in body of report
  - Details can go in appendix
- Findings
  - Present data so audience can understand
  - Present data selectively: what's your point?



# Contents of Report

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- Conclusions
  - Tie back to your research questions
- Recommendations, if any
  - Make sure you have presented the evidence to support the recommendations



# Executive Summary

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- Essential for busy readers
  - Short: 1-4 pages
- Bottom line focused: major findings and recommendations
  - Present in bullet format
- Refer readers to report or appendix for more detail



# TOR Review: Exercise 7

Review the TOR written for this project in the workbook. Be prepared to discuss these questions in our last session.

- Are the objectives of the evaluation clear?
- Were the methods of the evaluation specific?
- Were the products clear?
- Were the deadlines stated?
- Will this TOR give managers information needed to make decisions?