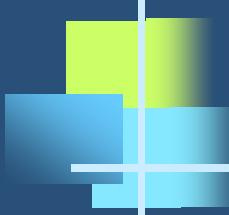


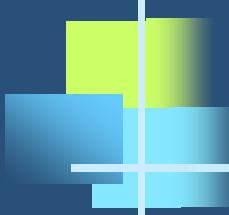
Module 7

Reporting M&E Results



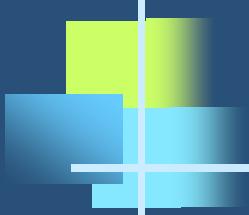
Learning Objectives

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



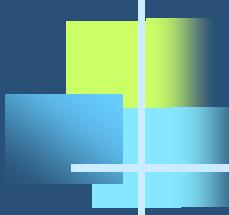
Some Common Mistakes in Reporting the Results

- 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



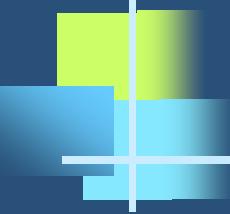
Reporting the Results

- Interpret data
- Formulate findings
- Develop recommendation



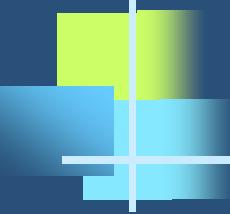
Some Common Mistakes in Interpreting Data

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



Formulating Findings

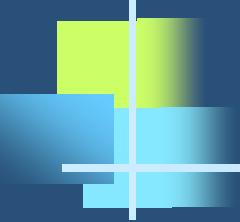
- Findings should answer evaluation questions
 - Describe the results
 - Make judgment backed up by the evidence
 - Identify major reasons for successes, failures and constraints
- Focus findings on issues related to the evaluation purpose



Developing Recommendations

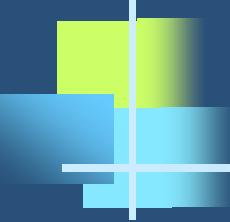
Recommendations should tell the reader what should be done?

- 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



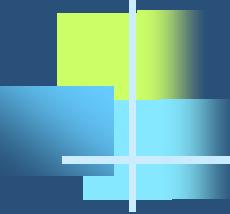
Writing Reports

- 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

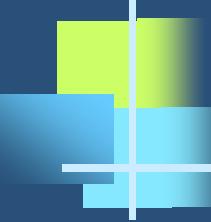
- Introduction
 - Purpose, background
- Methodology
 - Brief in body of report
 - Details can go in appendix
- Findings
 - Present data so audience can understand
 - Present data selectively: what's your point?



Contents of Report

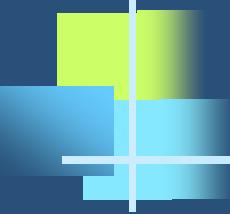
(cont'd)

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



Executive Summary

- 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?