

DELETE THIS NOTE BEFORE FINALIZING REPORT

Template Overview

- ✓ This template can be used for any study, including research, evaluation or assessment.
- ✓ Simply replace the word “study” with the type of research, evaluation or assessment it is, as applicable throughout.
- ✓ [Attention!!! This version was last updated in April 2021. If you are reading this in April 2022 or later, please check the MEAL “Supporting Docs” section of the Quality Framework ([here](#)) to see whether a newer version is available. This template is part of a suit of seven resources created in 2021 support the commissioning of Research, assessments and evaluations created by the Evidence Quality and Innovation TWG - [click on this hyperlink to access them all](#)]

Cover Page Image

- ✓ Change image by right-clicking on its lower left corner, avoiding clicking on the Save Circle graphic.

Other References

- ✓ This template is aligned with the Save the Children [Evaluation Quality Scoring Tool](#), key donor study report templates (USAID), and existing regional office templates (Asia Regional Office).
- ✓ You may want to refer to the Save the Children Technical Writing Style Guide when writing this report.
- ✓ If you would like to incorporate icons into your report, internal Save the Children staff can access icon graphics through the Content Hub www.contenthubsavethechildren.org.

If you have a question or comment about this document, Please contact the Evidence Quality and Innovation TWG at EQITWG@savethechildren.org, copying in CentreEvidenceandLearning@savethechildren.org

PLACEHOLDER TEXT
INSERT TITLE OF STUDY

Subtitle as needed

Month Day, Year

Location, Country

Project Name, Donor number or other numbers as applicable (ISSN, etc.)



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IN PARTNERSHIP WITH

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NOTE: This author and acknowledgements page can be removed or condensed into shorter paragraphs if you are trying to meet a page limit.

Authors & Contributors

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Cover photo: Photographer name, Location, Year

Acknowledgements: Add any other acknowledgements here. If none, this line can be deleted.

Published by

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Month Year

Suggested citation

Example: Chinen, M., Bos, J.M. (2016), *Final Report for the Impact Evaluation of the Save the Children Early Childhood Stimulation Program in Bangladesh*. Washington, DC: American Institutes for Research.

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Acronyms

[Examples below]

[update based on acronyms used in the report]

FY	Fiscal Year
SC	Save the Children
SOW	Statement of Work
USAID	U.S. Agency for International Development

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NOTE: Executive Summary

- Should be 1-3 pages total length
- You can print the executive summary separately from the rest of the full report and share it as a stand-alone handout for external audiences.

Executive Summary

Project Background

- ✓ 1-2 paragraphs
- ✓ Describe the project geographic location, needs identified, project goal, and primary activities.

Study Purpose and Key Questions

- ✓ 1 paragraph plus a bulleted list of questions
- ✓ Describe the overarching purpose of the study.
- ✓ Describe key audiences.
- ✓ State the geographic area(s) where data was collected.
- ✓ Include bulleted list of Study Questions, which should be limited to around 3-7 key questions.
 - Study Question #1
 - Study Question #2
 - Study Question #3
 - Etc.

Project Details

Project name:

Project locations:

Start date:

End date:

Donor:

Total budget:

Thematic areas:

Estimated beneficiaries (specify if individuals or households):

Conclusions

- ✓ 1-2 pages
- ✓ Summarize the conclusions for each specific study question.
- ✓ Ensure all conclusions are supported by detailed data in the “Findings” section of the full report.
- ✓ Organize this section per question, ie:
 - Study Question #1 Conclusions
 - Study Question #2 Conclusions
 - Study Question #3 Conclusions
 - Etc.

Recommendations for data use

- ✓ ½ page
- ✓ Summarize the “so what” of the report, ie. how the study team would like the findings to be used by project created mobile youth workers professionmanagers, Save the Children staff, donors, and/or other external readers of the report.



Methodology and Limitations

- ✓ 1-2 paragraphs
- ✓ State total number of respondents.
- ✓ Describe overall methods linked to the study questions.
- ✓ Summarize any major methodological limitations or other issues that affected the findings.
- ✓ DO NOT go into details on sample size formulas, sampling methods, or analysis processes in this executive summary – keep that to the methodology section for down in this report.

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[Replace Photo/Caption]

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Introduction & Project Background

- ✓ 1 page or less
- ✓ Describe the problem or challenge that prompted the project.
- ✓ State the geographic location of the project, the donor, and the total funding amount.
- ✓ State the goal of the project and major sectors and activities.
- ✓ State how many beneficiaries the project is meant to reach.
- ✓ If a results framework or logical framework is available, add it here or in an appendix.

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Study Purpose & Scope

Study Purpose

- ✓ 1-2 paragraphs
- ✓ Describe the gaps in knowledge the study seeks to address.
- ✓ Describe how the findings are expected to be used and what specific decisions will be informed by the study.
- ✓ State who the main audiences are for the study report.

Previous Studies / Literature Review [Optional]

- ✓ 1-2 paragraphs
- ✓ If relevant, summarize lessons learned from previous programs or studies.

Study Questions

- ✓ List all specific study questions in bulleted format.
 - Question #1.
 - Question #2.
 - Question #3.
 - Etc.
- ✓ Ideally there are only ~3-5 questions which are clear, focused, and will directly inform specific decisions.
 - Example: For a baseline study, the key question could be as simple as “What are the baseline values for key program indicators on health, nutrition, food security, and WASH?” and include a bulleted list of indicators.
 - Final evaluations may want to pull from the OECD/DAC Evaluation Criteria and Guidance, which recommends questions on program relevance, coherence, effectiveness, efficiency, impact, and sustainability. <https://www.oecd.org/dac/evaluation/daccriteriaforevaluatingdevelopmentassistance.htm>



Methodology & Limitations

- ✓ 2-3 pages total for this section, including data sources, data analysis, ethics, and limitations

Study design

- ✓ Summarize in a short paragraph the overall study methods and why they were chosen.
- ✓ Methods should correspond directly to the questions being asked and be tailored to the context and population groups to which the study questions relate (ie. sensitive to gender, disability, literacy levels, socio-economic status, geographic location, ethnicity, etc.)
- ✓ See the Save the Children [Evaluation Quality Scoring Tool \(EQST\)](#) to see which criteria are used for scoring the quality of completed evaluations. Final Reports should fulfil the highest standard of “4” (out of 4) for each of the 20 criteria.

Sampling Methods & Sample Size

- ✓ Include details on the population of the study, the sampling frames, and the sampling methods.
- ✓ Describe how data sources and stakeholder groups were selected and recruited.
- ✓ Indicate whether the sample is representative of the study population.
- ✓ Quantitative methods: Include sample size formulas and confidence levels used, along with the total planned sample size and the final sample size of respondents reached.
- ✓ Qualitative methods: State how many respondents were included, how communities and informants were selected, how sites were selected for direct observation, etc
- ✓ Experimental or quasi-experimental impact evaluations: Provide detailed information on the methods used to randomize or to define treatment and control groups through other means, and how data was collected from both groups at baseline, midline and/or end line.

Data Sources

Primary Data Collection

- ✓ State the geographic areas and communities where data was collected.
- ✓ Data collection start and end dates.
- ✓ Describe whether the study used quantitative, qualitative, or mixed methods approaches.
- ✓ State if any globally recognised methodologies or processes were used (SMART nutrition surveys, IDELA for education, HEA for food security, or other Common Approaches)
- ✓ If different study questions were answered through different data sources, include a table with each study question, the corresponding study method used for data collection and analysis, data sources, and sample sizes achieved.

Data Collection Tools

- ✓ State which tools were used for data collection (paper forms, KoBo Collect on Android tablets, ODK, etc.)
- ✓ State the languages used for the tools, and whether this was the local language of the population of study.

Secondary Data Sources [If Relevant]

- ✓ Describe any sources of secondary data (health management information systems, government datasets, etc.) if used, along with the dates of access.

Data Analysis

- ✓ Describe how the data was analysed and state any statistical tests performed.

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- ✓ State any quantitative or qualitative software or platforms used.

Ethics & Accountability

Research Ethics

- ✓ Describe the processes used to ensure ethical collection of data and respect for child rights, gender equality, minority groups, disabilities, ethnicity, religion and so forth.
- ✓ Include details on the process and language used for informed consent, referring back to the data collection tools as needed.
- ✓ If the study went through an IRB or ERC approval process, state the name of the IRB/ERC body and the approval number and date.

Community Perspectives & Accountability

- ✓ Describe how the perspectives of vulnerable children and communities were gathered before, during, or after the study.
- ✓ Describe how the findings of the study have been or will be shared with and validated by a range of key stakeholders (ex. communities, partners, government, and/or Save the Children staff).
- ✓ Whenever applicable, describe how the [9 basic requirements for child participation](#) were met.

Limitations

- ✓ ½ page or less
- ✓ Describe any limitations related to accessing certain geographies or data sources, logistical or security constraints, issues with data collection and analysis processes, or other data quality concerns that may result in bias.
- ✓ Mention any unforeseen changes to study methods/design.
- ✓ Whenever applicable, mention mitigation measures put in place to address the potential bias and whether they were effective.
- ✓ Discuss how these limitations may have affected the study's conclusions.

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Findings

- ✓ This is the main body of the report.
- ✓ For each study question, describe what was learned during the study and present it in an easy to understand and logical fashion.
- ✓ For quantitative data, present data visually in easy to read charts, tables, graphs, and maps to demonstrate the evidence that supports conclusions and recommendations. For qualitative data, you may instead want to use quote boxes or other graphics.
- ✓ Organize the findings using the specific study questions you were seeking to answer, with descriptive data and analysis presented in response to each question.
- ✓ When appropriate, disaggregate the data by sex, disability, and/or other relevant social categories.

Demographic Data & Respondent Characteristics

- ✓ State the total number of respondents reached, along with any important disaggregates (gender, age, location, etc.)

Study Question #1

- ✓ Detail all findings that specifically respond to this question.

Table 1: Example table

Variable	Catchment area			Non-catchment area		
	2019	2021	% change	2019	2021	% change
Response A	178	145	-19%	758	819	8%
Response B	224	174	-22%	1,097	1,044	-5%
Response C	289	241	-17%	1,359	1,247	-8%
Total	691	560	-19%	3,214	3,110	-3%

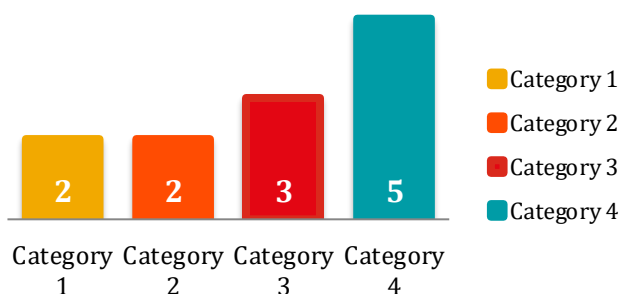
Source: Data source and date extracted

Study Question #2

- ✓ Detail all findings that specifically respond to this question.

Table 2: Example of chart formatting in SC-branded colors

Series 3



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Study Question #3

- ✓ Detail all findings that specifically respond to this question.

Table 3: Example of stacked bar chart

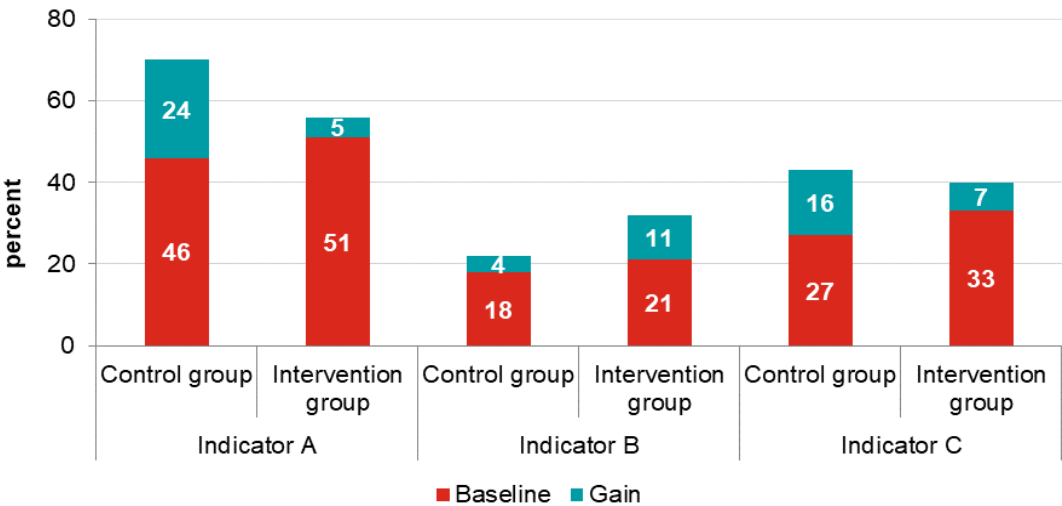


Table 4: Example of pie chart

Series 3

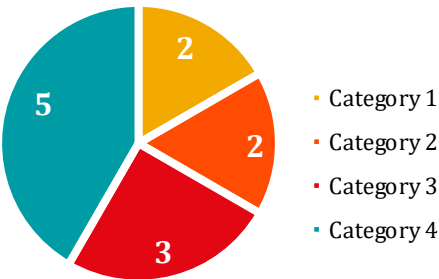


Table 5: Example of chart formatting in SC-branded colors

	Column heading	Column heading	Column heading	Column heading
Text	Number	Number	Number	Number
Text	Number	Number	Number	Number
Text	Number	Number	Number	Number
Total	Number	Number	Number	Number

Etc.



Conclusions

- ✓ Summarize the conclusions for each specific study question, along with any unintended or unexpected changes discovered throughout the course of the study.
- ✓ If evaluating impact, include a causal explanation of how the intervention may have contributed to the changes along with any alternative factors
 - For example, the potential contribution of external actors or contextual changes like flooding.
- ✓ All summarized conclusions should be backed up by detailed data in the “Findings” section of the full report.
- ✓ Organize this section per question.
 - **Study Question #1**
 - Enter summarized conclusions in response to this specific question.
 - **Study Question #2**
 - Enter summarized conclusions in response to this specific question.
 - **Study Question #3**
 - Enter summarized conclusions in response to this specific question.
 - *Etc.*
- ✓ When applicable, state how the findings differed by population characteristic (different geographies, ages, gender, etc.)
- ✓ NOTE: If you do not have anything else to add to what is already included in the “Conclusions” section of the Executive Summary, you can simply state here, “See Executive Summary for key conclusions” to reduce repetition.



Recommendations for management action [Optional for baselines]

- ✓ Summarize the “so what” of the report - detail how the study team would like this data to be used by project managers, Save the Children staff, donors, and/or other external readers of the report.
- ✓ Whenever possible, recommendations should be 'SMART' (Specific, Measurable, Achievable, Relevant, Timebound).
- ✓ Each recommendation should clearly indicate the action to be undertaken or the decision to be made, as well as the specific group of stakeholders to which the recommendation is addressed.
- ✓ Recommendations should easily allow the responsible stakeholder to address the recommendation in a management response and follow up action plan.
- ✓ See the SC [Management Response Tool for more details](#).

References

Include any sources cited in the text. All SC study reports should follow the Harvard referencing style for in-text citations and reference lists. Refer to the Save the Children Technical Writing Style Guide for referencing guidance.

As a general rule, every bibliographical entry in the list of references should contain:

- ✓ Author's surname, initials
- ✓ Year of publication (in parentheses, followed by a comma)
- ✓ Title of the work: - in italics and initial caps for books, journal titles or databases - in roman text, sentence case and quotation marks for parts within a larger work
- ✓ Title of the series and edition (as appropriate)
- ✓ Publisher
- ✓ Place of publication (city)
- ✓ DOI or URL

Appendices

Appendix I: Indicator Table

[If the study includes a quantitative component, include a detailed indicator table. If an evaluation, this would include quantitative baseline and/or final evaluation figures, raw difference between baseline and final evaluation, and level of significance as applicable.]

Indicator	Baseline value [Baseline month, year]	Final Study value [Final eval. month, year]	Raw Difference (Final eval.- Baseline)	Significanc e level
Indicator name	Text	Text	Text	Text
Indicator name	Text	Text	Text	Text
Indicator name	Text	Text	Text	Text
Indicator name	Text	Text	Text	Text
Indicator name	Text	Text	Text	Text
Indicator name	Text	Text	Text	Text
Indicator name	Text	Text	Text	Text

Appendix II: Sample Size Calculation Tracker [Optional – For certain quantitative surveys only]

Indicator	P1	P2	Conf. Level	Power	Design Effect	Initial sample size needed	Indicator Type (individual or household)	% of Pop (if relevant)	Average HH Size (if relevant)	Non- Response %	Calc. Sample size
Indicator #1											
Indicator #2											
Indicator #3											
Indicator #4											
Indicator #5											

Appendix III: Sources of Information

If not already included in the narrative, include the detailed lists of all key informants or stakeholder groups interviewed, sites visited, or any other information on sources accessed for the study.



Appendix IV: Statement of Work, Terms of Reference, and/or Study Protocol

The final Statement of Work, Terms of Reference, and/or Study Protocol that guided the study team should be included as an Appendix. You can find a template for an Assessment, Research or Evaluation Terms of Reference [here](#).

Appendix V: Data Collection Instruments

Include any data collection instruments such as surveys, interview questionnaires, focus group moderator guides, direct observation checklists, or any others.

Appendix VI: Conflict of Interest

Include details on any potential personal or professional sources of bias among those collecting or analysing data. If there are any potential conflicts of interest or sources of bias, briefly document these and explain how they were addressed or mitigated.

For consultants, real or potential conflicts of interest or potential bias may include, but are not limited to:

1. Close family member who is an employee of Save the Children.
2. Financial interest in the outcome of the study.
3. Current or previous experience with the project(s) being evaluated, including involvement in the project design or previous iterations of the project.
4. Current or previous work experience or seeking employment with Save the Children.
5. Current or previous work experience with an organization that may be seen as an industry competitor with Save the Children.
6. Preconceived ideas toward individuals, groups, organizations, or objectives of the particular projects and organizations being evaluated that could bias the study.

For Save the Children staff, real or potential conflicts of interest or potential bias may include, but are not limited to:

1. Current involvement in the project(s) being evaluated can result in unintentional bias, as staff may be more likely to interpret findings in a positive light. **If the study leader is an internal staff member, make sure to briefly describe any steps taken to avoid positive bias in the findings.**
2. Preconceived ideas toward individuals, groups, organizations, or objectives of the particular projects and organizations being evaluated that could bias the study.

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Please contact the Evidence Quality and Innovation TWG at EQITWG@savethechildren.org as well as SCI Centre Evidence and Learning Team at CentreEvidenceandLearning@savethechildren.org

Appendices

Enter contact information on the final page so that any questions about the study can be addressed appropriately.

Name of study Focal Point

Email Address

Office Address

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