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| **Expected content** | **Assessment criteria** |
| **Purpose**: The summary evaluation report (SER) is a stand-alone document to be presented to the Executive Board. It has to provide a complete and balanced synthesis of the evaluation findings, conclusions and recommendations.  **Executive summary:** to highlight major findings of the evaluation  **Introduction:** including main points on method, evaluation features, context and WFP CSP  **Key findings on four country strategic plan evaluation questions:**   * Add a specific section to reflect evaluation findings on GEWE, including progress towards the WFP Gender Policy objectives * Findings should also analyse and report on wider equity and inclusion dimensions if feasible * Graphics and charts from the main report should be used to present information in a concise manner   **Conclusions:** summary conclusions taken from the ER  Where appropriate, the findings on GEWE, equity and wider inclusion considerations are followed by corresponding conclusions  **Lessons learned (optional):** If the evaluation has clearly identified lessons learned, this section distils the key elements of learning and avoids repeating the findings or the conclusions  **Recommendations**: from the table in the ER   * Where appropriate, recommendations and lessons should provide adequate information on how to improve GEWE-related work * Recommendations should reflect equity and wider inclusion dimensions, as relevant and feasible   **Timeliness**: SER is submitted on time, in line with the agreed terms of reference and EB schedule  **Length**: SER does not exceed 5,000 words (narrative, including the executive summary) + 1,500 words for recommendations table (6,500 in total)    **Editing**:   * Acronyms are spelled out the first time they are used * Paragraphs and pages are numbered electronically * Cross-references are used * Tables and diagrams are used as relevant and are numbered and presented in black and white NOT colour   Source documents for all tables/diagrams/graphs included in the SER are available in black and white amendable versions and sent with SER to EB Secretariat  **Cover page**:   * Uses the Office of Evaluation’s EQAS template/layout * Title of the evaluation is identical to that in the EB Programme of Work document, including Evaluation Reference Period * EB session at which SER will be discussed are indicated on the cover page | * The SER is self-explanatory and self-contained * The SER follows the ER’s structure; and provides the essential elements necessary to remain faithful to the full ER. It follows the template, providing high quality information in each section * In selecting and condensing the material, the SER should be pitched for the highest strategic audience level * While necessarily condensed, the SER must contain adequate under-pinning of evidence and argumentation to provide the rationale for recommendations made * The SER provides specific findings on GEWE-related issues * The SER provides findings on equity and wider inclusion dimensions if feasible * Graphics and charts are used to present information in a concise maner * Where appropriate, conclusions and recommendations reflect GEWE-related aspects and wider equity/inclusion dimensions * Key messages, lessons and conclusions of relevance to WFP corporately concerning strategic direction, policy and systemic issues should be highlighted * Follows the formatting required by the EB * Word limit is respected: at 6,500 words in total: (narrative, including executive summary) + 1,500 (table on recommendations) = 6,500 |