

Template for 2 page bulletin summarising project results and key lessons

The lessons derived from the evaluation of projects comprise one of the most important outcomes of the entire evaluation exercise. Even where high quality lessons are developed, they are seldom communicated effectively to their intended audiences. In order to aid their dissemination and communication to both external and internal audiences, the Evaluation Office has developed a bulletin that presents an abridged version of the key project results and lessons within a 2-page write up. The recommended structure for preparing a summary that will be used for the bulletin is presented below to serve as a guideline:

[Enter Project Title]

Results and Lessons Learned *(Sub-title)*

About the Project *(approx. 150 words)*

- Main objective
- Implementation dates
- Lead division and Sub-programme
- Region and Countries
- Budget
- Date of Evaluation
- Add link to project document on our website/repository.

Relevance *(approx. 100 words)*

- Summarise key project relevance to global/regional/national issues.

Performance *(approx. 150 words)*

- Summarise project's overall performance in achieving outcomes and progress towards impact (results).

Factors Effecting Performance *(approx. 100 words)*

- Highlight the key factors (design-related, process-related, external factors, etc.) that affected overall performance.

Key Lessons Learned *(approx. 150 words)*

- Highlight the most pertinent lessons emerging from the evaluation.