

Impact Assessment Evaluation Report

Date: [Insert Date]

Prepared by: [Author/Team]

Project/Program Name: [Insert Name]

Location: [Insert Location]

1. Executive Summary

[Provide a concise overview of the project, key findings, major impacts, and primary recommendations.]

2. Introduction

2.1 Background

[Context and rationale for the assessment. Describe the project/program, its objectives, and scope.]

2.2 Purpose of the Impact Assessment

[State the purpose, goals, and intended use of the evaluation report.]

2.3 Methodology

[Outline the methods and approaches used (e.g., data collection, sampling, analysis).]

3. Project/Program Description

[Briefly describe the project/program, timeline, stakeholders, and main activities implemented.]

4. Findings and Analysis

4.1 Key Impacts

- [Impact area 1]
- [Impact area 2]
- [Impact area 3]

4.2 Outcomes (Quantitative and Qualitative)

Indicator	Baseline	Target	Achieved	Remarks
[Indicator 1]	[Baseline 1]	[Target 1]	[Achieved 1]	[Remarks 1]
[Indicator 2]	[Baseline 2]	[Target 2]	[Achieved 2]	[Remarks 2]

4.3 Challenges and Lessons Learned

- [Challenge/Lesson 1]
- [Challenge/Lesson 2]

5. Conclusions

[Summarize major findings and what they mean for the project objectives and stakeholders.]

6. Recommendations

- [Recommendation 1]
- [Recommendation 2]

7. Appendices

- Annexes [e.g., raw data, survey forms, additional tables]
- References
- Acronyms

Important Notes

- Impact assessment reports should be clear, evidence-based, and objective.
- Use both quantitative and qualitative data to support findings.
- Ensure recommendations are actionable and aligned with findings.
- Document your methodology and data sources for transparency.
- Protect the privacy and confidentiality of respondents and stakeholders.