

# 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]

3. [Recommendation 3]

## 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.