Guidelines for Monitoring & Evaluation Report Writing

- Be as short as possible, consistent with the amount of information to be presented.

- Focus on results being achieved as defined in the objectives, and link the use of resources allocated to their delivery and use.

- Be clear on who your audience is and ensure that the information is meaningful and useful to the intended reader.

Guidelines for Monitoring & Evaluation Report Writing

- Write in plain language that can be understood by the target audience.

- Ensure timely submission of progress reports. Even if incomplete in certain aspects or component coverage, it is better to circulate key results in other areas rather than wait for the complete picture.

- Provide a brief summary (1 page) at the beginning.

Guidelines for Monitoring & Evaluation Report Writing

- Be consistent in your use of terminology, definitions and descriptions of partners, activities and places.

- Present complex data with the help of figures, summary tables, maps, photographs, and graphs.

- Only highlight the most significant key points or words

Guidelines for Monitoring & Evaluation Report Writing

- Include references for sources and authorities.

- Include a table of contents for reports over 5 pages in length.