

*Asia-Pacific Network for Sustainable Forest Management*

 *and Rehabilitation*

PROJECT MID-TERM/TERMINAL EVALUATION REPORT

Project Title [Project ID]

Prepared by [Name]

[Date of submission]

**Acknowledgements (optional)**

**Table of Contents**

**Acronyms and Abbreviations**

# Executive Summary

Please SUMMARIZE the evaluation mission, key findings, conclusions, recommendations and ratings. The summary should be no longer than 1000 words.)

# INTRODUCTION

## Project brief

Please brief the project basic information, including project background/significance, SA, EA, target area, budget, duration, objectives.

## Evaluation objectives

## Evaluation scope and criteria

# EVALUATION METHODS AND APPROACHES

Please explain the evaluation methods, approaches and any limitations if there are.

# KEY FINDINGS AND ANALYSIS

**SECTION A Project Relevance and Coherence**

## 3.1 Contribution to target region

Assessment of the extent to which the project has addressed the necessity, policies, priorities or strategies of project area(s)/target economy(ies).

## 3.2 Contribution to APFNet priorities

Assessment of the extent to which the project contributes to APFNet priorities (refer to the most current APFNet Strategic Plan), and explain how the project have contributed to achieving APFNet’s objectives.

## 3.3 Project coherence

State the internal and external coherence of the project, namely the alignment of the project with other projects carried out by the same EA, and coherence with projects implemented by other actors in a specific context.

**SECTION B Project Effectiveness and Efficiency**

## Performance of project implementation

Please give an overall assessments of the project.

* + 1. Output 1: …

Activity 1: …

* ***Activity brief:*** Briefly state the activity from the aspects of 5Ws, namely what, when, where, how and who.
* ***Progress:***
* ***Evaluators’ judgement:***

Activity 2: …

* ***Activity brief:*** Briefly state the activity from the aspects of 5Ws, namely what, when, where, how and who.
* ***Progress:***
* ***Evaluators’ judgement:***
	+ 1. Output 2: …

## Project achievements

State the achievements by SUMMARIZEING the accomplishments of the project.

## Performance of project management

* + 1. **Project communication and dissemination**
		2. **Project management and implementation teams**
		3. **Monitoring, evaluation and reporting**
		4. **Project consultancy**
		5. **Project financial management**
		6. **Project timeliness**

**SECTION C Project Impacts and Sustainability**

## Project impacts

Assessment of the extent to which the intervention has generated or is expected to generate significant positive or negative, intended or unintended, larger-scale effects from environmental, social, economic and institutional aspects.

## Issues, challenges and lessons learnt

## Project Sustainability and duplicability

* Assessment of whether project activities can be self-sustained without further funding or whether it is able to seek other funding resources for follow-ups.
* Assessment of whether the impact has a potential to be applied to or has already been scaled up to a larger area or audience.

# CONCLUSIONS

Please state the conclusions comprehensively, balanced and well substantiated by the evidence and logically connected to the evaluation findings.

# RECOMMENDATIONS

Please give recommendations for the EA, APFNet and future/further project actions from the aspects of project planning, management and implementation.

**Annexes**

Annex 1 Evaluation agenda

Annex 2 Project progress table

Annex 3 Project overall rating table

Annex 4 Reference documents

Annex 5 Survey questions & results for data collection

Annex 6 Lists of interviewees

**Annex 2 Project Progress Table (against the project logical framework)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items** | **Baseline**(in line with PD/AWP) | **Target**(in line with PD/AWP) | **Actual progress made****(% completion of activities and degree of output/objective achievement)** | **Evaluator’s brief comments** |
| Output 1: Community nursery established |  | One nursery sized 10\*8m will be established at XX site | % | Two nurseries sized XX established |  |
| Activity 1.1 |  |  |  |  |  |
| Activity 1.2 |  |  |  |  |  |
| Output2 |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Annex 3: Project Overall Rating Table**

To support the more systematic recording of the evaluation findings, APFNet evaluations will use a rating table to record project performance and the table should be attached to the evaluation report. OVERALL Ratings are provided based on the six-point ratings scale: Excellent (100), Satisfactory (80), Moderate (60), Unsatisfactory (40), Poor (20) and Not applicable (0).  And the evaluator could give a fluid score between 0 and 100 (could e.g., also be 88) and the following are the benchmark descriptions.

* **Excellent (100):** All project goals and outputs have been achieved, project activities have all been implemented, project outcomes are sustainable.
* **Satisfactory (80):** Nearly all goals and outputs have been achieved and/or all project activities have been implemented, anything missing was due to external circumstances, not financial or organizational issues. Overall project key outcomes have still been achieved and project is likely to be sustainable.
* **Moderate (60):** A number of goals and outputs or project activities deemed very important to project success have not been achieved, at least partially due to project management, e.g. due to financial or organizational issues. Overall the project has still made a significant positive impact.
* **Unsatisfactory (40)**: A number of goals and outputs or project activities deemed very important to project success have not been achieved due to project management, e.g., due to financial or organizational issues. Possibly only preparations for activities have been made (e.g. studies, preliminary calculations), but nothing was actually implemented on the ground. Overall the project is unlikely to have a long-term positive effect.
* **Poor (20):** Most or all goals and outputs or project activities deemed very important to project success have not been achieved due to project management, e.g., due to financial or organizational issues. Preparations for activities may or may not have been made (e.g. studies, preliminary calculations), but nothing was actually implemented on the ground. Overall the project won’t have long-term positive effect.
* **Not applicable (0):** No visible actions were made to produce an evaluation, or evaluator was not given access to project location, materials, participants etc when it was critical for evaluation.