

Report template on integrating impact into an existing monitoring and evaluation system

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Many development programme staff will commission an impact evaluation towards the end of a project or programme, only to find that the monitoring system did not provide adequate data about implementation, context, baselines or interim results. This tool provides a template outline for a report making recommendations on how to integrate a focus on impact into a programme's existing monitoring and evaluation system, as the programme moves into a new phase. This template was developed by Anne Buffardi and Tiina Pasanen for use in [Methods Lab](#) projects.

Report outline

1. Introduction

1.1. Background

2. Designing an impact-oriented monitoring & evaluation system

2.1. Design process

2.2. Impact-oriented results chain

2.3. Key evaluation questions

2.4. Selection and refinement of indicators to assess impact

2.5. Strengths and limitations of the programme's current monitoring & evaluation system

3. Options for strengthening impact assessment

3.1. Assessing the impact of the programme over time and across groups

4. Impact-oriented monitoring and evaluation recommendations

4.1. Next steps

References

Annex A. Programme history and goals

Annex B. Main findings and recommendations from the evaluability assessment report

Annex C. Component result chains

Annex D. Component evaluation matrices

Annex E. Overview of methodological options

Annex F. Specific next steps and recommendations