**INCLUDE AN IMAGE (MAP OR PICTURE)**

REPORT TITLE

**Donor logo here** - White on transparent background if possible, if not, use a box around it

Country

Type of Report

Month Year

# **Summary**

* Write the summary when you completed drafting the full narrative for the report.
* The summary is the most important part of the report. It is the first (and sometimes the only) thing others will read. It should provide a brief overview of the key contents and findings of the report, enabling targeted readers to know at a glance whether and what to read further, and what actions may be required as per the outlined findings.
* The summary is not going to be comprehensive in any way, nor will it be a substitute for the original document. An executive summary should never be longer than 10% of the original document. Try to keep it somewhere between 5% and 10%.
* For summaries that are longer than one page, include the following headings: Context; Assessment; Key Findings; Conclusions.

A summary should:

* Include only **short** paragraphs
* Make sense even if you haven't read the original report
* Be written in language that is appropriate for the target audience
* **Structure the summary as follows:**

First paragraph should include the following:

* **Briefly** describe the context, such as the emergency situation within which the assessment was carried out. Where are we? What type of emergency is it (conflict or disaster)? What caused the emergency (secession, coup d’état, earthquake, typhoon, etc.)? How many people are affected? You need to include the most up-to-date numbers of deceased and injured persons, refugees, internally displaced persons, etc. as per official statistics (UN and/or government).
* **Briefly** present key stakeholders (national/international, government/non-government – who is in charge/responsible?) and the main coordination mechanisms (clusters? working groups? etc.) i.e. the institutional back-drop/framework for the assessment/activity.

Second paragraph should include the following:

* **Briefly** state the problem that was addressed by the assessment / activity i.e. the information gap(s) identified with partners and which are the main focus of the assessment/activity. What critical information about the emergency situation is not available? Why? What are the consequences of this information gap (especially in terms of the humanitarian response to affected populations)?
* **Briefly** introduce the assessment/activity. What type of assessment is it? When and where was it carried out? By whom and within which institutional framework? Who funded it? Aside from donor(s), also cite key partners/contributors e.g. UNOCHA.

Third paragraph: briefly highlight key (**and not all**) findings from the assessment/activity. You may use a bullet-point list format and highlight key words (i.e. those that convey the key findings) in bold.

Fourth paragraph: briefly lay out the main conclusions. What readers should most of all remember? What, if anything, are the recommendations / next steps?

* Use graphics, bullet points, and headings if they effectively enhance understanding and/or make the summary easier to read
* **Read, reread and refine** the summary as much as necessary

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Remember to **update** the table of contents upon completion of the draft report. Ensure all sub-headings and annexes are effectively reflected in the table.

## List of Acronyms

List acronyms in alphabetical order, in singular form (e.g. NGO not NGOs), and include numbers first.

Review and update the list once you have finish drafting the whole report.

**4Ps** Pantawid Pamilyang Pilipino Program

**CBO** Community Based Organisation

**CCCM** Camp Coordination and Camp Management

**CFW** Cash for Work

**DILG**  Department of Interior and Local Government

**DSWD** Department for Social Welfare and Development

**FDG** Focus Group Discussion

**GSC** Global Shelter Cluster

**IFRC** International Federation of Red Cross and Red Crescent Societies

**IDP** Internally Displaced Persons

**KII** Key Informant Interview

**ODK** Open Data Kit

## Geographical Classifications

Give a brief explanation about the administrative units you are refereeing to in the report. Below is an example for the Philippines:

**Region** Highest form of governance below the national level

**Municipality** A collection of barangays that comprise a broader ‘city’

**Barangay** An area formed of approximately 10,000 voters; the lowest administrative boundary

**Sitio / Purok**  An informal area or neighbourhood not classified for administrative purposes

## List of Figures, Tables and Maps

You have to insert a “Table of illustrations”. Do not forget to include hyperlinks for each figure, table and map and remember to **update** the table of illustrations upon completion of the draft report.

[**Figure 1:** Xwieugf àéohe awie éoidv aig](file:///C%3A%5CUsers%5CActed%20D%5CDocuments%5CIraq%5CUNHCR%5CThematic%20Assessments%5CDisability%5CFinal%5CACTED-REACH_Disability%20Report_January%202014%20%283%29.docx#_Toc379315881) 6

[**Figure 2:** Uawieug awieubf àoiwhfe éoidv awef](file:///C%3A%5CUsers%5CActed%20D%5CDocuments%5CIraq%5CUNHCR%5CThematic%20Assessments%5CDisability%5CFinal%5CACTED-REACH_Disability%20Report_January%202014%20%283%29.docx#_Toc379315881) 8

[**Figure 3:** Hiweugf àéohe iagwef éoidv aosb](file:///C%3A%5CUsers%5CActed%20D%5CDocuments%5CIraq%5CUNHCR%5CThematic%20Assessments%5CDisability%5CFinal%5CACTED-REACH_Disability%20Report_January%202014%20%283%29.docx#_Toc379315881) 10

[**Table 1:** Liwrhufgawieu àéohe awef éoidv war](file:///C%3A%5CUsers%5CActed%20D%5CDocuments%5CIraq%5CUNHCR%5CThematic%20Assessments%5CDisability%5CFinal%5CACTED-REACH_Disability%20Report_January%202014%20%283%29.docx#_Toc379315881) 5

[**Table 2:** Wowiheg awef awef éoidv awe](file:///C%3A%5CUsers%5CActed%20D%5CDocuments%5CIraq%5CUNHCR%5CThematic%20Assessments%5CDisability%5CFinal%5CACTED-REACH_Disability%20Report_January%202014%20%283%29.docx#_Toc379315881) 7

[**Map 1:** Wowiheg awef awef éoidv awe](file:///C%3A%5CUsers%5CActed%20D%5CDocuments%5CIraq%5CUNHCR%5CThematic%20Assessments%5CDisability%5CFinal%5CACTED-REACH_Disability%20Report_January%202014%20%283%29.docx#_Toc379315881) 15

# Introduction

The introduction is an important road map for the reader. The introduction is structured along the same line as the first three paragraphs of the Summary. As it does not include the overview of key findings and conclusions, it allows to include more details/develop further the first three components. The introduction should not be longer than 10% of the total length of the report.[[1]](#footnote-1)

First paragraph: briefly describe the context, such as the emergency situation within which the assessment was carried out. Where are we? What type of emergency is it (conflict or disaster)? What caused the emergency (secession, coup d’état, earthquake, typhoon, etc.)? How many people are affected? You need to include the most up-to-date numbers of deceased and injured persons, refugees, internally displaced persons, etc. as per official statistics (UN and/or government).

Second paragraph: briefly present key stakeholders (national/international, government/non-government –who is in charge/responsible?) and the main coordination mechanisms (clusters? working groups? etc.) i.e. the institutional back-drop/framework for the assessment/activity.

Third paragraph: briefly state the problem that was addressed by the assessment / activity i.e. the information gap(s) identified with partners and which are the main focus of the assessment/activity. What critical information about the emergency situation is not available? Why? What are the consequences of this information gap (especially in terms of the humanitarian response to affected populations)?

Fourth paragraph: briefly introduce the assessment/activity. What type of assessment is it? When and where was it carried out? By whom and within which institutional framework? Who funded it? Aside from donor(s), also cite key partners/contributors e.g. the Office of the United Nations for the Coordination of Humanitarian Affairs (OCHA).

As relevant and appropriate, you may include a paragraph on how the assessment/activity relate to other exercises carried out by other partners in the same context.

In the last paragraph, you should outline the structure of the report i.e. main sections. For example:

This report provides a detailed description of the methodology and why it was chosen, and then outlines the key assessment findings, organised into the following sections:

1) Shelter and Non-Food Items;

2) Water and Sanitation; and

3) Livelihoods and Assistance.

**Note**: The report structure outlines in the last paragraph should be consistent with the table of contents.

# Methodology

* Use the terms of reference designed for the assessment as a basis for drafting this section.
* The Methodology section should include the following elements (not necessarily in this order):
* Brief explanation of the reasons for choosing this approach/methodology
* An outline of the consultative process with the relevant local stakeholders, aid actors, etc.
* The type of assessment tools used and the design process
* The dates/duration/timeline of the assessment/activity
* The contributions (financial, material, staff) received from different partners
* A detailed description of the sample and sampling method used for data collection
* An overview of data consolidation process – including IM systems specifically put in place
* The identification and/or recruitment of and training for enumerators
* The challenges encountered during the assessment and how they were addressed
* The Limitations of the collected data and subsequent analysis
* As for the other sections, remember to write short paragraphs and clear/simple language. You may use sub-heading, bullet-point lists, infographics, figures and tables make this section easier to read and understand.
* The structure of the Methodology section will be determined by the type of assessment/activity you conducted. Below is an example of how the methodology was presented in the table of contents of a report from a needs assessment in the Philippines:

Multi-Stage Sampling Strategy………………………………………………………………………………………...9

 Selection of Municipalities for Assessment………………………………………………………………..9

 Selection of Barangays within Municipalities……………………………………………………………...9

 Selection of Households within Barangays……………………………………………………………….10

 Data Representativeness and Limitations………………………………………………………………...10

Mixed-method Data Collection………………………………………………………………………………………...10

 Secondary Data Review………………………………………………………………………………… ...10

 Household Assessments………………………………………………………………………………......10

 Focus Group Discussions………………………………………………………………………………….11

 Key Informant Interviews…………………………………………………………………………………...11

# Findings

###

* **Include a short introductory paragraph at the beginning of this section**. For example:

*This section of the report presents the main findings from the rapid shelter assessments and is comprised of:*

* *a series of shelter specific findings, including shelter types, level of shelter damage, emergency shelter options and needs of households, as well as their intentions and needs in terms of shelter recovery; and*
* *a series of findings which cut across shelter and other sectors of humanitarian assistance, notably in regards to tenure security and access to land, access to sanitation facilities, and livelihoods and income sources.*
* **The Findings section should be structured around the main elements covered by the assessment** i.e. sectors, issues, population groups etc. Below is an example of the way findings can be presented in the table of contents:

Household Wastewater Types and Sources…………………………………………………………..…………..12

 Sources of Household Wastewater……….……………………………………………………………..12

 Occurrence of Grey and Black Water……...…………………………………………………………….13

Household Wastewater Discharge Methods ………………………………………………………………………13

 Wastewater Storage………………………………………………………………………………………13

 Connection with Drainage Network or WASH Block Tanks………………….……………………....14

 Surface Runoff…………………………………………………………………………………………….14

Each paragraph should convey one clear message and paragraphs within each sub-section should coherently

follow each other. Before drafting, prepare a “skeleton” outlining contents for each paragraph.

## Finding sub-section (Heading 2 format)

Include an introductory paragraph sentence at the beginning of each sub-section. For example:

*This sub-section outlines assessment findings related to shelter types, level of shelter damage, emergency shelter options and needs of households, as well as their status, intentions and needs for shelter recovery.*

### Sub-sub-section (Heading 3 format)

#### Sub-sub-sub section (Heading 4 format)

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Figure 1: Figure title[[2]](#footnote-2)

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Figure 2: Figure title

**Note**: Use GWC color palette in all figures and tables (See GWC Style Guide)

# Conclusion

* Keep in mind that the conclusion is often what a reader remembers best and the longest. The conclusion should: stress the importance of the findings from the assessment/activity, give the report a sense of completeness and leave a final strong impression on the reader.
* **Synthesize**, do not summarize: do no repeat what is already written in the report. Instead, put an emphasison the usefulness of the methodology designed and applied for this assessment/activity, as well as the value of your approach to analyzing the collected data.
* One common strategy to help writing conclusion is the "**So What**" game. For example:

Basically, I’m just saying that education is important for refugee children > So what?

It’s important to ensure their parents/caretakers could provide for their schooling > So what?

There is a need to provide targeted assistance to the most vulnerable refugee households who are not able to cover their children’s education needs as they prioritize other essential goods and services such as food and health care > So what?

Particular attention and support should be given to single-headed refugee households, as well as refugee households including children living with a disability.

* **The conclusion should be structured as follow**:

Opening paragraph: briefly (re)present the main focus and purpose of the assessment/activity

Middle paragraphs: review key (not all) findings and provide suggestions (not recommendations!) on how the issues may be further investigated, if needed, or addressed.

Closing paragraph: provide a sense of closure by connecting back to the introduction and by giving a final word about the assessment/activity as a whole.

# Annexes

## Annex 1: Household Questionnaire

## Annex 2: List of Assessed Villages

## Annex 3: Guide for Enumerators

1. Footnote format is: Arial Narrow black, font size 8, single space justified left [↑](#footnote-ref-1)
2. The style for the Figure title is “Legend” (Arial Narrow RGrey bold, font size 10). The title must be placed above the figure/table/map. [↑](#footnote-ref-2)