<Logo>

<Organisation Name>

<Research Report Title>

<Report sub-title>

**19 April 2013**

Prepared by <Name>, <Title>

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| --- |
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Acknowledgements

**INSTRUCTIONS: Complete the acknowledgements section by listing people who assisted with conducting the research or preparing the report. You can also thank beneficiaries / participants.**

We would like to thank the following people for their contribution to the <insert> and preparation of this report: <Insert names and titles of people to thank>.

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Tables

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Acronyms

**INSTRUCTIONS: Delete any acronyms that you do not use in your report. Add any additional acronyms that you use. Acronyms should ONLY be used for things that appear more than 15 times in your report. If something appears less than 15 times it should be written out in full every time. The first time you use an acronym it should be written out in full with the acronym in parentheses afterwards.**

AIDS Acquired Immunodeficiency Syndrome

HIV Human Immunodeficiency Virus

M&E Monitoring and Evaluation

MoH Ministry of Health

NGO Non-Governmental Organization

TOT Training of Trainers

# Executive Summary

**INSTRUCTIONS: Write the section last. The Executive Summary should be a maximum of 2-3 pages for most reports. Summarise the background in 1 paragraph, the methodology in 1 paragraph, and the key findings and recommendations in bullet points.**

**Background**

<Insert 1 paragraph summarising the background to this report, including why the research was conducted>

**Methodology**

<Insert 1 paragraph summarising the qualitative and quantitative methods used, including instruments, who collected the data, and the sample size>

**Key Findings**

* <Summarise key result in 1 sentence.
* <Summarise key result in 1 sentence.
* <Summarise key result in 1 sentence.

**Key Recommendations**

* <Summarise recommendation in 1 sentence>
* <Summarise recommendation in 1 sentence>
* <Summarise recommendation in 1 sentence>

# Introduction

**INSTRUCTIONS: Complete the introduction with the background on the research project and its objectives.**

## Background

<Insert background on the research project, including why this research is being conducted, the goal of the project, duration, donors, etc>

## Objectives

The objectives of this <insert> are to:

* <Insert objective>
* <Insert objective>
* <Insert objective>
* <Insert objective>
* <Insert objective>

# Methodology

## Research Questions

**INSTRUCTIONS: List the research questions to be answered. Questions should be as specific as possible (e.g. “How many people in the target areas currently run a micro-enterprise?”, “Has beneficiaries’ quality of life improved compared to the baseline?” etc).**

The research questions to be answered by this <insert> are:

1. <Insert research question>
2. <Insert research question>
3. <Insert research question>
4. <Insert research question>

## Research Design

**INSTRUCTIONS: Describe the methods used to answer each research question. E.g. quantitative survey, interviews, focus groups, etc.**

The <insert> will use <qualitative / quantitative / mixed> methods to answer the research questions. The following table summarises the methods used to answer each question:

Table Methods used to answer research questions

|  |  |
| --- | --- |
| Research Question | Method Used to Answer Question |
| <Insert research question> | <Insert method> |
| <Insert research question> | <Insert method> |
| <Insert research question> | <Insert method> |
| <Insert research question> | <Insert method> |

## Instruments

**INSTRUCTIONS: Describe the instruments used for each method (e.g. surveys, checklists, interview guides). Describe where the instrument came from, if it was pre-tested, and whether or not it has been used before. If the instrument was created by program staff then this should also be mentioned. Copies of all instruments should be included in the appendices.**

<Describe the instruments and where they came from>

See <Appendix #> for the <instrument name>.

## Sample

**INSTRUCTIONS: Describe how the sample was selected (e.g. random, purposeful, convenience, etc), including the sample size, how it was calculated, and the sampling procedure. If there was a control or comparison group explain how they were selected.**

<Describe the sample size and procedure>

## Data Collection

**INSTRUCTIONS: Describe who collected the data and how (e.g. was the data collected by program staff, volunteers or independent evaluators? Was it collected face-to-face or by phone? In which language? etc).**

<Describe who collected the data and how>

## Data Analysis

**INSTRUCTIONS: Describe how the data was entered into the computer and analysed. Which software was used? What statistical tests were used, if any? How was the qualitative data analysed?**

<Describe how the data was entered and analysed>

## Limitations

**INSTRUCTIONS: Describe the limitations of the study design (e.g. no control group, sample size too small, interviewers not independent, beneficiaries not willing to give accurate information etc) and how this could affect the results.**

<Describe the limitations of the study>

# Results

**INSTRUCTIONS: Present the results for each research question. Include charts and tables to illustrate the results. The text should highlight the most important information in the tables and charts, but should not repeat all the information in the tables and charts.**

## <Research Question>

<Describe the results for the research question, including charts / tables as necessary>

Table Example table

|  |  |  |
| --- | --- | --- |
| Heading 1 | Heading 2 | Heading 3 |
| Item1 | Item2 | Item3 |
| Item1 | Item2 | Item3 |
| Item1 | Item2 | Item3 |
| Item1 | Item2 | Item3 |

## <Research Question>

<Describe the results for the research question, including charts / tables as necessary>

Figure Example chart

# Discussion

**INSTRUCTIONS: Complete this section by writing a discussion of the results, including possible explanations for the results (this could be due to the project or external factors). The views expressed in this section should be balanced and based on the evidence collected, not subjective opinion. No new results should be presented in this section.**

<Insert a discussion covering the following points:

* Identify key issues in the results, particularly results that are large or unexpected.
* Give possible explanations for the results, including explanations related to the program as well as external causes.
* Discuss the implications of the results for the outcomes and impact of the program.
* Describe problems and/or limitations with the study, as well as how they might have affected the results.>

# Recommendations

**INSTRUCTIONS: Based on the results make recommendations (e.g. how the program should be designed, how it should be improved, or how future programs should be run, etc). Recommendations should be specific and identify who is responsible for implementing them.**

Based on the results from the <insert> the following recommendations are made:

* <Describe recommendation>
* <Describe recommendation>
* <Describe recommendation>

# References

**INSTRUCTIONS: Insert full references to documents mentioned in the text. References should include as a minimum the author, date, title, source, and URL of the document where available. All references should use the same format.**

<Author>, <Date>. <Title>. <Source>. Available at: <URL>

<Author>, <Date>. <Title>. <Source>. Available at: <URL>

<Author>, <Date>. <Title>. <Source>. Available at: <URL>

<Author>, <Date>. <Title>. <Source>. Available at: <URL>

# Appendices

**INSTRUCTIONS: Add any necessary appendices, including all instruments used for the research.**

## <Appendix Title>

<Insert appendix content>

## <Appendix Title>

<Insert appendix content>