

Documenting innovations, lessons learned and good practices in advocacy to promote evaluation

Use this template for documentation.

Category: innovation/lessons learned/good practice
Year:
Subject/focal issue:
Title:
Contact information:
Abstract: <i>Please provide a 1-2 short paragraph summary of the initiative, its application, relevance to the organisation's mandate and any next steps.</i>
Background: <i>briefly describe (1 paragraph) the initial situation or issue which prompted the initiative and its application. Why was the initiative undertaken?</i>
Strategy: <i>describe in 1-2 paragraphs the strategy and its implementation. This should link to the issue outlined above and highlight the main points of the strategy implemented.</i>
Progress and results: <i>in summary (2-3 paragraphs) describe the progress and any verified results achieved – whether positive or negative - in the implementation. Provide quantitative and or qualitative evidence for successes or challenges. Please also describe any failures or shortfalls.</i>
Innovation/lessons learned/good practice: <i>provide 1-2 short paragraphs to describe the innovation/lessons learned/good practice in brief. This should leave the reader with an overall picture of the initiative, why it is important and the value it adds.</i>
Potential application: <i>describe briefly the potential application of this initiative beyond the original context. Are there potential applications nationally, regionally, globally?</i>
Next steps: <i>describe (1-2 paragraphs) any planned next steps in implementation and highlight any challenges or changes in strategy as a result of the progress or results to date.</i>