*RESULTS SUMMARY***Insert title here**

**Author: Insert organisation (Year)** [**Find project on OpenAid **](https://openaid.um.dk/)

|  |  |
| --- | --- |
| PROJECT | *Title:* Insert text here |
| *Partner:* Insert text here |
| *Country:* Insert text here |
| *Period:* Insert text here |

|  |  |
| --- | --- |
| CHANGE | Insert text here |

|  |  |
| --- | --- |
| CONTEXT | Insert text here |

|  |  |
| --- | --- |
| CONTRIBUTION | Insert text here |

|  |  |  |
| --- | --- | --- |
| IMAGES | Insert photo credit | Insert photo credit |

See next page for more details 🡢

|  |
| --- |
| **ADDITIONAL INFORMATION** |

|  |  |
| --- | --- |
| ACTIVITIES | Insert text here |

|  |  |
| --- | --- |
| LESSONS | Insert text here |

|  |  |
| --- | --- |
| EVIDENCE | Insert text here |

|  |  |
| --- | --- |
| DOMAINS  | *Development strategy priorities:* Insert strategy priority |
| *Changes in the lives of people facing poverty, marginalisation or vulnerability* | - |
| *Changes in laws, policies and practices that affect people’s rights* | - |
| *Changes in the capacity of organisations and communities to support rights* | - |
| *Changes in partnerships and collaborations that support people’s rights* | - |
| *Changes in participation of groups facing poverty, marginalisation or vulnerability* | - |
| *Changes in local leadership of development and humanitarian work* | - |
| **GUIDANCE NOTE** |

This format consists of two overall sections: on page one, the results summary communicates results to an external audience using a brief summary of what has been achieved; while page two provides an opportunity to explain the background and evidence behind the claims made as part of the summary.

**Page 1: Results summary**

The results summary should outline of the overall change. This should be phrased in a clear and concise manner, focusing on the benefits for target groups or communities, and preferably start out by stating the overall key message as a one-line statement. It is thus important to prioritise what the key message should be and not attempt to describe every possible change that may have occurred.

Note that case studies should not describe all of the activities carried out during the implementation. Instead, it should focus on one or two key messages to be highlighted – which may also span several projects – and only outline activities to backup contributions to the highlighted change.

This can be illustrated as a “reverse funnel.” First, the “change” section introduces the overall results claim, which answers the “which.” Note that this is done before any details have been provided. Second, the “context” section outlines the problem being addressed by the project and the significance of the change. For example, by explaining “why” it benefits target groups or communities.

Finally, and lastly, the “contribution” section should provide examples to justify for “how” the intervention contributed to realising change. Note that this should focus on the plausible linkage between the change and intervention rather than describing details from activities. It is often useful to think of this as a reverse theory-of-change, i.e. “After we did X, then Y occurred, because of Z.”

*Figure 1:
Reverse funnel for communication*

Change – Results claim (Which?)

Context – Significance (Why?)

Contribution – Justification (How?)

First

Last

**Page 2: Additional information**

The second page should provide background and evidence for project’s contribution to change. It can also address technical issues that do not fit in the results summary. The section consists of the following sections:

* *Activities:* Whereas the “contribution” section on page one provides a brief summary of the project contributions to change, the “activities” section allows for more detail on the project design, organisation and underlying activities in support of the contributions made.
* *Lessons:* Describes lessons learned through the implementation. These should relate to the results claim or alternatively the project(s) as a whole. Please consider (1) novelty – i.e. whether the change represents something new – and (2) the potential to scale and/or build on lessons going ahead.
* *Evidence:* A narrative comparison between results claims and the underlying evidence. It should answer “X led to Y, because of Z,” although it does not need to be phrased this way. It is useful to include references to a few selected documents for further details. Please see guidelines for more.
* *Domains and development strategy:* Describes contributions to defined domains and the Danish development strategy. Please consider limiting the number of domains to a few selected ones.