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**Put the partner´s logo here**

**Project:**

**[Write the project´s name here]**

**Baseline Study Report**

**Prepared by:**

**[Write here the name and title of the person in charge of writing the report]**

**[Write here the name of the city, the month and year]**

**baseline survey results report**

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# Project information

**Guidelines:** Describe the general characteristics of the project: background information, objectives, results, length, geographic location, number of beneficiaries, etc. Keep in mind that the project proposal document presents this information at length so there is no need to go into great detail here.

**Suggested length:** Half a page

# Context information

**Guidelines:** Describe the geographic, economic, political and sociocultural context of the locality or localities where the project will be implemented. Keep in mind that the project proposal document presents this information at length so there is no need to go into great detail here. This is not a Needs Assessment and therefore should only be used to identify major factors such as political, economic or social conditions that impact project implementation.

**Suggested length:** Half a page

# Methodologies and tools

**Guidelines:** This section presents the methodology and tools used to obtain the initial values of the indicators selected. It also presents relevant information about any challenges faced when implementing the methodology, using data collection tools, or analyzing the data and how those challenges affected (or not) the final baseline data. It should include a detailed description of the sample frame (sample size, respondent selection, etc.). It should make recommendations on how to improve the methodology or tools for future data collection. The clarity with which this section is written will contribute to the successful application of the survey or other tools later in the course of the project and the comparability of the results.

**Suggested length:** One page

**Recommendations:**

The following are questions that can help guide the development of this section. This is not a comprehensive set of questions, more information can be included if deemed necessary. It is not necessary to include details on indicators definitions and formulas. The Detailed M&E Plan should be included as an annex of this report

* Does the survey include all the indicators in the project´s logframe? Some yes and others no? Why?
* Have the same indicator definitions as the ones in the Detailed M&E Plan been used? Are there any exceptions? Which ones and why?
* Who designed the tool? When was it designed?
* How many sections does the survey have? How many questions per section and in total? What type of questions are there (yes/no, multiple option, Likert scale, open-ended)?
* When was the survey applied? Who applied it? Was the survey piloted? If yes, with whom and where?
* Was the data drawn from a census or was a sample taken from the population? If a sample was taken, what type of sample was it? *It is not necessary to give great detail on this subject. However, it is important to state if a probability or non-probability sample was used. If it was non-probability, what was the criteria used to select who was sampled (See LWR´s guide on non-probability sample)*
* Other important things to note: Were any project beneficiaries left out of the census or sample? Who were they? What was the reason? How does this affect the survey results?

# Survey results

**Guidelines:** This is the most important section of the report. Here results obtained from the survey are presented and analyzed in the form of the initial values of the project´s indicators.

The structure of this section is the following:

1. Place the results of the survey in order according to their numbering in the Logframe: GOAL, OUTCOME and OUTPUT[[1]](#footnote-1).
2. Place text (i.e. GOAL, outcome and output statements) inside the rectangles and the indicator values inside the tables.
3. Analyze the results obtained (i.e. the numeric values) inside the tables.

**Suggested length:** The length of this section will vary according to the number of indicators the project has and the incorporation of complementary tables or graphics that may be included to better illustrate survey results. It is important to bear in mind that due to the nature of its content this should be the longest section of the report. The complement to this section is Annex 2: Detailed M&E Plan and Annex 3: Baseline Table.

**Recommendations:**

* Put the indicator baseline value in its correct unit of measure. If the indicator is expressed as a percentage, do not forget to include the numerator and denominator values.
* Use the following guiding questions: How is the initial value with respect to the target? Is it close or far from it? If possible add an interpretation of the results obtained taking into account the project’s context and that of the beneficiary population.
* If there are aspects of the indicator definitions that are considered important to highlight it is advisable to do so.
	+ If for example the indicator is “Number of producers who apply three coffee harvest and post-harvest good practices” it is likely that there is a list of possible good practices from which it is expected that producers apply three. It could be convenient to present a table with all the possible combinations of three practices that were revealed by the survey.

# Annex 1: Data Collection Instruments (I.E. Survey)

# Annex 2: Detailed M&E Plan

# Annex 3: Baseline Table

1. In case it is an output with a pre-existing value, not zero (0). [↑](#footnote-ref-1)