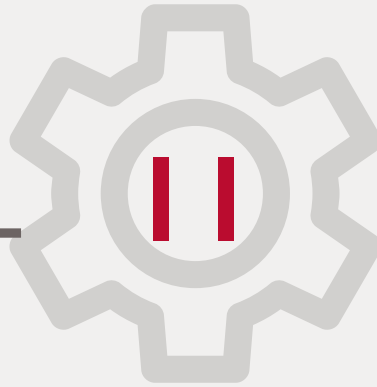


# TOOL



## SAMPLE RERA FINAL REPORT OUTLINE

### AT A GLANCE

- Tool II consists of a sample outline for the RERA Final Report, which can be adapted by the RERA Team in consultation with the USAID Mission. The outline serves to illustrate important sections of the RERA final report.

### TEMPLATES INCLUDED

- Sample RERA Final Report Outline

### HOW TO USE THIS TOOL

- Download, adapt, and complete.

# TOOL II: SAMPLE RERA FINAL REPORT OUTLINE

<b>Cover Sheet</b>	
<b>Executive Summary (two pages)</b>	<ul style="list-style-type: none"> <li>• Purpose (one paragraph)</li> <li>• Education and main risks in context (three to four paragraphs)</li> <li>• Key conclusions and recommendations (one page, bullets)</li> </ul>
<b>Table of Contents</b>	<ul style="list-style-type: none"> <li>• Acknowledgments</li> </ul>
<b>Introduction</b>	<ul style="list-style-type: none"> <li>• Background of USAID education in country</li> <li>• Purpose (Why did the RERA take place?)</li> <li>• Audience (Who is the intended reader/user of this report?)</li> <li>• Structure of the report</li> </ul>
<b>Methodology</b>	<ul style="list-style-type: none"> <li>• Guiding research question</li> <li>• Approach taken to answering questions and explanation of how methodology allows you to answer questions             <ul style="list-style-type: none"> <li>• Overall approach</li> <li>• Data needs</li> <li>• Sampling approach</li> <li>• Sample size</li> </ul> </li> <li>• Limitations             <ul style="list-style-type: none"> <li>• Operating environment</li> <li>• Desk review</li> <li>• Data collection</li> </ul> </li> </ul>
<b>Country Context</b>	<ul style="list-style-type: none"> <li>• Map of country and affected area</li> <li>• Country snapshot</li> <li>• Analysis of the education sector (i.e., performance, access, gaps and challenges, government policies)</li> <li>• Analysis of the causes and dynamics of the main risks, including key actors and how they interact with one another as well as with learners, the education system, and the wider community</li> <li>• Analysis of the sources of social cohesion and resilience among learners, out-of-school children and youth, the education system, and the wider community</li> </ul>
<b>Findings</b>	<ul style="list-style-type: none"> <li>• List of data findings and explanations</li> <li>• Tables, graphs, and charts</li> </ul>
<b>Conclusions</b>	<ul style="list-style-type: none"> <li>• Headline conclusion             <ul style="list-style-type: none"> <li>• Supporting data findings and analysis in bullet form</li> </ul> </li> <li>• Headline conclusion             <ul style="list-style-type: none"> <li>• Supporting data findings and analysis in bullet form</li> </ul> </li> <li>• Etc.</li> </ul>
<b>Recommendations</b>	<p>(for USAID and/or Implementing Partner)</p> <ul style="list-style-type: none"> <li>• Headline recommendation (bullet form)             <ul style="list-style-type: none"> <li>• Supporting detail (bullet form)</li> </ul> </li> </ul>
<b>Annexes</b>	<ul style="list-style-type: none"> <li>• RERA scope of work (as relevant)</li> <li>• Data sets and tables/charts</li> <li>• RERA methodology</li> <li>• RERA schedule</li> <li>• List of documents reviewed</li> <li>• List of types of informants (do not include real names unless it is safe to do so)</li> <li>• Other</li> </ul>