# REPORTING EVIDENCE: TEMPLATE[[1]](#footnote-1)

*This template describes a simple way of presenting evidence that has been obtained through evaluations, research or some other systematic way. It can be used to share findings with people in a way which is easy to engage with and focuses on action. Ideally, the summary should be no longer than one page, and shorter if possible.*

## TITLE

Create a title that best captures the subject matter.

## WHO WILL THIS EVIDENCE BE OF INTEREST TO?

Clearly indicate the intended target audience(s). This could include programme managers, field practitioners, MHPSS actors and others. Multiple target audiences can be listed.

## WHAT IS THE FOCUS OF THIS EVIDENCE?

Identify the country, context and target group that this evidence focuses on.

One clear and simple-language sentence indicating the subject of this evidence and its significance to the target audience.

## WHAT ARE THE KEY FINDINGS/ RECOMMENDATIONS?

Highlight the main messages or recommendations drawn from the evidence

Provide the findings using a checklist, dot-points and/ or infographics

Highlight areas of uncertainty in the evidence

## WHAT ARE THE IMPLEMENTATION CONSIDERATIONS FOR THE EVIDENCE PRESENTED?

List relevant contextual factors to take into account when implementing the recommendations (e.g. needs and resources; organisational structures; availability of staff; relevant guidelines; etc.)

## OTHER SOURCES OF INFORMATION

Include links to any relevant sources of information that may be useful to the target audience

Contact details of a person who can provide further information

1. Based on Khalid et al. (2023) Decision‑makers’ experiences with rapid evidence summaries to support real‑time evidence informed decision‑making in crises: a mixed methods study *BMC Health Services Research* 23:282 https://doi.org/10.1186/s12913-023-09302-0 [↑](#footnote-ref-1)