

## **Applied PEA Sample Report Outline**

PEA reports should be as concise as possible. Unless specifically requested, a PEA report should not exceed 20 pages. PEA reporting provides an evidence base for *thinking and working politically*. Because the research process is paramount, the report is less important than it would be if it were a more traditional technical analysis. The PEA report serves as a baseline analysis of the country, sector or problem under investigation. PEA reports are meant to be living documents. Whether the PEA baseline report itself is updated or another form of recording is used depends on the purpose and needs of those commissioning the analysis.

Illustrative report outline:

**Executive Summary.** Similar to most reports, this section summarizes the full report and highlights key finding and recommendations in 1-2 pages.

**Introduction.** Summarizes the assessment purpose, audience and core and supporting PEA questions.

**Methodology.** Describes the PEA research process and limitations to inform the reader of the boundaries of the research and some of the obstacles encountered during the study period.

**Findings.** The findings should answer the PEA core and supporting questions. To the extent possible the findings should consider the PEA Framework's pillars: foundational factors, rules and of the game, and the here and now. Other related information discovered during the research process can be included if it demonstrates that the core PEA question should be modified to more accurately investigate the sector/issue under review.

**Recommendations.** This section considers the dynamics at play and the implications for USG investment strategy. Based on these implications recommendations are provided to guide USG investment via USAID programming, Embassy and other USG agencies that have an interest in shared outcomes of an investment.

**Annexes.** At a minimum, the annex should include: the desk study or literature review; interview schedule and key informants (note: due to the sensitivity of many PEAs, the names of individuals interviewed can be omitted and replaced with the organization and date of interview—even this can be omitted if considered potentially very sensitive). Any other supporting information that would make the report too long (> 20 pages) should also be placed in an annex.