



1 d Document Review

The sheet is a documentation sheet for individual reports, so as to get a structured look at each report.

These may be reports from a range of different stakeholders involved in CBR activities (eg Core team related or Strategic Partners)

It will help to summarize all documentation and determine results and gaps

Please use one sheet for each report that is under review

Data from these document reviews will be incorporated in the final report in relevant sections.

Eg in the introduction/description of the network etc or in sections on the findings re impact/effectiveness etc

Name of organisation		
Type of document (eg annual report/other?)		
Date of report		
Type of organisation (Service provider/Gov/NGO/INGO etc)		
Number of staff		
Annual Budget		

What are the aims/objectives of the organisation reporting?

	Which main activities are carried out? (may not include activities in every component.)	Does the organisation work in partnership with others? if so who?	Which District/Town/village	# of clients / beneficiaries?		# of disabled clients/ beneficiaries			What data is collected?	How is it collected?	How is it stored?
				Male	Female	Men	Women	Children			
Health											
Education											
Livelihood											
Participation											
Empowerment											

Are the needs of people with disabilities outlined in the report?	
How do the activities described in the report meet the needs of people with disabilities?	
Do the activities include all types of disability?	
What information is included that describes the impact of the activities for people with disabilities?	
What information can be found on capacity building activities of this organisation?	