

# Analytical Standards of UNDP CIDP

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# Analytical Reports

## **Analysis ???**

“process of breaking a complex topic or substance into smaller parts to gain a better understanding of it”

## **Analytical report (for development work)**

- existence of problem
- research, methodology, discipline, logic and objectivity
  - interpretation and recommendation

**Purpose of a report: writing to be read**

# Elements of an analytical report

- Title page
- Executive Summary
- Table of Contents
- Glossary of terms
- Introduction
- Body of the report (analysis of the results of the research)
- Conclusion
- Recommendations
- Appendices

# Executive summary

- Readership: commissioners of the report
- Length: maximum 5 pages (if report exceeds 40 pages), otherwise 2-3 pages, providing
  - Summary of key findings
  - significance of the problem
  - solution (or solution options)
- Should not contain explanations or justifications
- Executive summary = not an introduction

# Table of Contents

## Key requirements

- Logical
- List of Appendices
- List of tables and figures
- ToC generated automatically

# Introduction

## **Background:**

- What problem is researched,
- Why researched
- Why report is necessary

## **Scope:**

- What was researched and what was not researched

## **Methodology used to gather information:**

- Which information - quantitative and qualitative
- Why such information used
- How gathered

# Introduction (cont'd)

## Methodology (cont'd)

- where gathered (especially for surveys) and why
- which time-frame (especially for surveys)
- which resources

## Limitations:

- data not be obtained, why
- how important
- proxy data used
- reliability issue
- course of actions by researchers

# The Analysis itself

**1<sup>st</sup> key rule:** state problem clearly and explain how it will be analyzed concretely

Own logical structure (per problem):

The *What*

1. Current situation (facts and figures)
2. How situation changed over time (trends)

The *Why*

1. Key actors/stakeholders (current, past) (interests, impacts/reactions)
2. Causes of the current situation (structural and other causes)

# The Analysis itself

**2nd key rule:** avoid any appearance of bias

## **How:**

1. Analysis is organized logically, numbered headings and subheadings, fully relevant to the determined scope of analysis
2. No data available = no analysis possible
3. Data with proper citations
  - Source X claims that ..... , or source Y shows that .....
  - According to source Z, the number of cars sold in 2008 has decreased by .....
4. Analyse facts gathered in a neutral tone. (Note: no (!) or (?) in text to be used)
5. Any interpretations to be clearly grounded
6. Charts, graphs, and graphics illustrate data
7. Each illustration has:
  - a title - Figure 2.1 - Number of cars registered in a given period in a given location
  - a bottom note indicating source of data (precisely and wiith dates)

# The Analysis itself

**3rd key rule:** analysis must be understandable (user-friendly)

## **How:**

1. Clear logic to be respected
2. Historical reviews useful if point to “development lessons”. Short and relevant to the problem studied.
3. When concrete entity quoted: short profile (text box)
4. Recommendations only when analysis completed
5. Sentences - short; paragraphs -delineated
6. Avoid : “Let us consider the costs of housing and communal services ...”
7. Standard and consistent formatting rules
8. Presentation of statistically non representative opinion surveys - presented in colored text boxes
9. No long lists, no long or large tables
10. Concise review of the legislation. Better: analysis of positive or negative impact (details on legislation in Appendix)
11. Conclusions per chapter: good - summarize only what was said in chapter

# The Analysis itself

**4th key rule:** do not analyse in a vacuum

## **How:**

1. Analyze in relation to:
  - previous periods
  - other territories (in Ukraine, outside Ukraine)
2. Identify change factors. Compare with factors in previous periods and/or in other territories

## **What do we want to achieve here?**

1. Evaluate how well (or bad) Crimea is doing
2. To identify relative importance of change factors

# The Analysis itself

**5th rule:** development scenarios - only if reliable facts /forecasts exist

**How:**

1. Clearly identify sources of forecasts
2. Explain their reliability for intended scenarios
3. Qualitative (expert's) forecast: explain why expert is reliable source

# Recommendations

- Analytical report - obligatory section on recommendations
- Recommendations for target readership (commissioners)
- How to develop them:
  - Identify possible solutions (alternatives):
    - Concrete measures that could be taken
    - Time-frame
    - Resources and sources of financing
    - To which extent they can solve the problem
  - Carry out required consultations :
    - Experts' advice and sanction
    - Political acceptance
- Select best policy option and present it in user-friendly manner
- Discuss resources (including financing) needs and ways to attract them

# Appendices

- Clearly numbered
- For tables in Appendices:
  - Clearly referenced (and sources indicated)
  - Reference in text of analysis
- Must contain a Bibliography and list of internet sites

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**Monitoring (and  
evaluation?) reports  
(for CIDP's partners)**

## What is monitoring?

- collecting information that will help answer questions about a situation or a project
- baseline data and target data are necessary
- information is collected in a planned, organised and routine way

## What is evaluation?

- using monitoring and other information to make judgments about a situation/project
- using the information and evaluation to make changes and improvements

# Main components of an (annual) Monitoring Report

- Executive Summary of key findings
- Introduction:
  - purpose of the report
  - scope
  - methodology used
  - limitations
- Analysis of key indicators (given by Adeline)
  - against reference period
  - against Ukrainian average
  - against European (or CIS) average (?)
- Conclusions on monitored situation :
  - General development in Crimea: positive or negative?
  - Areas with good development trends?
  - Areas with regressing trends?
  - Most important issues to tackle (time-frames and responsibilities)

## **II. Crimea economic development and economic effectiveness index**

### II.1. Economic growth

#### II.1.1. GDP per capita and trends

#### II.1.2. Inflation trends

#### II.1.3. Economic sectors development trends:

- agriculture
- tourism
- industry
- transport
- technology /energy saving innovations

#### II.1.3. SMEs development trends

### II.2. Economic and business climate

- wages (official/real)
- investments (fixed capital investments and foreign direct investments)
- costs of doing business (cost of registration and licensing)
- infrastructure (roads, communications)

### II.3. Trade relations within and outside Ukraine

- imports/exports from/to Ukraine
- imports/exports outside Ukraine

### **III. Crimea social development index**

- III.1. Household incomes (salaries, pensions, social benefits, selling activities)/expenditures (food, communal services, clothes, services, others)
- III.2. Employment/unemployment (short and long term unemployment, seasonal unemployment)
- III.3. Poverty/un-equality (below \$ x per month)
- III.4. Comfort:
  - III.4.1. Housing (m2)
  - III.4.2. Access to communal services:
    - households connected to water, gas, electricity, heating
    - affordability of these services

## **IV. Crimea human development index**

- IV.1. Demographic trends
  - IV.1.1. Ethnic composition
  - IV.1.2. Births/deaths
  - IV.1.3. Immigrations/emigrations
  - IV.1.4. Age distribution
- IV.2. Education development
  - IV.2.1. Investments (public/private) in education
  - IV.2.2. Enrollment levels in primary, secondary and professional education establishment
  - IV.2.3. Education levels (young/adults)
- IV.3. Health development
  - IV.3.1. Investments (public/private) in health
  - IV.3.2. Life expectancy
  - IV.3.3. Trends in main diseases:
    - Tuberculosis/10000 people
    - Diabete/10000 people
    - AIDS/10000 people
- IV.4. Anti-social behaviors:
  - IV.4.1. Substance abuse:
    - Alcoholism/10000
    - Drug abuse/10000
  - IV.4.2. Crimes/10000 (without/with prison sentences)
- IV.6. Development of inter-ethnic relations
  - IV.6.1. Tolerance levels
  - IV.6.2. Conflict risks linked to:
    - Land issue
    - Language and culture
    - Confessions
- IV.7. Development of political relations
  - IV.7.1. Inside Crimea
  - IV.7.2. With Kiev
  - IV.7.3. With Moscow
  - IV.7.4. With EU

## **V. Crimea environmental/ecological development index**

V.1 Land utilization (quantitative and qualitative parameters)

- agricultural use

- construction use

- not used

V.2. Air pollution

V.3. Water pollution

V.4. Industrial and domestic wastes