

Introduction to Evaluation Process for Project Teams

PREPARING FOR AN EVALUATION

Budget sufficient funds to do a good job.

Inform the Evaluation office early - allow 3 months to prepare.

Plan to conduct the evaluation in the last 3 months of the project.

Talk to the Evaluation Office about your key interests from the evaluation.

Involve project partners and stakeholders in the discussion.

The Evaluation office will draw up the terms of reference and hire the evaluation team.



STARTING OFF



Brief the evaluation team.

Ensure they have all the project documentation.

Help the team to plan the itinerary and logistics of field visits.

Make sure all stakeholders are informed and ready to assist.



EVALUATION TIME



An opportunity to pause reflect

and learn from your experiences

FIELD MISSION/INTERVIEW STAGE



Share and reflect on your experiences:

What did the project achieve?

What do you feel proud of?

What could be done better next time?

What action could be taken to help work towards a positive impact?

Use group meetings to reflect together and to feedback on preliminary findings and recommendations.

FOLLOW UP



Prepare an action plan based on the recommendations.

The Evaluation office will follow up action taken over an 18 month period.

The evaluation process is complete once all the recommendations have been acted upon.

Help the evaluation office to disseminate key lessons from the evaluation.



REPORTING AND SHARING FINDINGS



Review the draft report and correct any factual errors before it is circulated.

The Evaluation office will circulate the report to all stakeholders.

Together with the other stakeholders comment and respond to findings.

The Evaluation Team will respond to your feedback in the final report.

