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

- How did we do?
- An opportunity to pause, reflect, and learn from your experiences
- Use group meetings to reflect together and to feedback on preliminary findings and recommendations.

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?

FOLLOW UP

- Prepare an action plan based on the recommendations.
- The Evaluation office will follow up action taken over a 12-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.