



# Planning and Budgeting for Evaluations

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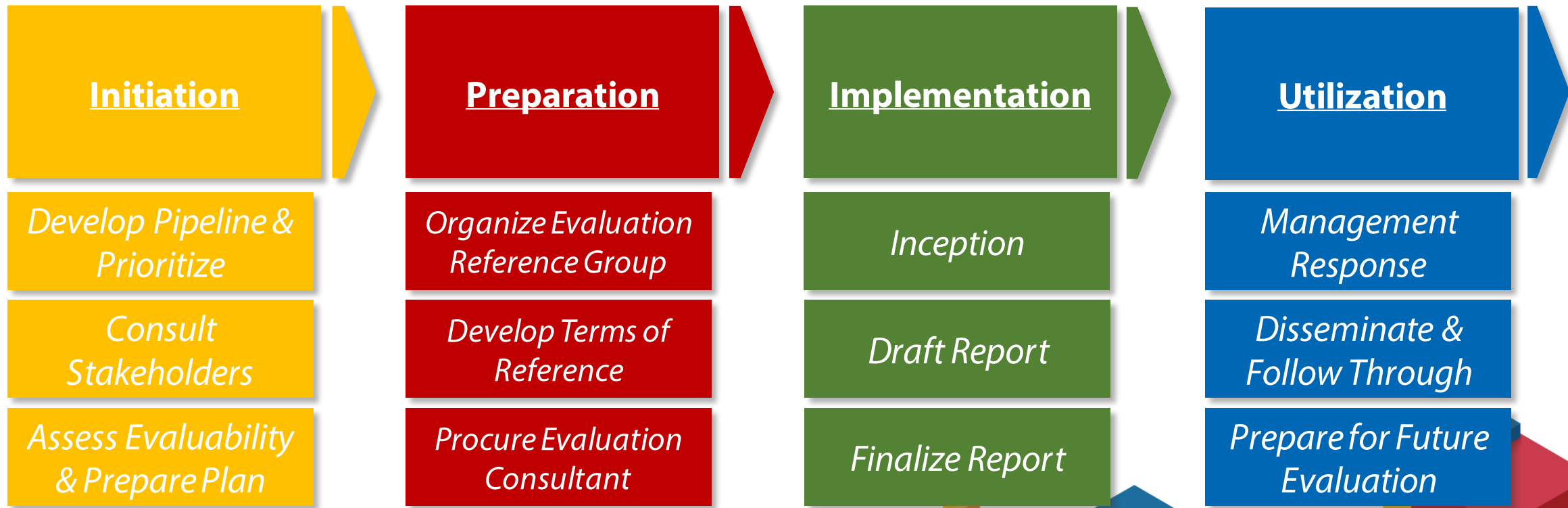




# Outline

- Overview of Evaluation Planning
  - Program Objectives & Evaluation Objectives
  - Stakeholder Engagement
  - Evaluation Methods
  - Risk Identification
  - Resource Requirements
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# Overview: Evaluation Process





# The Evaluation Plan

- **Why** - background and rationale for the program and the evaluation, and who will use the results of the evaluation
- **What** - scope and objectives of the evaluation and questions for the evaluation to answer, including a results framework
- **Who** - those responsible for managing, for carrying out, and for providing the information required for the evaluation
- **How** - methods of gathering and analyzing data to answer evaluations questions, strategies to manage risk, and utilization
- **When** - timing of evaluation, key milestones, and deliverables;
- **Resources** - people, materials, etc. needed for the evaluation.

# Evaluation Objectives, Criteria & Questions

- Relevance
- Efficiency
- Effectiveness
- Sustainability
- Impact



The questions define  
the appropriate  
evaluation type &  
methodology

# Evaluation Type, Objectives & Questions

Type	Objective	Sample Questions?
Formative/ Developmental	Provide information on how a program may be developed or improved	Is the government intervention appropriate?
Process	Investigate how the program is delivered and how it can be improved	Are the activities being delivered as intended?
Summative/ Impact	Review whether program has caused intended effect on target results	What are the net effects of the program?




# Assessing Evaluability

- Is there a results framework/ theory of change?
- Are intended results (outputs, outcomes) adequately defined, measurable & verifiable?
- Are M&E systems that will provide valid and reliable data in place? Is there baseline data?
- Do stakeholders need and support the evaluation? Who will use the results?



# Stakeholder Engagement

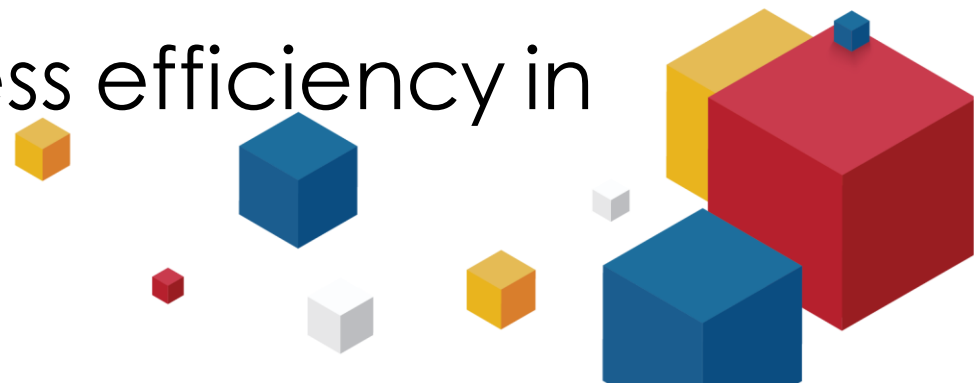
<b>Stakeholder</b>	<b>Need</b>
Those directly involved in running program	How can evaluation be timed to feed into decision-making for program improvement
Those served or affected by the program	How to increase the effectiveness of evaluation findings, presentation of results, and timing of dissemination
Those who are interested in using the results	How robust the findings need to be to support the intended use & scrutiny







# Evaluation Methods

- process evaluation: assess program design, implementation and delivery
  - outcome evaluation: assess contribution towards progress made on outcome achievements
  - impact evaluation: to measure effectiveness in achieving outcomes
  - economic evaluation: to assess efficiency in delivering outcomes
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# Risk Identification

Type of risk	Example questions to determine risk factors
Personnel	Will team members be available when needed?
Data collection	Are there adequate data collection & analysis tools?
Organizational	Do all stakeholders agree on program's objectives?
Funding	Has there been a budget set aside for the evaluation? Are there enough funds?
Law or contract	Are there any regulatory or ethical issues?
Physical	Will evaluators get hurt while conducting evaluation?

# Resources

<b>Cost Category</b>	<b>Types of Cost</b>
Evaluation Team	Professional fees Per Diem costs (time in the field)
Implementation Data Collection	Focus Group and workshops; Survey costs Flights (domestic) & Car rental
Distribution	Translation, Communications, Dissemination



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