

# HOW TO PREPARE FOR AN EVALUATION

## 1. STATEMENT OF WORK

- Review the research questions
- Assess the relevance of the type/s of expertise listed
- Review the deliverables and timeline for planning purposes

## 2. MEETING THE EVALUATION TEAM

- Share appropriate communication protocols, including key point of contact/s for the evaluation team.
- Share potential sensitivities related to the evaluation subject matter, respondents, data collection approaches etc.
- Review the team's updated work plan to plan coordination with the evaluation team, as well as to ensure staff (local and International) availability for data collection and review.

## 3. EVALUATION DESIGN

- Closely review sections on "Understanding of the Evaluation Questions," and "Approach to Answering Evaluation Questions."
- Review data collection instruments and approaches, including sampling and selected respondent/s.
- Review the updated Workplan

## 4. DATA COLLECTION

- Plan for availability of key staff for data collection and coordination with the evaluation team.
- Share issues and concerns related to data collection, in case any, as soon as they emerge.

## 5. DATA ANALYSIS

- Be prepared to respond to evaluation team questions and requests. This may necessitate meetings with the evaluation team and additional interviews to verify and validate some of their findings.
- The evaluation team may also request additional documents at this stage.

## 6. PRESENTATION AND REPORTING

- Plan for the evaluation team presentation and where relevant provide them feedback on their key findings and conclusions.
- Plan for review of the draft report submitted by the evaluation team, so that your relevant feedback can be incorporated in the final report.

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