Sample agendas for an evaluability assessment stakeholder workshop

METHODS LAB

An evaluability assessment aims to assess the extent to which, and how best, an intervention can be evaluated in a reliable and credible fashion. These sample agendas are intended for people convening key stakeholders (such as project implementation staff and managers, donors and government officials) to discuss the purpose and scope of an impact evaluation and to identify key evaluation questions. This tool was developed by Bronwen McDonald, Anne Buffardi and Irene Guijt for use in Methods Lab projects. It accompanies the Methods Lab publication 'Evaluability assessment for impact evaluation: guidance, checklists and decision support'.

1. Sample agenda

This sample agenda is based on a face-to-face workshop with 20 participants, for the evaluation of a portfolio of completed projects.

Programme name

Date, time, location

List of participants and facilitator(s)

Aim
By the end of this workshop:
- There will be clarity about what difference the impact evaluation will make, what value it adds to donors and other key decision-makers, and who will use it.
- Participants will have reached an agreement about the focus of the impact evaluation and a general strategy to inform the evaluation plan.

Agenda

1. **Session: Progress to date and refining the purpose of the impact evaluation**
   What will success look like? For whom? Who will be doing what differently?

2. **Session: Determining how to achieve the refined evaluation purpose and refining initial key evaluation questions**
   Based on session 1, examine the logic of the impact evaluation and the resources available. Define who wants to know what, when and why. Prioritise and refine the key evaluation questions.

3. **Session: Exploring issues related to the evaluation purpose and key evaluation questions**
   Do donor requirements vary? What are the implications of these differences? Discussion of broad options.

4. **Session: Evaluation design, methods and next steps**
   Discussion of preferences for evaluation breadth and depth. What are the methodological implications? Who will do what next, by when?

Background documents

- Overview of six cross-cutting themes based on document review and key informant interviews. Covers: interaction with local beneficiaries; project time frames and sustainability; project stakeholders' roles and responsibilities; and the limited evidence base.
- Impact evaluation purposes and options.

2. Sample agenda

This sample agenda is based on a two-hour virtual workshop with 17 participants in six locations across two countries, for a future evaluation of a recently approved multi-project programme.

Programme name

Date, time, location

List of participants and facilitator(s)

[If possible, have participants in the same location join as a group in the same room, with a facilitator for each location. In addition, have one overall facilitator to chair the call.]

Aim

To reach a shared understanding about:
- The primary purpose of the impact evaluation.
- A narrowed set of themes and corresponding key evaluation questions.

This conversation will feed into the evaluability assessment report, which aims to determine how an impact evaluation can be structured to maximise its use, and to ensure the reliability and credibility of the information.

Agenda

1. **Welcome and introductions**

2. **Purpose of the group discussion and the evaluability assessment**

3. **Clarify the primary purpose of the impact evaluation**
    What does a successful impact evaluation look like? Who is doing what differently as a result of the evaluation findings and process? [For multi-project programmes] what does a programme-wide impact evaluation add beyond individual project evaluations?

4. **Prioritise key dimensions and impact evaluation questions**
    Which, among the many themes that could be assessed, are most relevant? What types of questions will enable us to achieve the agreed purpose(s)?

5. **Next steps**

Background documents

Summary based on key informant interviews:
- Purposes of impact-oriented monitoring and evaluation
- Potential users
- Proposed evaluation questions (sub grouped into themes)