Report templates for evaluability assessment

METHODS LAB

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An evaluability assessment aims to assess the extent to which, and how best, a project can be evaluated in a reliable and credible fashion. These templates are intended to help anyone conducting an evaluability assessment to structure the final report. This tool was developed by Anne Buffardi and Bronwen McDonald for use in Methods Lab projects. It accompanies The Methods Lab publication 'Evaluability assessment for impact evaluation: guidance, checklists and decision support'.

1. Report outline for an assessment done at the beginning of a programme

Executive Summary

1. Background
   1.1. Programme overview
   1.2. Evaluability assessment purpose and process

2. Evaluability Assessment
   2.1. Programme design

   2.2. Priority themes
      2.2.1. Implementing environment
      2.2.2. Plausibility of observing change

   2.3. Uses and users of impact-oriented monitoring and evaluation
      2.3.1. Primary purpose of intervention monitoring and evaluation

   2.4. Evaluation approach
      2.4.1. Feasibility of establishing comparison groups
      2.4.2. Existing data sources
      2.4.3. Quality of information
      2.4.4. Influence of other interventions
      2.4.5. Capacity of monitoring and evaluation systems

   2.5. Evaluability assessment summary

3. Developing an impact-oriented monitoring and evaluation system
   3.1. Key evaluation questions
   3.2. Evaluation options
   3.3. Recommendations and next steps

Annex A. Evaluability assessment inputs
   1. Document review
   2. Stakeholders interviewed
   3. Stakeholder workshop agenda

2. Report outline for an assessment done on a completed programme