**Evaluation Plan**  Evaluations provide credible and useful information, enabling the incorporation of lessons learned into decision-making processes and project improvement. It involves a systematic and objective assessment of project design, implementation, and results. In addition, an evaluation plan should be elaborated to outline when and how relevance, performance, efficiency, sustainability and impact will be assessed to satisfy donor accountability requirements and support design, management and operational decision-making. A midterm evaluation can be scheduled halfway through projects to assess progress and inform decision-making, while a summative evaluation should be scheduled once the project has closed.

PMU has Monitoring, Evaluation and Learning (ME&L) professionals that can assist projects in developing evaluation plans, which should be done during the planning process, and revisited or updated during planning meetings. The Project Leader and Project Manager will develop TOR for the evaluation in close collaboration with the ME&L Specialist using the TOR guidance/template provided by PMU. The evaluation will involve data collection, analysis and development of findings, consultation and validation of the findings, development of conclusions and recommendations and reporting.

**[Note: Indicate the type of evaluation for fields bracketed in bold]** For this project, a **[final/mid-term]** evaluation will be planned at the **[end of/mid-point of]** the project duration (i.e., 2018). An estimated budget of $300,000 is projected to develop the evaluation plan and undertake the **[final/mid-term]** evaluation. It is proposed that this **[final/mid-term]** evaluation will address the following evaluation issues:

* Relevance
* Effectiveness
* Efficiency
* Impacts
* Sustainability

This table presents the proposed evaluation issues and questions, and data sources and methods. For each question, multiple lines of evidence are suggested to increase reliability and validity of the evaluation evidence. *These are only examples for consideration—please consult an ME&L specialist for help completing this table.*

|  |  |  |
| --- | --- | --- |
| **Evaluation Issues, Questions, Data Sources and Methods** | | |
| **Evaluation Questions** | **Data Sources** | **Methods** |
| **Relevance** | | |
| * To what extent is the project suited to the priorities and needs of the target groups, recipients and donor? * To what extent are the objectives of the project still valid? | Project documentation, including progress reports  Project team  Project stakeholders  Donor | Document review  Interviews  Surveys |
| **Effectiveness** | | |
| * To what extent were the outcomes achieved / are likely to be achieved? * What were the major factors influencing the achievement or non-achievement of the outcomes? | Project documentation, including progress reports and monitoring data  Project team  Researchers/Experts Project stakeholders Beneficiaries | Document review  Analysis of financial and delivery costs  Interviews  Surveys  Case studies |
| **Efficiency** | | |
| * Were activities cost- efficient? * Were objectives achieved on time? | Project documentation, including financial reports and data  Project team Project stakeholders Donor | Document review  Interviews |
| **Impacts** | | |
| • What real difference has the project made to the beneficiaries? | Project documentation, including progress reports and monitoring data  Project team Researchers/Experts Project stakeholders Beneficiaries | Document review  Interviews  Surveys  Case studies |
| **Sustainability** | | |
| * To what extent will the benefits of the project continue after the end of the project? * What were the major factors which influenced the achievement or non- achievement of sustainability of the project? | Project documentation, including progress reports and monitoring data  Project team Researchers/Experts Project stakeholders Beneficiaries | Document review  Interviews  Surveys  Case studies |