**Evaluation Budget and Timeframe Planning**

Planning for evaluation starts during project/programme or Country/Initiative Plan planning. Costs for effective and quality evaluations shall be included in the project total budget. Key considerations include:

* Evaluation costs shall be agreed between CBM, the partner and stakeholders in advance.
* Consider specific budgeting requirements by the funding agency, donor or implementing organisation.
* It is recommended to allocate 3-5% of the total project/programme budget for evaluations.
* The evaluation budget is aligned with the purpose and scope of the evaluation, and enables quality results by allowing for independence, accuracy, and credibility.
* The main budget items include fees for human resources, including external experts, data entry and translation cost, and expenses related to logistics, supplies and documentation.
* Professional fees can vary between 250 and 500 Euros per day depending on experience and location of the consultant. The commissioner of the evaluation is advised to set a limit according to professional fee levels in country.
* Depending on local practice, per diems can be paid as lump sum or reimbursed based on original receipts for logistic costs, incl. accommodation, transport and for incidentals.

The below table includes key considerations for preparing the evaluation budget.

|  |  |  |  |
| --- | --- | --- | --- |
| **Human Resources** | **Number of days** | **Professional Fee/**  **Daily rate/**  **Compensation** | **Total cost** |
| Consultants/external experts |  |  |  |
| Key informants (may receive a compensation for their time) |  |  |  |
| Cost for internet connection/ Airtime/phone fees of participants/Interviewees (during (semi-) remote evaluations) |  |  |  |
| Reasonable accommodation/ accessibility cost - sign language interpreter, accompanying persons etc. |  |  |  |
| Translators |  |  |  |
| Interpreters |  |  |  |
| Driver |  |  |  |
| Other (Specify) |  |  |  |
| **Logistics** | **Number of days** | **Unit cost** | **Total cost** |
| Per diems |  |  |  |
| Accommodation |  |  |  |
| Transport – Air fares (lump sum) |  |  |  |
| Transport – local transportation/car costs |  |  |  |
| Material/equipment |  |  |  |
| Accessibility related (rent for location) |  |  |  |
| Provision for security measures |  |  |  |
| Cost for printing/publishing/distributing |  |  |  |
| Contingencies (inflation, currency devaluation, theft, additional data collection or analysis etc.)  Other (specify) |  |  |  |
| **TOTAL** |  | |  |

The matrix below can be used to determine number of days needed for external evaluators, technical advisors and others as needed:

|  |  |
| --- | --- |
| **Task** | **No. of Days** |
| Desk Study/ document review |  |
| Briefing/Inception Meeting of consultant with partner/CBM team |  |
| Inception report or development of detailed methodology, incl. research tools/questionnaires, sampling, schedule |  |
| Training of team members, interviewers, data collectors/enumerators, etc. |  |
| Field Study incl. focus group meetings, interviews, observations etc. |  |
| Debriefing of consultant with partner/CBM team |  |
| Data Analysis |  |
| Draft Report |  |
| Finalising Report |  |