

CONTENTS

<i>Messages</i>	(iii)
<i>Foreword.....</i>	(xi)
<i>Preface and Acknowledgements</i>	(xiii)
<i>List of Abbreviations</i>	(xvii)
INTRODUCTION	1
CHAPTER 1: DECIDING TO DO AN EVALUATION	3
1.1 Establishing the Need for an Evaluation	
1.2 Assessing Evaluability	
1.3 Purpose of Evaluation	
1.4 Scope of Evaluation	
1.5 Involving Stakeholders	
1.6 Identifying the Intended and Unintended Users	
1.7 Establishing an Organization for Evaluation Management	
CHAPTER 2: PREPARATION OF EVALUTION TASKS	12
2.1 Reviewing the Intervention	
2.2 Developing Evaluation Questions	
2.3 Estimating Evaluation Costs	
2.4 Writing Terms of Reference	
2.5 Recruiting Evaluators	
2.6 Managing Roles and Responsibilities	
CHAPTER 3: EVALUTION RESEARCH PHASE	29
3.1 The Inception Phase	
3.2 Briefing and Supporting the Evaluation Team	
CHAPTER 4: REPORTING AND DISSEMINATION	33
4.1 Evaluation Report	
4.2 Dissemination of Evaluation Results	
CHAPTER 5: MANAGEMENT RESPONSE.....	37
5.1 Preparing Management Response to the Evaluation Report	

GLOSSARY OF EVALUATION TERMS	38
ANNEXURES: STEP 1.....	46
1.1 Evaluability Assessment Template	
ANNEXURES: STEP 2.....	49
2.1 DAC Evaluation Criteria	
2.2 What goes into a Terms of Reference (ToR)	
2.3 ToR Review Template	
2.4 Examples of Evaluation Matrix	
2.5 Sample Expression of Interest	
2.6 Checklist for Selecting an Evaluator	
ANNEXURES: STEP 3.....	69
3.1 Inception Report Review Template	
ANNEXURES: STEP 4.....	74
4.1 Evaluation Report Structure	
4.2 Selected Criteria to Ensure Quality of the Evaluation Report	
4.3 Checklist to Assess the Quality of an Evaluation Report	
ANNEXURES: STEP 5.....	80
5.1 Template for Management Response Plan	