

Illustrative Evaluation Manager's Checklist

| Evaluation Management Process Checklist – Stage 1 | | |
|---|-------------|----------------|
| Task/Milestone | Target Data | Data Completed |
| Decision made to undertaken an evaluation | | |
| Evaluation Manager named | | |
| Evaluation parameters defined (type, timing) | | |
| Country and/or Implementing Partner ideas/input obtained (as appropriate) | | |
| Initial ideas about the evaluation design/methods developed by USAID | | |
| Initial evaluation dissemination/utilization plan developed by USAID | | |
| Evaluation Statement of Work (SOW) drafted | | |
| Draft shared within USAID for comment (peer review) | | |
| Draft shared with Partners for comment | | |
| SOW modified/redraft | | |
| SOW reviewed/approved (Quality Control Checkpoint) | | |
| Solicitation issued | | |
| Evaluation Management Process Checklist – Stage 2 | | |
| Task/Milestone | Target Data | Data Completed |
| Proposal reviewed/team selected | | |
| Team desk review/inception report on performance monitoring findings (by evaluation question), if required by SOW (Quality Control Checkpoint) | | |
| Team Planning Meeting (TPM), including USAID briefings and team work on evaluation plan/instruments | | |
| Initial meeting with key USAID partners and staff of program/project that will be evaluated | | |
| Detailed evaluation design/plan/instruments finalized by team | | |
| USAID review/approval of detailed evaluation plan (Quality Control Checkpoint) | | |
| Evaluation registered with USAID/Washington | | |
| Evaluation Management Process Checklist – Stage 3 | | |
| Task/Milestone | Target Data | Data Completed |
| Weekly status review with team against field work plan and schedule | | |
| Troubleshooting as needed to assist evaluation team in the field | | |

| Evaluation Management Process Checklist – Stage 4 | | |
|---|--------------------|-----------------------|
| Task/Milestone | Target Data | Data Completed |
| Initial post-fieldwork/analysis briefing (on completeness) of findings, conclusions and recommendations (Quality Control Checkpoint) | | |
| Approval to proceed to drafting evaluation report (if SOW requires approval of start of this step) | | |
| Submission of draft report | | |
| Oral briefing on draft report (if required by SOW) | | |
| Review of draft report and provision of feedback to team (Quality Control Checkpoint) | | |
| Evaluation dissemination/utilization plan updated/expanded by USAID (final version) | | |
| Submission of Final Evaluation Report | | |
| Review/acceptance of Final Evaluation Report (Quality Control Checkpoint) | | |
| Evaluation Management Process Checklist – Stage 5 | | |
| Task/Milestone | Target Data | Data Completed |
| Dissemination of Evaluation Report (consistent with plan) | | |
| Submission to the DEC (within 3 months) | | |
| Post-Evaluation Review/Decision Meeting | | |
| Evaluation review minutes/Action Plan disseminated | | |
| Follow-up review of status of implementation of Action Plan | | |
| Follow-up on the impact of the evaluation (per utilization plan) | | |