

How to write and develop a Project Evaluation Proposal and Report

All projects have time when they should be evaluated. The purpose, style, timing and methods of evaluation critically affect the results. Below is a simple process/ format that can be followed while conducting an evaluation.

Every time an evaluation is done, it is specifically to check;

Effectiveness	To what extent has the programme achieved its objectives and reached its target group
Efficiency	Do the expected programme results continue to justify the costs incurred
Relevance	Does the project continue to make sense
Validity of design	Does the design of activities flow and are the activities in agreement with each other
Causality	What specific factors or events that were not foreseen but have tremendously affected the project results
Unanticipated effects	Are there significant results brought up by the project activities but were not anticipated in plans
Impact	What are the broader economic, technical, political and social effects of the project
Alternative strategies	Is there, or would there have been a more effective way to address the problems and achieve the desired outputs
Sustainability	What is the likelihood that project benefits will be sustained after the project?
Lessons learnt	What experiences have been generated by all the parties involved that they can carry to the next stage or similar activities

Evaluation Proposal Format

Title	Clearly state the title with precise time frame and names of evaluation team
Background	Historical perspective to program and contextual fitting to other relevant development programs, level of operation, background of beneficiaries, origin of funds and others
<i>Areas of concern</i>	Positive or negative areas of the program which need further analysis
<i>Statement of problem</i>	The main problem which has called for the evaluation
<i>Evaluation questions/ TOR</i>	Specific targeted questions that intend to exhaustively cover the problem in question
<i>*Justification</i>	Who will gain, how, are the resources available, and are they enough , is time available, etc (Only applicable if the research is initiating study and not programme)
<i>Definition of terms/</i>	This throws more light on the hidden or known

<i>concepts</i>	meanings of the words used
Literature review	
Methodology	<i>Population , Methods/Tools, Preparations and pre-testing, Data collection/ management</i>
Drawn Action plan	
The Budget	It should be justifiable, realistic and detailed showing unit costs. Indicate contingencies which are often 10% of the total amount
References	
Appendices	

Why Evaluation Report:

- The report documents the important process, which needs to be disseminated to a wider audience.
- Provides comprehensive analysis of outcomes of the project conclusions and recommendations on which decision making can be made
- It provides an important record for future reference by stakeholders.

An evaluation Report format

1.0 Executive Summary

2.0 Background

- 2.1 Description of the Project*
- 2.2 Purpose for evaluation*
- 2.3 Evaluation problem*
- 2.4 Justification*
- 2.5 Terms of Reference*

3.0 Methodology

- 3.1 Specific information gathered*
- 3.2 Sources of information*
- 3.3 Data collection methods/tools*
- 3.4 Data analysis*
- 3.5 Report writing process*

4.0 Results

State the findings according to evaluation questions / TOR

5.0 Conclusions and Recommendations

- 5.1 Conclusions (Implications)*
- 5.2 Recommendations (Suggested way forward)*

Attachments

Table of contents

List of tables

List of appendices

Reference/ Bibliography