

Report Format

Foreword

The information which we have collected through the progress report of the different projects is fragmented and heterogeneous. If the presentation of the projects is homogeneous (web-site), the evaluation of the activities is not it. To rectify this situation, we ask you to inform the different ITEMS of this questionnaire. Thus we will be able to develop valorize the whole of the activities of the projects of the Andean Basin System.

What is an Evaluation?

An evaluation is a systematic study to determine if a project is being implemented as planned and to assess its impact. A key evaluation objective is to understand changes effected by a project by comparing “before” and “after” situations. Essentially, this involves comparing baseline data or start of program measures with measures capturing changes consecutively, such as, at the mid-term and end-of-project. An evaluation’s findings, conclusions and recommendations are drawn from evidence gathered from multiple data sources, such as, baseline and follow-up surveys, focus group meetings, key informant interviews, service delivery records, document analyses, and special studies.

A project’s performance monitoring plan and monitoring system(s) support the on-going collection of valid, reliable, timely and adequate data to be analyzed by the evaluators.

It is important to keep in mind that final evaluations are comparative, not descriptive. The evaluation should contrast baseline and mid-term/end of project data regarding the status of the beneficiaries and interventions. Evaluations should shed light on progress made and problems faced by the program, and explain why the project met or failed to meet its objectives. Key elements of a final evaluation are overarching lessons learned, particularly those that are relevant beyond the immediate project sites, best practices or project guidance.

a. Evaluation Profile Sheet

- Project title and cooperative agreement number
- Countries project sites and names of principal partners
- Duration of Grant (Month/Year)
- Beneficiary Populations (by age/sex)

b. Summary of conclusions and recommendations

- Provide a summary of the evaluation’s main conclusions and recommendations (Annual Report).

c. Program Background

Provide a summary description of the project to be evaluated:

- Brief history of the Project
- Situation on the ground and status of interventions at the beginning of the project and relevant baseline data
- What the project seeks to achieve
- Principal partners
- Current implementation status

d. Project effectiveness

d.1 Program Model or Approach

- Briefly describe the program’s general approach/model(s) and hypotheses;
- Determine if the hypotheses and assumptions under-pinning the program model were sound.

d.2 Achievement of objectives

This section should identify the program objectives and assess progress made to date toward achieving each major objective defined in the CPWF, for each basin of the Andean system.

Under each main objective:

Assess progress toward each major objective. Provide evidence, criteria for judgment and cite data sources.

- Identify major successes, challenges and constraints in achieving each objective
- Discuss the impact of the program on target populations;
- Assess the impact of the program on strengthening the capacity of the team’s operations and in the field to deliver sustainable services;
- Discuss any unintended impacts to date - positive or negative.

Assess if the main strategies and activities employed to achieve results were effective.

Identify any changes made during implementation.

- Have the strategies and activities been effective in achieving mid-term/end of project targets?
- Did the team conduct a mid-term evaluation or data review? Was program implementation on-track? Were mid-course corrections made and what are the effects of these changes?

Project Objectives	Strengths	Weaknesses
1.		
2.		
3.		

e. Cross-cutting issues

Partnerships:

Assess the status and outcomes of the team partnerships with local organizations, NGOs, networks, businesses or intermediate support organizations:

- Assess the effectiveness of the team's approach to building in-country partnerships. Identify the key elements that contributed to success
- Identify local partners and cite changes in local partners' institutional capacities that occurred as a result of the program partnerships. Identify what activities were most instrumental in strengthening local partners
- Cite changes in the team institutional capacities, as a result of learning from in-country partners
- Discuss if these partnerships are mutually satisfactory and beneficial. Identify and discuss major constraints to developing durable and productive partnerships
- Identify outcomes of program links with any coalitions, networks or associations

New Tools, Guidance or Standards:

Identify if new tools/guidance, approaches, or program standards were developed under this project:

- Assess if these tools, approaches etc. were effective and merit broader distribution or application.

Advocacy:

Determine if the program has engaged in policy or project advocacy:

- Describe the advocacy efforts and assess if they contributed to strengthening the policy environment or promoted the program in any way;

Conflict Mitigation/Prevention:

If any of the Andean Basin System project operate in conflict situations, provide the following information:

- Determine if the team has conducted any conflict vulnerability assessments;
- Discuss the usefulness of the conflict assessment in tailoring the program design to address factors contributing to conflict; and
- Briefly discuss relevant activities and outcomes.

Sustainability and Scale-Up:

Assess program sustainability and scale-up plans of operations:

- Magnitude of the project: size of beneficiary population by age and sex;
- Progress and potential for scale-up or replication;
- Progress made by the program toward achieving sustainability and if the team is planning to measure post-grant sustainability;
- Progress program is making toward diversifying resources, for example building alliances with in-country business organizations.

f. Lessons Learned and Program Recommendations

- Outline the main lessons learned from the project that would be applicable beyond the basin.
- Provide recommendations for the team, partner organizations.

g. Project management

g.1 Management Approach

- In the context of the project model and the changing basin situation, is the overall approach to program management **flexible, appropriate and adequate**?
- Is the project cost effective and timely in converting inputs into outputs and outcomes?

g.2 Quality and Status of Detailed Implementation Plan

- Discuss the quality of the DIP, i.e. the clarity and adequacy of the objectives, indicators, baseline studies and activities.
- Comment on the utility of the DIP as a management tool for the PVO, their partners and PVC.

h. Monitoring and Evaluation (M&E) System

- Does the M&E system supply accurate, reliable and timely performance data?
- How effective are the steps (if any), taken to institutionalize M&E ?
- Assess if the partner organizations have increased their capacity to monitor and evaluate their work, document program achievements, and use data for decision-making and program advocacy.
- Has the project undertaken to date, any special studies to assess program operations or impact? Comment on the quality and utility of these studies.
- Assess PVO and partner use of data to make management decisions.
- What more could be done to improve the M&E systems and use data for decision-making and program advocacy?
- Verify data pertaining to a random sample of indicators.

i. Information systems

- What steps have been taken by the team and its partners to share program information and learning?

j. Staffing and Supervision

- Do the team and partner organizations have an adequate number of staff with relevant expertise for supervising/backstopping the program?

k. Program Management Lessons Learned and Recommendations

- Discuss the management lessons learned and recommendations to the team, in-country partners and Andean basins system.

l. Evaluation methodology

Briefly present the methodology for assessing various aspects of the project:

- Describe the evaluation team members roles and responsibilities;
- Outline the methods of data collection and analysis to be used and indicate why these methods have been selected. Briefly state constraints of these data collection methods as well as data limitations;