



**NEW ZEALAND
FOREIGN AFFAIRS & TRADE
Aid Programme**

Evaluation Plan for ????

The evaluation team uses this template to guide the presentation, headings and information in an evaluation plan. They should consider all sections of the template. However, some sections or headings may not be relevant for the evaluation being planned and others may need to be added.

Authors

Date

Contents

Introduction	3
BACKGROUND AND CONTEXT TO THE ACTIVITY	3
EVALUATION PURPOSE	3
EVALUATION SCOPE	3
Evaluation Design	4
EVALUATION PRINCIPLES UNDERPINNING THIS EVALUATION	4
INFORMATION COLLECTION	4
Evaluation Schedule	6
Evaluation Stakeholders	7
Other Considerations in the Evaluation	8
QUALITY CONSIDERATIONS	8
ETHICAL CONSIDERATIONS	8
LIMITATIONS, RISKS AND CONSTRAINTS	8
GOVERNANCE ARRANGEMENTS	9
Communicating Evaluation Findings	10
COMMUNICATIONS PLAN	10
DISSEMINATION PLAN	10
Appendices:	11



1

Introduction

BACKGROUND AND CONTEXT TO THE ACTIVITY

Briefly summarise the background to and the context for the Activity. Detailed information can be placed in an Appendix.

[???

EVALUATION PURPOSE

State the purpose of the evaluation.

[???

EVALUATION SCOPE

State the scope of the evaluation. Also include what is not in scope.

[???

¹ **FOOTNOTE** et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.

² Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy. Fusce aliquet pede non pede.



2

Evaluation Design

The evaluation design describes the evaluation's approach, method and tools that will be used to meet the evaluation's purpose, objectives and key questions. It includes how cross-cutting issues and environmental and social impacts are addressed under the relevant criteria (relevance, effectiveness, impact and sustainability).

This section will also briefly:

- explain the rationale why the overall design is appropriate along with identifying any limitations
- note any analytical considerations (for example, the issue of attribution and contribution)
- include the result framework and any other analytical frameworks to be used (for example, what framework will be used to analyse cross-cutting issues) and
- inform how participants will be selected and how many (for example, the sample design for quantitative methods).

Add appendices to this evaluation plan for more detailed information.

EVALUATION PRINCIPLES UNDERPINNING THIS EVALUATION

Describe briefly in one or two paragraph(s) how the New Zealand Aid Programme's evaluation principles will be addressed.

INFORMATION COLLECTION

For each evaluation question summarise the:

- type of information required to answer the question (e.g. perceptions of ...; detailed monitoring data on ...; survey data on ...)
- source(s) of that information (e.g. documents or specific stakeholder(s); monitoring reports)
- method that will be used to gather the information (e.g. qualitative such as interviews, and/or focus group, or participant observation; quantitative such as survey; document review; review of monitoring information).



A table can be used to describe information collection.

Question	Information required	Information source	Method
Objective 1: [???			
1. [Question]			
2. [Question]			
Objective 2: [???			
1.[Question]			
2.[Question]			



3

Evaluation Schedule

Identify the key tasks to be undertaken in the evaluation, the deliverables and timing.

Key tasks	Deliverables	Timing

Identify agreed progress reporting (type and frequency):

- [???
- [???



4

Evaluation Stakeholders

Include a description of:

1. the stakeholder groups in the evaluation
2. their interest or stake in the evaluation and whether the stakeholder group directly benefits from the Activity being evaluated (primary), or are indirectly involved with the Activity (secondary)
3. any issues or constraints in stakeholders’ participation in the evaluation (e.g. power issues, access, and confidentiality) and how this can be managed. Explain how the participation of marginalised and vulnerable communities, groups and/or beneficiaries, including women will be ensured.
4. how the stakeholders will be involved/participate in the evaluation

A table may be used as below.

This table shows the stakeholders and outlines their interest in the evaluation, any issues or constraints and their expected involvement.

STAKEHOLDER	INTEREST/STAKE	ISSUES/CONSTRAINTS	INVOLVEMENT/PARTICIPATION



5

Other Considerations in the Evaluation

QUALITY CONSIDERATIONS

Outline how quality issues will be taken into consideration in the evaluation.

ETHICAL CONSIDERATIONS

Outline how ethical issues will be taken into consideration in the evaluation. For example:

- full disclosure i.e. how participants will be fully informed of the evaluation purpose, how the information they provide will be used, and their rights regarding information they provide
- informed consent - how it will be obtained (verbal or written)
- Potential possible harm to participants that has been identified and how this will be mitigated
- how confidentiality of participants will be ensured (e.g. no names in the body of the report, and participants will be asked at the start of interviews if they consent to their names being included in an appendix listing evaluation participants)
- gender and cultural considerations.

LIMITATIONS, RISKS AND CONSTRAINTS

List potential or actual risks, limitations and constraints (e.g. around methodology, evaluation process), their likely effect on the evaluation and how they will be managed/mitigated.

Risk/limitation/constraint	Likely effect on evaluation	How this will be managed/mitigated



GOVERNANCE ARRANGEMENTS

Outline governance arrangements for the evaluation. This includes any governance arrangements that are in place for the evaluation team.



6

Communicating Evaluation Findings

COMMUNICATIONS PLAN

Include a high level communications plan about the evaluation for different audiences and stakeholders.

Partner & Stakeholders	Interest/stake/role in the evaluation	How best to communicate?	What?	Who?	When?

DISSEMINATION PLAN

The dissemination plan will identify potential dissemination opportunities of the evaluation key findings, conclusions and recommendations to MFAT, partners, stakeholders and others:

- [???
- [???



8

Appendices:



Table and Chart Styles

The following section shows how to set table and charts as required. Please try to keep as close to style as possible if modifying.

Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus viverra enim. Amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus viverra enim.



Abbreviations

TB	TABLE COPY

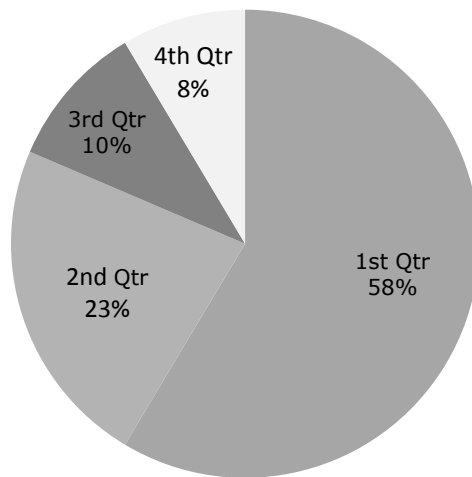
Line width – quarter.

TB	TABLE COPY

Line width – quarter. All Shading – 10% black



Pie Chart



Pie Chart – No borderlines. Grey tints acceptable.

