# **Annex-5. Template for Evaluation Plan**

****

**(Mid-term/Ex-post) Evaluation Plan**

|  |
| --- |
| **Project Profile** |
| Project Code |  |
| Project Title |  |
| Project Duration | Start date:End date: |
| Implementing Agency |  |
| Participating Countries |  |
| Project Site |  |
| Main Objective |  |
| Budget and Source of Finance | Total: US$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_* AFoCO: US$ \_\_\_\_\_\_\_\_\_\_\_\_\_
* National: US$ \_\_\_\_\_\_\_\_\_\_\_\_\_
* Others: US$ \_\_\_\_\_\_\_\_\_\_\_\_ (to be specified)
 |
| **Summary of Evaluation Report** |
| Evaluation Period |  |
| Evaluation Site |  |
| Evaluation Check Points | * *(To include key issues and constraints.)*
 |
|  |

❧ Contents ❧

[PLEASE INSERT THE PAGE NUMBER]

**Abbreviation & Acronyms**

 **List of Tables**

 **List of Figures**

1. **Introduction**
2. **Outline of the Project**
3. **Evaluation Scope and Methodology**
4. **Budget Estimates**
5. **Evaluation schedule**
6. **Annexes**

1. Introduction and outline of the project

 *(Clarify why evaluation of the Project was decided and describes the purpose of evaluations for AFoCO in general and the evaluation type, including any specific aspects.)*

* 1. Introduction
	2. Purpose of the evaluation

2. Outline of the project

*The intention of this section is to summarize the most essential information and facts to understand the project intervention. It gives a brief description of the project, including:*

* *relevant background, including origin of the project;*
* *development objective;*
* *main problems to addressed;*
* *specific objective(s) and outputs;*
* *project rationale;*
* *starting date, duration and date of any former evaluation; and,*
* *executing agency and collaborating agencies.*

Table x. Outline of the project

|  |  |
| --- | --- |
| Title  |  |
| Duration |  |
| Budget |  |
| Target countries |  |
| Objectives |  |
| Details |  |
|  |
|  |
|  |
| Beneficiaries |  |
| Expectation |  |
| Executing agency |  |

3. Evaluation Scope and Methodology

*The intention of this section is to:*

1. *elaborate the purpose of the evaluation, and the reason for undertaking it;*
2. *elucidate the scope and focus of the evaluation referring to the Terms of Reference for the evaluation mission;*
3. *introduce the mission members, profession, nationality, further relevant background; and,*
4. *set out the approach of the task; sources of data, collection methods and measures adopted to ensure reliability of data collected. (e.g. documents studied, field visits, meetings, feedback on preliminary findings, the duration of the evaluation), based on the criteria of evaluation: relevance, effectiveness, efficiency, impact, and sustainability.*

3.1. Evaluation scope

*(Evaluation of AFoCO projects adopt the OECD/DAC criteria and indicators for evaluation – Relevance, Effectiveness, Efficiency, Impact, and Sustainability – and each specific evaluation factors are developed based on them. Under the evaluation criteria, the evaluation questions can be composed at each stage of the project logical framework.)*

3.2. Evaluation methodology

*(Based on the indicators developed, research portfolio will be set up, and the evaluation matrix will be established consisting of detailed evaluation criteria, and quantitative/qualitative research method).*

* Evaluation Frame and Research Portfolio

*(To check ‘x’ at each box where the method will be used to evaluate the corresponding criteria)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  MethodEvaluation criteria | e.g. Document analysis | e.g.Data and statistics analysis | e.g.Interview with the local people and beneficiaries | e.g.Interview with the project stakeholders and implementers | e.g.Questionnaire survey of targeting group | e.g.On-site field trip and survey |
| Relevance |  |  |  |  |  |  |
| Effectiveness |  |  |  |  |  |  |
| Efficiency |  |  |  |  |  |  |
| Impact |  |  |  |  |  |  |
| Sustainability |  |  |  |  |  |  |

* Evaluation Matrix

|  |  |  |  |
| --- | --- | --- | --- |
| Evaluation criteria | Detailed Evaluation Criteria | Indicator/checkpoints | Research Method |
| Relevance | e.g. Consistency with the AFoCo agreement |  | e.g. Document |
| e.g. Alignment with the country needs and strategy |  | e.g. Document and interview |
| … | … |  |
| Effectiveness |  |  |  |
| Efficiency |  |  |  |
| Impact |  |  |  |
| Sustainability |  |  |  |

3.3. Participants and main task for evaluation

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Affiliation | Main task |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

4. Budget estimates

*(The unit cost will follow the AFoCO financial regulation.)*

Airfare

Local Travel

Accommodation

DSA

Consultant Fee

Others (e.g. VISA)

5. Evaluation schedule

|  |  |  |  |
| --- | --- | --- | --- |
| Date / Time | Description | Responsible person | Place |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

6. Annexes

*(To add supplementary data, documents, etc. for the evaluation)*