

Evaluating Projects (3 days)

Planning and designing an internal and/or external project evaluation

Course overview You can't improve what you don't evaluate!

This course focuses on internal and external project evaluation and presents how these tools are used to measure and improve the performance of projects. Participants work step by step on the process of designing and performing an evaluation.

After reviewing key management issues required to design an evaluation plan (i.e., Results-Based Management and Project Cycle), participants focus on the main concepts in the field of projects evaluation (i.e., founding principles, types and criteria).

The course then presents the phases and the steps of the evaluation process.

During the first steps - the design phase - specific focus is given to the definition of the evaluation questions, the identification of the resources, the reasons leading to the choice of an external or/and internal evaluator, and finally the preparation of the data collection.

As per the second phase - the conduction of the evaluation - participants work on how to organize the procedures for data collection, how to process and analyze data, and how to formulate recommendations that are feasible to implement.

Finally, participants look into activities related to the communication and sharing of the findings, as well as the way to incorporate in the project documents the corrective management actions.

This course is part of the Project Cycle Management curriculum:

1. Needs Assessments (5 days)
2. Planning, Programming and Monitoring Projects (5 days)
3. **Evaluating Projects (3 days)**

Participants obtain a certificate in Project Cycle Management after attending the three courses. Each of these courses covers one main subject and can also be taken individually, leading to a course certificate.

Who should attend

The application to the course is open to candidates that have previously followed the module on Planning, Programming and Monitoring projects (5 days). Exceptionally, and in condition to the approval of NGO Management School, the course is also open to participants with advanced project management skills.

- This course is recommended for:
- Project/Programme evaluators
- Project/Programme managers
- Key field staff involved in monitoring, review and/or evaluation
- Managers supervising project evaluation related activities
- People who wish to join the non-for-profit sector
- Consultants working for NGOs

Learning objectives

At the end of the course, participants are able to assess the opportunity, design and plan an internal or/and external project evaluation.

*Course
organisation*

The emphasis of this course is put on practice/exercises. It includes:

- Case studies
- Group work
- Brainstorming
- Role Play

*Course
programme*

Day 1	<p>A. Evaluation: The methodological context of evaluation</p> <ul style="list-style-type: none">• Why measuring results, why evaluating projects?• Project Cycle Management (PCM) & Results-Based Management (RBM) <p>B. Evaluation: Key concepts</p> <ul style="list-style-type: none">• Understanding the founding principles of evaluation• Mastering the criteria and types of evaluation• Making the link between the evaluation and the project planning stage (logical framework) <p>C. Evaluation: The process</p> <p>Phase 1: Designing the evaluation</p> <ul style="list-style-type: none">• Define evaluation criteria & evaluation questions
Day 2	<ul style="list-style-type: none">• Define the budget, identify the resources and design the work plan of the evaluation• Define the type of evaluation: internal or/and external?• Determine the relevant data collection methods to answer the evaluation questions
Day 3	<p>Phase 2: Conducting the evaluation</p> <ul style="list-style-type: none">• Collect information• Analyse and interpret the collected information• Draft evaluation conclusions and recommendations <p>Phase 3: Using the evaluation findings</p> <ul style="list-style-type: none">• Communicate and share evaluation findings• Adopt corrective actions; incorporate actions in programmes' documents

*Individual
consultation*

Participants can obtain an individual consultation during or after course on how to design an evaluation of their own.