# **EVALUATION PLAN**

The ***Evaluation Plan*** will help ensure you are asking the right questions to address your evaluation needs and ultimately, improve your program.

Instructions:

* After consulting with your stakeholders, clarify the purpose of the evaluation.
* Identify the key evaluation questions to be answered; avoid questions that are trivial or irrelevant.
* Develop your ***Evaluation Plan*** before you start developing data collection tools or collecting data.
* The ***Evaluation Plan*** will help you map out your evaluation. The details will be determined as you develop your ***New*** ***Data Collection Plan(s)*** and ***Work Plan***.

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| **Evaluation Purpose**  *How will results of the evaluation be used?* |  |  |  |
| **Evaluation Questions**  *What do you need to know?* | *Evaluation Question 1* | *Evaluation Question 2* | *Evaluation Question 3* |
| **Rationale**  *Why is this question important?* |  |  |  |
| **Type of Data**  *What measures/indicators are you looking for? Is this a qualitative or quantitative measure?*  *Example: % of youth 15-19 using condoms during sex; perspectives on negotiating safer sex among youth 15-19* |  |  |  |
| **Data Source**  *Where can you get the data?*  *Identify if there are existing data or if new data needs to be collected.*  ***Existing data sources****: Identify sources such as surveillance data, monitoring data & program administrative data.*  ***New data collection:*** *Identify sources such as program participants, program partners, program staff.* |  |  |  |
| **Data Tools**  *Are data collection tools required?*  *Identify if data tools will be required to access existing data or collect new data. Document any known existing tools or indicate if tools will need to be developed.*  *Note: If you are collecting* ***new*** *data, complete the* ***Data Collection Plan*** *for each data collection tool.* |  |  |  |
| **Data Collectors**  *Who will collect/collate the data?* |  |  |  |
| **Timeline**  *When will data be collected* |  |  |  |
| **Data Analysis**  *Who will analyze the data?* |  |  |  |
| **Communication**  *Who needs the results?*  *Identify the audiences that need to hear about the evaluation results.* |  |  |  |