

Evaluability Assessment Template

Evaluability Assessment Template

An **Evaluability Assessment** examines the extent to which a project or a programme can be evaluated in a reliable and credible fashion. An evaluability assessment calls for the early review of a proposed project or programme in order to ascertain whether its objectives are adequately defined and its results verifiable.

Purpose

The overall purpose of an evaluability assessment is to decide whether an evaluation is worthwhile in terms of its likely benefits, consequences and costs. Also, the purpose is to decide whether a programme needs to be modified, whether it should go ahead or be stopped.

Timing

The evaluability assessment is appropriate early in the programme cycle - when the programme is being designed but has not yet become operational. A second opinion on a programme and the strength of its design and logic is only worthwhile at this early stage - when something can be done to remedy any weaknesses.

Initiator

The evaluability assessment is undertaken by the Project/Programme Manager.

Methodology

Review of programme documentation. This reveals much about programme goals, organisation, resourcing etc. Insofar as documentation is inadequate and does not provide much information this also highlights what may be a cause for concern.

Analysis of the information system defined in the programme (or related to the programme) and determination the information needs.

Interview of the main stakeholders. This complements a documentary analysis and more particularly clarifies stakeholders' intentions and expectations. In order to interview stakeholders some kind of mapping exercise is also needed to identify who the main stakeholders are, e.g. key managers, policy makers and representatives of the assumed beneficiaries and programme managers.

Analysis of the programme. This should include assumed mechanisms for successful implementation, and an assessment of their likely success in the real-world conditions of the programme. Logic models and programme theories are commonly thought of as appropriate tools for this analysis. Given the contextualised and complex nature of socio-economic development, more complex tools such as realist analyses of Context/ Mechanisms/ Outcome configurations; simulation or modeling; or Theory of Change Workshops may be useful.

1. Assessment

The assessment answers the following questions:

I. Does the quality of the design of the Programme allow for the evaluation?

- A. Is the justification of the intervention realistic?
- B. Are the objectives of the programme clear, realistic and commonly understood by the stakeholders?
- C. Are there SMART performance indicators?
- D. Are the performance indicators monitored adequately?
- E. Is the logframe flexible and responsive to external factors? Were there modifications to the intervention logic and why?

Quality of the design of the programme document	Yes	No
Justification of the intervention		
Clear, realistic and commonly understood objectives		
SMART performance indicators		
Monitored performance indicators		
Flexible and responsive logframe?		
%	%	%

- If Yes > 50%: the programme can go ahead
- If 80% > No > 50%: the programme should be modified
- If No > 80%: the programme should be stopped

II. Are the results of the programme verifiable based on the planned collection systems?

- A. Will baseline data be available to track change?
- B. Is monitoring data planned to be collected on a regular basis against performance indicators?
- C. Does the present stage of the execution of the programme allows for evaluation?

Availability of data	Yes	No
Baseline data		
Programme Document		
Progress reports		
Reviews (tripartite reviews)		
Independent Project Evaluation reports		
Minutes of meetings		
Studies		
Presentations		
Mission Reports		
Agreement(s)/ MOU		
Financial documents (budget revisions)		
Any other documents relevant for the evaluation		
%	%	%

- If Yes > 50%: the evaluation can take place
- If No > 50%: the evaluation cannot take place

Present stage of project execution	Yes	No
The expenditure rate is higher than 70%		
The critical mass of activities has been implemented		
Minor activities remain to be done		
%	%	%

→ If Yes > 50%: the evaluation can take place

→ If No > 50%: the evaluation cannot take place

III. Would the evaluation be feasible, credible and useful?

- Does the timing of the evaluation fit into the programme cycle (usefulness of evaluation at that point in time)?
- Have the building blocks of the programme, if any, been previously evaluated?
- Can external factors (political, climatic, security etc.) hamper the evaluation?
- Is the budget sufficient for the evaluation exercise envisaged?
- Are key stakeholders available for interviews in the field and in HQ during the planned evaluation time period?

Feasible, credible and useful evaluation	Yes	No
Good evaluation timing (useful evaluation at that point in time)		
The building blocks of the programme, if any, have been previously evaluated		
The political situation is conducive to the evaluation (travels are possible to project locations and to stakeholders locations)		
The security situation is conducive to the evaluation (travels are possible to project locations and to stakeholders locations)		
The climatic situation is conducive to the evaluation (travels are possible to project locations and to stakeholders locations)		
Availability of key stakeholders in the field (no national events, such as elections, holidays, during the evaluation time period)		
Availability of key stakeholders at HQ (no national events, such as elections, holidays, during the evaluation time period)		
Adequate evaluation budget		
%	%	%

→ If Yes > 50%: the evaluation can take place

→ If No > 50%: the evaluation cannot take place

2. [Recommendations](#)

Based on the above, the assessment recommends the following:

	Yes	No
The evaluation should take place		
The Project/Programme should be modified		
The Project/Programme should be implemented as it is		
The Project/Programme should be stopped		

