# **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.* |  |  |  |