Appendix 7
Evaluation Preparation Checklist

Important Note – The following data and logistic support items need to be gathered ***prior to*** the project evaluation design.

Project Design Reports
- ☐ Original Project Proposal
- ☐ Problem Analysis report
- ☐ Gender Analysis report
- ☐ Stakeholder Analysis report
- ☐ All need assessment reports
- ☐ Project Objective Tree or other tool
- ☐ Project theory of change
- ☐ Project Results Framework
- ☐ Performance Indicator Reference Sheets

Project Implementation Reports
- ☐ Monthly, quarterly or yearly reports (internal &or donor)
- ☐ Evaluation reports (year 1, mid-term…etc)
- ☐ Project Implementation plan (planned dates vs actual dates)
- ☐ Project Budget (planned amounts vs actual amounts)

Project Activity & Stakeholders Contact Lists
- ☐ Project Activity list (title, location, date conducted, participants, objectives)
- ☐ Project participants (name, gender, contact information, activities participated)
- ☐ Activity evaluation data (pre/post analysis, participant reaction analysis)
- ☐ Project Stakeholders (individuals, government representatives, local leaders, partnering NGOs, other donor organizations)

Project Measurement Data
- ☐ Performance Indicator data tracking forms
- ☐ Performance Indicator baseline data
- ☐ Performance Indicator targeting data
- ☐ All assessment tools (pre/post, reaction questionnaires, baseline survey form, interview guides)

Logistic Support
- ☐ Allocated project team time to work with evaluator
- ☐ Designated logistic coordinator(s)
- ☐ Designated staff for data collection, recording and analyzing
- ☐ Designated office space for evaluator
- ☐ Provide Technical Experts