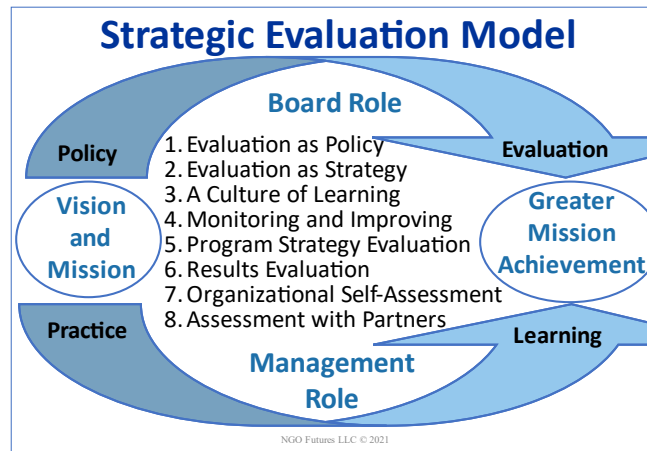




Worksheets for Evaluation, Learning, and Impact

Here are four worksheets to guide readers in implementing strategic evaluation and engaging communications with their donors and other stakeholders. They lay out the steps any NGO can take to achieve and communicate real impact through strategic evaluation to secure increased donor support and better programs.



Worksheet I: Assessment of the evaluation process by an evaluation specialist

1. Name of this meta-evaluation (evaluation of multiple evaluations), the evaluator, and date
2. Description of the programs, projects, or activities evaluated
3. Evaluation objectives, processes, context, users, questions, people, and other issues
4. Learning objectives of the evaluations
5. Conclusions from the review of evaluations
6. Recommended actions based on the lessons learned (for whom and to do what)
7. Date evaluation was completed and actual cost

Developing Strategic Evaluation to Achieve and Demonstrate Program Impact

Worksheet II: Review – How we used the different evaluation disciplines

Completed by: Date:	Person responsible	What happened	What worked	What didn't	Lessons learned	Lessons applied	Results
Policy and priority	Board chair						
Strategy and practice	Executive director						
Culture of learning	Every manager						
Progress monitoring	Every supervisor						
Program Strategy	Program director						
Program results	Program director						
Self- Assessment	Every unit leader						
Mutual accountability	Executive director						

Developing Strategic Evaluation to Achieve and Demonstrate Program Impact

Worksheet III: Report by each department director

Completed by: Date:	Person responsible	What happened	What worked	What didn't	Lessons learned	Lessons applied	Results
Policy and priority							
Strategy and practice							
Culture of learning							
Department Monitoring							
Department Strategy							
Department's key results							
Our self- Assessment							
Our mutual accountability							

Worksheet IV: Report by the person responsible for monitoring and evaluation

Recommendations based on monitoring and evaluation to improve our impact

Evaluator:

Fiscal year:

For each department or function, describe the M&E tools used, lessons learned, how the lessons were applied, and the resulting improvement and development.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.