

EVALUATION APPROACH PAPER TEMPLATE

**IN-DEPTH EVALUATION
EVALUATION APPROACH PAPER**

An Evaluation Approach Paper is a reference document providing preliminary information on the evaluation process, and roles and responsibilities of the main evaluation stakeholders, including the Core Learning Partnership (CLP), within this process.

An Evaluation Approach Paper is drafted by IEU in order to guide the evaluation stakeholders in the preliminary steps to take for an evaluation. This ensures common understanding of an evaluation objectives, tasks and processes.

An Evaluation Approach Paper should be about 2-3 pages long.

It is complemented by the Terms of Reference.

The table of contents for an Evaluation Approach Paper is presented in the table below.

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I. Rationale

II. Background

III. Evaluation purpose

IV. The Core Learning Partners (CLP)

- Select the evaluation stakeholders that can contribute to and benefit most from the evaluation to form the Core Learning Partners (CLP)
- Inform CLP members of their role:
 - Comment on ToR and refine evaluation questions, if needed.
 - Propose evaluators, if willing to.
 - Take note of evaluator(s) proposed and selected.
 - Provide support and insights throughout the evaluation process, as applicable.
 - Provide feedback on preliminary findings.
 - Comment on draft report.
 - Take note of the final report.
 - Attend presentation of results (if possible).
 - Agree on implementation of recommendations.
- Identify the broader Core Learning Partnership (CLP), if any

V. The evaluation team

- Identify the criteria for selection
- Provide CVs of potential candidates
- Follow-up on the recruitment of evaluator(s)

VI. Communication and dissemination

- Propose communication and learning activities

VII. Proposed timeframe

- Chart out the timetable. This should cover all essential steps, together with proposed dates, including those of the main evaluation missions, the submission of a draft evaluation report, the deadline for issuing the evaluation report, and the presentation. This provides a means of ensuring that a clear road map is agreed upon by all evaluation stakeholders once the approach paper is finalized.

Activity	Estimated date
Internal consultation for the ToR	
Final ToR	
Collection of documentation by CLP	
Collection of CVs and recruitment of the evaluation team	
Desk Review by evaluation team	

Interviews at HQ	
Inception report	
Field missions	
Presentation of preliminary findings	
Draft evaluation report	
Collection and incorporation of comments	
Issuance of final report	

VIII. References

- Provide the list of reference documents to be provided to the evaluation team for the desk review.
- Upload the documents on the X-drive