



Worksheet: Evaluation

Objectives:

- Design a systematic assessment (evaluation) of your intervention, with a focus on answering key evaluation questions.
- Ensure that your evaluation aligns with the questions, evaluation users (stakeholders), approaches, and methods.
- Address accountability and learning-related needs and priorities.
- Capture and link your intervention's environmental and peacebuilding dimensions in understanding its contribution to change.



Evaluation Questions

When designing your evaluation questions, which will in turn inform the selection of an evaluation approach and methods, answer the following:

- **Who are the intended users** of or the audience for the evaluation? How should they be involved in the design and implementation of the evaluation? List all the stakeholder groups who will use or be an audience for the evaluation.
 - Revisit the Persona Tool in Chapter 2 (Design) to review your stakeholder groups.
 - Common intended users include your team, your organization, your funders, intervention partners, the community in

which the intervention took place, government representatives, and the larger environmental peacebuilding field.

- Note that increasing the number of users for your evaluation can increase the complexity of the answers to the questions.
- **What do you want to learn** from this evaluation? What are the needs or interests of the other intended users vis-à-vis the evaluation?
 - You may want to revisit your theory of change and look at places where evidence is so far lacking or limited.
 - Your original learning questions are also a good guide.
 - Remember, you are likely unable to include all users and all needs, so carefully consider what is feasible to include in the evaluation.

- What **specific questions** need to be answered to address your learning needs and the interests of other intended users?
 - In outlining the key questions, you may want to include sub-questions.
 - Ensure that you include questions that link the environmental and conflict/peace dimensions of your intervention.
 - In general, it is a good idea to limit the questions to what you need to know versus what is nice to know. This makes the evaluation more manageable.
 - Consider using the OECD DAC evaluation criteria as a guide.
- **Can you feasibly answer** your evaluation questions? Consider your project context, stage, and resources.
 - If not, are there other questions that can serve as a proxy?
- **How might your evaluation positively or negatively affect the conflict context?**
 - What steps can you take to mitigate risk and achieve environmental peacebuilding objectives?
 - This is a question to ask repeatedly throughout the evaluation process.



Evaluation Design

Having developed the evaluation questions, it is time to design the evaluation approach and methods. You should consider the following:

- What **approaches and methods** will produce valid and credible information for both your evaluation questions and your intended users?
 - How will you capture and reconcile **multiple, diverse perspectives**?
 - Should you seek out an interdisciplinary evaluation team that is able to capture the complex, multi-faceted dimensions of environmental peacebuilding?
 - How are you capturing different gender perspectives?
 - How can you include a diversity of stakeholders in a conflict-sensitive and inclusive way?
- How will you capture **unintended consequences** or outcomes?
- Are these methods **appropriate for the context and the intended users**? Are they culturally and conflict sensitive? How will you keep stakeholders safe as you capture their perspectives?
 - Are there any considerations regarding the collection of information from women? Such considerations include, for example, female enumerators and groups with only women.
 - How might your evaluation approach and methods affect the success of your intervention and/or the larger context, either intentionally or unintentionally?
 - Is it safe enough to conduct an evaluation?
- Is this the **right time** for an evaluation, considering the evaluation questions you have? Has there been sufficient time for change to occur?

- Do you have **sufficient resources** to conduct an evaluation that incorporates these approaches and methods? If you are conducting the evaluation internally, do you have sufficient expertise?
 - Remember, it is more important to do an evaluation that is right-sized to your needs and context than to do a “perfect” evaluation.



Evaluation Implementation

As you begin your evaluation, think about the following:

- Have you **communicated your evaluation plans** to relevant stakeholders prior to starting?
 - This includes information on the evaluation purpose, process, and how the results will be shared and used once complete. Remember, you should balance transparency with conflict sensitivity.
- Do you have a plan for providing **regular updates** to stakeholders during the evaluation? What strategies can you employ to communicate with different stakeholders effectively and safely?
 - Consider cultural norms, preferred language, and gender dynamics of your audience.
- How will you **monitor** the evaluation process?
 - You may, for example, develop a plan to regularly consult stakeholders about how the evaluation is going, monitor contextual indicators, and assess the potential effects of conducting your evaluation.



Using Your Evaluation Results

When planning to use your evaluation results, consider the following:

- How will you **use the findings?** Have you made a plan for responding to the evaluation findings that is concrete and includes action stems, persons responsible, and timelines?
 - Ensure accountability by documenting and sharing your plan with relevant stakeholders.
- With **what audiences** will you share your evaluation?
 - Community members, stakeholders affected by your intervention, funders, policy-makers, your organization, and others in the environmental peacebuilding field may all be interested in the evaluation, or a sub-set of findings.
- In **what formats** should you share the evaluation?
 - Different formats will be necessary for each stakeholder group; communities may prefer an in-person presentation in their own language, while funders may prefer a full report.
 - Ensure that your evaluation is shared in contextually and culturally appropriate ways.
- How can the way in which you share your evaluation contribute to your objectives? How can you share in a way that avoids doing harm?