



# EVALUATION MANAGEMENT PROCESS CHECKLIST

| Planning   |                |
|--|----------------|
| Task/Milestone   | Completed Date |
| Evaluability Assessment conducted (optional)   |                |
| Decision made to undertake an evaluation   |                |
| Evaluation Manager/Contracting Officer's Representative (COR) named  |                |
| Evaluation parameters defined: <ul style="list-style-type: none"> <li>• What type (performance or impact)</li> <li>• Who will evaluate (external or internal evaluators)</li> <li>• When it will be completed</li> </ul> |                |
| Mission-wide Performance Management Plan and/or Evaluation Registry updated  |                |
| Initial evaluation communication and dissemination plan developed  |                |
| Stakeholder engaged (including beneficiaries, local partners, implementing partners, and USAID and USG entities) to inform questions   |                |
| Existing available and accessible data reviewed  |                |
| Evaluation purpose and questions determined  |                |
| Evaluation Statement of Work drafted   |                |
| Evaluation Independent Government Cost Estimate (IGCE) drafted   |                |
| Peer review of Evaluation Statement of Work  |                |
| Final Evaluation Statement of Work approved  |                |
| Mechanism selected (for external evaluations)  |                |
| Solicitation issued (for external evaluations)   |                |

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| <b>Managing</b>  |                       |
|--|-----------------------|
| <b>Task/Milestone</b>  | <b>Completed Date</b> |
| Technical evaluation of proposals (review)   |                       |
| Evaluation contract awarded (external) or evaluation team selected (internal)  |                       |
| Disclosure of Conflicts of Interest forms received   |                       |
| Post-award orientation (“Kick-off”) meeting  |                       |
| Evaluation workplan submitted  |                       |
| Evaluation background review/desk review/inception report submitted (if requested)                                       |                       |
| Evaluation design submitted  |                       |
| Evaluation design shared with country-level stakeholders and implementing partners for comment                           |                       |
| Evaluation design approved   |                       |
| In-brief for Mission and/or Evaluation Stakeholders (if requested)   |                       |
| Mid-evaluation briefing/periodic briefing (if requested)   |                       |
| Out-briefing (if requested)  |                       |
| Submission of draft report   |                       |
| Peer review of draft report and draft report shared with implementing partner  |                       |
| Statements of Differences by funders, implementers and/or members of the evaluation team received                        |                       |
| Submission of Final Evaluation report  |                       |
| Acceptance of Final Evaluation Report by USAID Mission/Operating Unit  |                       |
| <b>Sharing, Reporting, Using, and Learning</b>   |                       |
| <b>Task/Milestone</b>  | <b>Completed Date</b> |
| Evaluation Report dissemination plan updated   |                       |
| Evaluation Report disseminated   |                       |
| Evaluation Report submitted to USAID Development Experience Clearinghouse  |                       |
| Evaluation data submitted to USAID Development Data Library (if applicable)  |                       |
| Evaluation contractor performance assessed in Contractor Performance Assessment Reporting System (CPARS) (if applicable) |                       |
| Post-evaluation Mission review of findings, conclusions, and recommendations   |                       |
| Post-evaluation Action Plan approved   |                       |
| Actions in Post-evaluation Action Plan completed   |                       |
| Evaluation summary data entered into the Evaluation Registry of the Performance Plan and Report (PPR)                    |                       |