Evaluation report template

Depending on your programme objectives and the aims of the evaluation, you will want to utilize different evaluation methodologies. Programme evaluations should look carefully at inclusion and exclusion errors and re-evaluate vulnerability levels among target groups, most common issues in urban cash programmes. An internal evaluation can be undertaken by the country team at the end of the project to ensure documentation of key lessons learned and programme achievements. An external evaluation can be completed to confirm project achievements and bring fresh insight to the context.

## List of topics to cOver in the programme evaluation

1. Summary of findings
2. Context
3. Methodology

* Surveys
* Focus group discussions
* Key stakeholder interviews
* Triangulation
* Market data review

1. Impact: beneficiaries

* On beneficiary families
* Analysis of changes in household: expenditures, social relations, shelter technical knowledge
* Analysis of use of cash/voucher, items (appropriateness, quality, etc.)
* Analysis of change in coping mechanisms

1. Impact: local market and economy

* Vendors/shops that participated in the program
* Analysis of impact or unintended consequences for non-participating shops/vendors
* Amount of cash injected into the local economy. Amount of commodities purchased and their value
* Changes in supply chains
* Restoration of market functions

1. Appropriateness and relevance

* Did the project meet its own objectives?
* Was the transfer mechanism or items distribution convenient for beneficiaries?
* Did beneficiaries prefer other forms of assistance?
* Was the value of cash/voucher or number/type of in-kind items sufficient to meet project objectives and beneficiary needs?
* Was the frequency of payment conducive to meeting the project goals?

1. Efficiency

* Overall cost-efficiency
* Compared to in-kind distributions
* Compared to other cash transfer programmes
* Compared to other mechanisms of transfer (i.e. paper vouchers to electronic cards)

1. Monitoring

* Did the monitoring system produce the desired information?
* What actions were corrected due to strong monitoring?
* Were monitoring teams different from implementation teams?
* Were bias identified and avoided ?
* Did beneficiaries meet the project’s criteria?
* Was the monitoring sufficient in coverage and scope?

1. Targeting

* Review of targeting criteria and geographic targeting
* Exclusion error issues and causes
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* Review of tools used in targeting to identify revisions needed
* Community perceptions of targeting (did communities understand the selection criteria?)

1. Accountability

* Participation of community
* Information sharing and dissemination
* Feedback/complaint mechanisms
* Lessons learned

1. Capacity of partners

* Did the transfer agency manage the increased transactions effectively?
* Did the transporter adhere to the delivery time and safety rules?
* Did the organization use partnerships to understand better vulnerability and financial systems in the communities?
* Was the response coordinated with the efforts of the broader humanitarian community and government?

1. Consideration of future need and approaches

* Recommendations for transfer systems
* Recommendations for unmet needs
* Next steps