



PMP EVALUATION PLAN GUIDANCE AND TEMPLATES

Introduction

This guidance document describes the required and recommended information to include about planned evaluations in the Evaluation Plan required to be included in the Performance Management Plan (PMP). It also includes sample templates for managing the PMP evaluation plan and an evaluation schedule.

As defined in **ADS 201.3.2.16.**, the PMP is a Mission-wide tool for planning and managing the processes of monitoring strategic progress, project performance, programmatic assumptions, and operational context; evaluating performance and impact; and learning and adapting from evidence.

Section 2 of the PMP is the Evaluation Plan. This plan identifies, summarizes, and tracks all evaluations as they are planned across the Mission and over the entire CDCS timeframe by DO. The PMP evaluation plan **must** include the following information for each planned evaluation, as it becomes available:

- The strategy, project, or activity to be evaluated;
- Evaluation purpose and expected use;
- Evaluation type (performance or impact);
- Possible evaluation questions;
- Whether it is external or internal;
- Whether it fulfills an evaluation requirement or is a non-required evaluation;
- Estimated budget;
- Planned start date; and
- Estimated completion date.

A Mission may choose to include additional information in the evaluation plan at its discretion.

The Evaluation Plan should ideally be updated following the submission and finalization of the Evaluation Registry Module in FACTSInfo each year as well as after a Project Monitoring, Evaluation, and Learning Plan (PMELP) is approved (and updated).

Evaluation Plan Templates

- For the original PMP Word Document, a basic Evaluation Plan Template is provided.
- For managing the regular update of the Evaluation Plan, an excel/google sheet is provided as a template. There are two examples:

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- Basic Evaluation Plan Template that includes fields for the minimum information that should be included in an evaluation plan.
- Expanded Evaluation Plan Template that includes additional data fields for entering useful information about each evaluation, including the information required for completing the Evaluation Registry Module in FACTSInfo.

Missions, project teams, and activity implementing partners are welcome to adopt these templates and include other information based on what is most relevant to their needs.

Evaluation Schedule

An optional Evaluation Schedule Template (in Word) is also provided. It is a simple scheduling table for keeping track of evaluations over time. A Mission may choose to include this schedule with its Evaluation Plan or with the PMP Schedule of Tasks and Responsibilities.

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Evaluation Plan Summary Table (Basic)*

The strategy, project, or activity to be evaluated	Evaluation purpose and expected use	Evaluation type	Possible evaluation questions	External or Internal	Fulfills an evaluation requirement?	Estimated Evaluation budget	Evaluation Start Date	Evaluation End Date
<i>Example...</i>								
Family Planning Activity	Inform decision to exercise option years or re-compete	Performance	1. To what extent did the MFP project increase capacity of local family planning centers? 2. Did use of modern family planning methods increase in target areas?	External	Yes – One evaluation per project	\$180,000	Jan 2017	April 2017

**If information is not yet known, enter "TBD."*

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Evaluation Plan Summary Table (*Basic*): Instructions

Strategy, project, activity to be evaluated	Enter what is to be evaluated. Evaluations may focus on individual activities, projects, strategies, or even cross-cutting issues. If multiple projects, activities, or strategies are to be included in the evaluation, include the name of each one that will be included. If it is an activity-level evaluation, include the project name.
Evaluation purpose and expected Use	Describe specific ways the evaluation findings will be used to inform decisions or fill knowledge gaps.
Evaluation type: Impact or Performance	Enter what type of evaluation is planned. There are two types of evaluations. Impact evaluations are based on models of cause and effect and that requires a credible and rigorously defined counterfactual to control for factors other than the intervention that might account for the observed change. Impact evaluations measure the change in a development outcome that is attributable to a defined intervention. Performance evaluations encompass a broad range of evaluation methods. They often incorporate before-after comparisons but generally lack a rigorously defined counterfactual. Performance evaluations may focus on what a particular project or program has achieved (at any point during or after implementation); how it was implemented; how it was perceived and valued; and other questions that are pertinent to design, management, and operational decision making.
Possible evaluation questions	Enter any key questions that have been identified thus far. These questions may come from the R/CDCS, a Project Design Document, or other evaluation planning documentation if such planning is already underway. Only include the 1-5 key questions.
External or Internal	Identify the evaluation to be conducted as external or internal. External evaluations are those evaluations in which the evaluation team is led by an expert from outside USAID who has no fiduciary relationship with the implementing partner. Internal evaluations are those evaluations in which the evaluation team is led by a USAID staff member or the evaluation is commissioned by an implementing partner concerning their own project or activity.
Fulfills an evaluation requirement?	Enter one or more of the following options: <p>“Yes - one evaluation per project”. The evaluation to be conducted meets the ADS 201.3.5.13 Requirement 1 that each Mission and Washington OU that manages program funds and designs and implements projects as described in 201.3.3 must conduct at least one evaluation per project.</p> <p>“Yes – pilot”. The evaluation to be conducted meets the ADS 201.3.5.13 Requirement 2 that all pilot projects or innovative interventions require evaluations. An evaluation completed under this requirement may also count toward Requirement 1.</p> <p>“Yes - whole-of-project”. The evaluation to be conducted meets the ADS 201.3.5.13 Requirement 3 that each Mission must conduct at least one “whole-of-project” performance evaluation within their CDCS timeframe.</p> <p>“No”. The evaluation to be conducted is not being conducted to meet an evaluation requirement.</p>
Estimated Evaluation Budget	This is the direct estimated cost associated with the evaluation, such as hiring a consultant or utilizing a contractor. For awards that cover multiple evaluations, enter the budget or estimated budget for this evaluation alone. Enter the amount in whole U.S. dollars. If the evaluation is an internal evaluation and therefore there are no contract costs, include any travel/translation or other costs incurred, but do not include personnel cost.
Evaluation Start Date	Enter the date that the evaluation contract or grant is expected to be awarded. If the evaluation is part of a multiple evaluation award or is not part of a contract or grant, enter the date that an evaluation Statement of Work (SOW) or design was (or will be) approved. Do not enter the date field work starts.
Evaluation End Date	Enter the date that a FINAL evaluation report (no more edits are expected) is expected to be accepted by the bureau, mission, or office.

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Evaluation Schedule Table (Template) – PMP (Initial)

Evaluation	FY17				FY18				FY19				FY20				FY21			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<i>Examples...</i>																				
<i>Health Performance Evaluation</i>		█	█	█																
<i>Economic Growth Performance Evaluation</i>			█	█																
<i>Education Performance Evaluation</i>				█																
<i>Local Governance Impact Evaluation</i>		█	█	█																
<i>Agriculture Performance Evaluation</i>																				

Key

1. Design and SOW Start		█
2. Final SOW		█
3. Awarded by		█
4. Field Work		█
5. Final Report Completed		█