► Evaluation office

CHECKLIST FOR EVALUABLE COUNTRY PROGRAMME OUTCOMES

This checklist has been developed by EVAL to be used by PROGRAM during the process of evaluability assessment of Country Programme Outcomes (CPOs).

The checklist should be read in conjunction with EVAL Guidance Note 1.3 *Procedures and tools for evaluability,* which explains how to use a conceptual framework and an evaluability instrument that can be applied to both DWCPs and projects.

This guide is the tool that most accurately responds to the findings of the EA related to outcome formulation, so its use is highly recommended to assess the evaluability of a CPO.

Here is a checklist to assess the evaluability of a CPO:

Checklist for Evaluable Country Programme Outcomes
1.0 Situation
☐ 1.1 The problem/issue has been clearly identified.   ☐ 1.2 The causes of the problem are explained.   ☐ 1.3 The target group (individual, household, group, community, society in general) affected by the problem has been identified.   ☐ 1.4 The stakeholders related to the problem have been identified, along with their respective concerns and participation.   ☐ 1.5 Past facts, knowledge and experiences related to the problem are presented.
2.0 Objectives/Outcomes
☐ 2.1 The titles of the CPOs indicate the concrete situations to be achieved. Avoid general terms (strength, promote, improve) and specify the target groups of the intervention.   ☐ 2.2 The results described in the titles are easy to verify and measure.   ☐ 2.3 The strategy presents the specific actions to be conducted, the products to be delivered and the measurable and verifiable conditions that will be achieved after the intervention.   ☐ 2.4 The identification of the target groups to be affected by the intervention includes specific beneficiaries, sectors, and areas of work and/or geographical zones.   ☐ 2.5 A responsible for the achievement of the outcome has been identified.   ☐ 2.6 There is a description of the alliances and the participation of partners within and beyond the organization.   ☐ 2.7 There are links to the related outcomes of the current P&B and Strategic Plan   ☐ 2.8 The related outcomes of the DWCP or OBW have been identified.   ☐ 2.9 The development cooperation projects that contribute to the CPO are listed.

3.0 Indicators

- ☐ 3.1 At least one indicator and no more than three have been selected for each outcome.
- ☐ 3.2 The indicators are Specific: There is a clear definition of what is being measured.
- ☐ 3.3 The indicators are Measurable: They are able to be counted or quantified.
- ☐ 3.4 The indicators are Attainable: The targets have been identified and can be accomplished within the period of the DWCP or OBW.
- ☐ 3.5 The indicators are Relevant: There is a relationship between the indicator and the outcome to be measure.
- ☐ 3.6 The indicators are Time-Bounded: The date when the target will be accomplished has been specified.

4.0 Baselines

- ☐ 4.1 A baseline has been established for each indicator.
- ☐ 4.2. The baseline is related to the context in the CPO description.
- ☐ 4.3. If the baseline is not available, there are indications on how the data will be collected prior to execution.

5.0 Milestones

- ☐ 5.1 A set of milestones (at least 1 yearly) is provided for each indicator.
- ☐ 5.2 The milestones can be used as a progress monitoring tool.
- ☐ 5.3 The milestones provide a clear sense of the path towards achieving outcomes.

6.0 Risks and assumptions

- ☐ 6.1 The risks that can affect the achievement of the outcome have been identified.
- ☐ 6.2 The risks have been quantified in terms of their probability of occurrence and importance in relation with the achievement of the outcomes.
- ☐ 6.3 Mitigation measures have been planned for each medium and high level risk.
- ☐ 6.4 A follow up template has been prepared, indicating the mitigation measures for each risk, the conditions to be achieved, the risk owner and the deadline for the implementation of the measures.

7.0 M&E plans

- ☐ 7.1 A complete M&E plan has been prepared for each CPO, listing the respective indicators, means of verification, frequency of collection, baseline, target, milestones, responsible, beneficiaries/partners and resources.
- ☐ 7.2 The means of verification present data sources that are known and clearly specified.
- ☐ 7.3 The monitoring data is available at reasonable cost and effort.
- ☐ 7.4 The monitoring data is planned to be collected at least every year.
- ☐ 7.5 The responsible for data collection has been identified.
- ☐ 7.6 The participation of beneficiaries, partners and other stakeholders in monitoring activities has been addressed.
- ☐ 7.7 The budgetary implications of data collection have been addressed.