

# i-TRAIN AND EVALUATE CENTER PROFILE

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## A. CAPABILITY STATEMENT

i-Train and Evaluate Center (i-TEC) is the first locally female-owned firm of its kind in Africa, which was established in 2008 and provides a wide range of services in program monitoring and evaluation that include but are not limited to the following: Special Studies such as Baselines, Situation Analyses, etc.; Performance Monitoring (Results Based Management), Designing M&E Systems, Designing client-specific Results Frameworks, Formulating Performance Indicators, Data Quality Assessments (Data Verification), Data Analysis based on large datasets, Program Evaluations such as Mid-Term, Final and Impact; Capacity Building, to mention a few.

i-TEC has experience working with International and National Organizations and/or projects funded by them such as the Bill and Melinda Gates Foundation (BMGF), USAID, UN Women, International Tropical Institute of Agriculture (IITA), United States Department of Agriculture (USDA), CSIR- Crops Research Institute, Government of Malawi, etc.

i-TEC is re-known for conducting quality evaluations for donor funded Agriculture projects in Africa such as The Midterm Evaluation of the Livelihoods and Enterprises for Agricultural Development (LEAD) commissioned by USAID/Uganda Mission. i-TEC's work on this evaluation was recognized ([see Annex 1](#)) among the top 5 quality evaluations at the USAID-global level (2012). In addition to conducting evaluations, i-TEC has conducted project performance assessments for agriculture projects funded by the Bill and Melinda Gates foundation in Uganda, Tanzania, Nigeria and Ghana. The performance assessments provide the project and donor an insight on **results performance**, **scalability** and whether project **targets** are being met or not and the reasons why not.

i-TEC has designed several M&E systems, Management Information Systems (MIS) and developed web-based databases, provided training in Performance Monitoring and Evaluation mainly for USAID and the Bill and Melinda Gates Foundation (BMGF) - funded projects plus a number of other clients such as UN Women, Government of Malawi, etc.

i-TEC staff were at the forefront of building capacity for over 1,000 people in M&E through several short-term courses in Performance Monitoring and a Certificate in Evaluation while under the USAID-funded Projects. The latter were contracted by USAID Missions to provide technical assistance in M&E to USAID staff and their Implementing Partners (IPs) in Uganda, Tanzania, and Ethiopia from 2003 - 2014. In addition, i-TEC has also developed the M&E capacity of government systems, both at national and district level, for NGOs, academic institutions, international research institutions in Uganda, Malawi, Ghana and Nigeria.

i-TEC also currently offers several courses in M&E using a "Training & Doing Model" that are aimed at building the applied skills and knowledge needed by people involved directly in data collection, and/or use of monitoring information in their day to day activities. The courses are designed for project managers, the primary M&E staff at all levels, and key partners, who play a key role in not only collecting data, setting targets, but also use performance information to

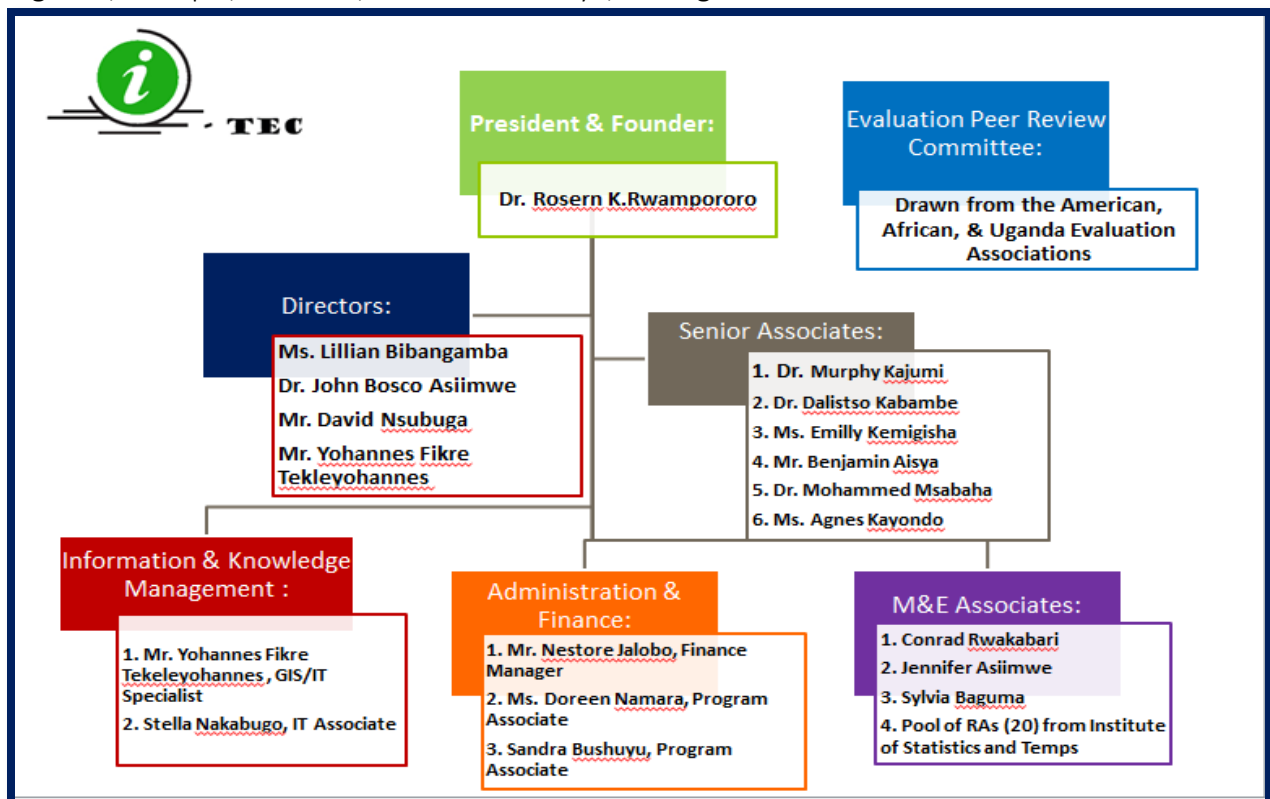
make evidence-based decisions. i-TEC also offers short-term targeted training on client-specific courses.

i-TEC staff are some of the few experts in the region who are highly experienced in conducting data quality assessments (DQAs)/data verification assignments. i-TEC staff have been involved in the conduct of DQAs on behalf of the USAID/Missions in Uganda, Tanzania, Ethiopia, Somalia & USAID/Office of Foreign Disaster Assistance (OFDA) and Food for Peace (FFP) in Yemen. i-TEC was contracted to assist the USAID/Uganda Mission to conduct a data quality assessment prior to its annual reporting for data that was to be reported for FY2011/2012, which is recognized as the last credible DQA.

**Note:** The Founder and President of i-TEC, Dr. Rosern Rwampororo, is a renowned Performance Management & Evaluation Specialist with 20 years of experience in the field of monitoring and evaluation. The detailed Company profile can be gleaned from i-TEC’s website at: [www.evaltrain.com](http://www.evaltrain.com) In addition, she has served as an Evaluation Advisor to several International Development Organizations, governments and research institutions such as the World Bank, UNDP, UN Women, USAID, USG (PEPFAR), and the Bill and Melinda Gates Foundation (BMGF) in Uganda, Tanzania, Malawi, Ghana & Nigeria, Rwanda, Democratic Republic of Congo, Nicaragua, us International Development Organizations.

## B. i-TEC ORGANIZATIONAL STRUCTURE

i-TEC has its headquarters in Uganda and a diverse and multidisciplinary team of Associates in Uganda, Ethiopia, Tanzania, Malawi and Kenya, among others.



## C. KEY AREAS OF SPECIALIZATION

- Designing project-and program-level M&E Systems
- Automation of M&E systems
- Performance monitoring and evaluation to improve donor and government programs
- Conducting all types of evaluations: midterm, final, and impact
- Conducting special studies such as baseline studies, sector-wide reviews, and policy analysis
- Data-quality assessments and Verification
- Capacity building in M&E
  - Conducting Training Needs Assessments
  - Short-term training in M&E concepts for midcareer professionals
  - Long-term training for young professionals interested in pursuing evaluation as a career
  - 'How-to' series training that can assist managers of programs or other individuals to independently conduct their own performance monitoring and evaluation. (See the list in **Annex 2**)
- Conducting midterm, final, and impact evaluations
- Conducting special studies such as baseline studies
- Conducting organizational capacity assessments

## D. OTHER SERVICES OFFERED BY i-TEC

- Data collection and research in a variety of areas ranging from household food security and impact of community programs to review of progress made in achieving development goals
- Country-level and community-level needs assessments, diagnosis, and evaluations
- Management of web-based database systems with program performance data
- Distilling lessons learned and best practices from monitoring and evaluation to inform budget formulation and future designs of projects or programs
- Help enhance organizational learning by providing an evidence base to test development hypotheses and sharing what works and what does not work

## E. COUNTRY EXPERIENCE

i-TEC has conducted Evaluations, Assessments, etc. in Uganda, Tanzania, Kenya, Democratic Republic of Congo (DRC), Rwanda, Ethiopia, Sudan, South Sudan, Malawi, Zambia, Zimbabwe, Ghana, Nigeria and Nicaragua.

## F. i-TEC PROFESSIONAL STAFF

**Dr. Rosern K. Rwampororo**, is the **Founder and President of i-TEC**. She has a **Ph.D. in Development Sociology with Agricultural Economics and Program Evaluation** from Cornell University, Ithaca, New York. (January 2001). She is a renowned Evaluator with over 20 years of experience in the field of evaluation, Data Quality Assessments and Capacity Building. In addition, she has served as an Evaluation Advisor to several governments and international development organizations such as USAID, UNDP, UNCDF, the World Bank, the Bill and Melinda Gates Foundation (BMGF), National Co-operative and Business Association (NCBA/CLUSA), International Institute of Tropical Agriculture (IITA) and CSIR-Crop Research Institute (CSIR-CRI).

She is currently the **Overall Evaluation Team Leader** for the Mid- Term External Evaluation of the **Humidtropics, a CGIAR Research Program**, implemented by IITA and other key partners (**AVRDC, Bioversity International, CIAT, CIP, FARA, icipe, ICRAF, ILRI, IWMI and WUR**) in tropical Americas, Asia and Africa. She is also currently providing Technical M&E support to the Community Action in Improving Farmer Saved Seed Yam (**CAYSEED**) **project in Ghana and Nigeria**. She led an Evaluation team in conducting the Internal Midterm Evaluation of Yam improvement for incomes and food security in West Africa (**YIIFSWA**), IITA implemented in **Ghana and Nigeria** and the Automation of M&E YIIFSWA System. She has also led a number of teams in providing Technical M&E Support, on a number of agriculture research projects in Africa such as; such as Community Action in Improving Farmer Saved Seed Yam (CAYSEED) project in Ghana and Nigeria; Yam Improvement for Incomes and Food Security in West Africa (Ghana and Nigeria) ; Cassava varieties and clean seed to combat CBD and CMD (5CP) project in Southern Africa; Community Action in Cassava Brown Streak Control through Clean Seed (Community Phyto) Project in Tanzania; Keeping Disease-free Sweet Potato vines closer to Farmers; Commercializing farmer-led cassava seed delivery system in Uganda and Tanzania

She has experience working with Agricultural Research Institutions such as International Institute of Tropical Agriculture (IITA) in Nigeria, Uganda and Tanzania, Crops Research Institute (CSIR-CRI) in Kumasi–Ghana; National Agricultural Research Organization (NARO) in Namulonge–Uganda; Lake Zone Agricultural Research Development Institute (LZARDI) in Ukiruguru–Tanzania, to mention but a few.

Dr. Rwampororo has served as the **Chief of Party for three USAID-funded projects** responsible for managing, supporting and building capacity the Monitoring and Evaluation services of all in-country USAID Partners and Activities in **Uganda, Tanzania and Ethiopia**. These projects include the following: The Monitoring and Evaluation Services (MEMS) in Uganda, the Tanzania Monitoring and Evaluation Management Services (TMEMS) and the Ethiopia Performance Management Systems (EPMS) project. She is also currently part of the two-person team as the Overall Team Leader developing the Monitoring, Evaluation and Learning (MEL) Plan for USAID/Uganda Mission under the Economic Growth Development Objective.

She provides **technical backstopping** on all i-TEC contracts. Her work has also been in several countries that include: USA, Uganda, Tanzania, Kenya, Malawi, Zambia, Zimbabwe, Nigeria, Sudan, South Sudan, Democratic Republic of Congo, Rwanda and Nicaragua.

**Ms. Lillian Bibangamba**, is an **Economist** who holds a Master's' and a Bachelor's Degree in Economics with a concentration in Mathematics from University of Alberta (Edmonton, AB) and Augustana University College (Camrose, AB) respectively. She has over 10 years of work experience conducting evaluations, designing M&E Systems, analyzing project performance, conducting stakeholder analyses and organizational capacity assessments, and project budget analysis under complex, multi-million dollar, multi-sectoral development contracts. She has experience working with International Organizations such as USAID, Bill and Melinda Gates Foundation (BMGF), National Co-operative and Business Association (NCBA/CLUSA), International Institute of Tropical Agriculture (IITA) and CSIR-Crop Research Institute. She also holds a certificate in Fundamentals of Monitoring and Evaluation and Fundamentals of Implementation Research Data from University of North Carolina and US Agency for International Development, USAID.

She is also currently part of the team providing M&E technical support to the Community Action in Improving Farmer Saved Seed Yam (**CAYSEED**) project in **Ghana and Nigeria**. She participated in the Internal Midterm Evaluation of Yam improvement for incomes and food security in West Africa (**YIIFSWA**), IITA implemented in **Ghana and Nigeria** and the Automation of the YIIFSWA M&E System. She was among the facilitators conducting the Results Based Management (Dev-Results) Training for the **Humidtropics** M&E team, a **CGIAR Research Program**, implemented by IITA and other key partners in tropical Americas, Asia and Africa

She has worked as a Performance Management Specialist on a number of agriculture projects in Africa such as Community Action in Improving Farmer Saved Seed Yam (CAYSEED) project in Ghana and Nigeria; Yam Improvement for Incomes and Food Security in West Africa (Ghana and Nigeria) ; Cassava varieties and clean seed to combat CBSD and CMD (5CP) project in Southern Africa; Community Action in Cassava Brown Streak Control through Clean Seed (Community Phyto) Project in Tanzania; Keeping Disease-free Sweet Potato vines closer to Farmers; Commercializing farmer-led cassava seed delivery system in Uganda and Tanzania

She also has experience working with Agricultural Research Institutions such as International Institute of Tropical Agriculture (IITA) in Nigeria, Uganda and Tanzania, Crops Research Institute (CSIR-CRI) in Kumasi–Ghana; National Agricultural Research Organization (NARO), in Namulonge–Uganda; Lake Zone Agricultural Research Development Institute (LZARDI), in Ukiruguru–Tanzania, to mention but a few.

**Dr. John Bosco Asimwe**, is a **Director and Statistician**, holds a Ph.D in Applied Statistics from Makerere. Mr. Asimwe John Bosco holds a Master’s Degree in Statistics (Computing Option) from Makerere University. He also holds a Bachelor of Statistics Degree from the same University. Mr. Asimwe has both field and very good computer skills and has experience of over ten (10) years. He has worked with a number of Monitoring and Evaluation (M&E) Departments for a number of Organizations as a Consultant or as A Data Manager/Analyst. He provides technical backstopping in performance management and program evaluation on all the i-TEC contracts with several clients. He provides **technical expertise in the design, sampling and sound methodologies** on all evaluations conducted by i-TEC especially USAID-funded projects.

**Mr. Yohannes Fikre TekleYohannes**, is a **Director and Database Management/IT & GIS Specialist**, with Masters in Geographic Information Systems from Lund University, Sweden, a Masters in Statistics and a bachelors in Computer Science from Addis Ababa University, Ethiopia. Mr. TekleYohannes, has extensive experience working in areas of database design, development and administration, data analysis, software development, administering and maintaining networks and Mapping. He has worked as MIS/IT specialist on USAID/Ethiopia Performance Management Systems project and as MIS/GIS specialist on a Bill and Melinda Gates Project. He provides technical backstopping in the design and automation of M&E systems, developing databases on all the i-TEC contracts with several clients.

In addition, i-TEC has a unique team of Associates from Uganda but also from the other African countries (Malawi, Zimbabwe, Kenya, Tanzania, Ethiopia, South Sudan, Nigeria, etc.) who are specialists in monitoring & evaluation, community based performance monitoring, needs assessments, public expenditure tracking among other things. Examples include:

- 1) **Mr. Murphy Kajumi**, a **Senior Associate** with i-TEC, who is a Malawian citizen and also an experienced M&E specialist with over 15 years’ experience in participatory development approaches, including social accountability mechanisms and community driven development (CDD). He works with i-TEC **mainly as Team Leader** for evaluations conducted by i-TEC.
- 2) **Ms. Emilly Kemigisha**, is a **Senior Associate** with i-TEC and **supports data quality assessments** mainly on USAID-funded projects. She has seven years of specialized work experience in Monitoring and Evaluation of USAID/Uganda programs, including health, governance and conflict projects, at Monitoring and Evaluation Management Services (MEMS). She worked at the Uganda Monitoring and Evaluation Management Services (UMEMS) and previously with USAID/Yemen-funded project.
- 3) **Mr. Abbey Mushega**, is a **Senior Associate** with i-TEC with extensive monitoring experience in **human rights, equality, rule of law, governance, causes and impact of conflicts**, assessing and managing rules and policies and practices within a larger change management mandate (including adapting best practices into new operational frameworks). He also has thorough knowledge and understanding of the **linkage between respect for human rights and equality, and socio-economic development**.



## G. PARTNERSHIPS

i-TEC works in collaboration with members of the Uganda Evaluation Association (UEA), the African Evaluation Association (AfrEA), the American Evaluation Association (AEA) and select Universities in Uganda such as Mbarara University of Science & Technology (MUST), Makerere Business School (MUBS) and Uganda Technology and Management University (UTAMU). For the latter, the aim is to provide a unique range of services mainly working toward institutionalizing the discipline of performance monitoring and evaluation within national academic institutions.

## H. i-TEC's SELECTED CURRENT & PAST PERFORMANCE

NAME OF PROJECT	CLIENT	PERIOD OF ACTIVITY	TYPES OF ACTIVITIES UNDERTAKEN	REFERENCES CONTACT (NAME, PHONE, EMAIL)
Community Action in Improving Farmer Saved Seed Yam (CAYSEED)	CSIR-Crop Research Institute	November 2014- October 2017	<ul style="list-style-type: none"> <li>Design of MEL Plan</li> <li>Technical support to the baseline Study</li> <li>Internal Mid-term Review</li> <li>Technical support to the Impact Evaluation.</li> </ul>	Dr. Osei Kingsley Crop Research Institute P.O. Box 3785 Kumasi, Ghana.
CGIAR Humidtropics Program	International Institute of Tropical Agriculture(IITA)	April 2015 – February 2016	<ul style="list-style-type: none"> <li>Midterm Evaluation</li> </ul>	Eric Koper Email: eric.koper@cgiar.org
		October 2015	<ul style="list-style-type: none"> <li>Training in Result Based Management (DevResults)</li> </ul>	
Yam improvement for incomes and food security in West Africa (IITA – Nigeria & Ghana)	International Institute of Tropical Agriculture(IITA)	June -December 2015	<ul style="list-style-type: none"> <li>Automation of YIIFSWA M&amp;E system</li> </ul>	Dr. Norbert Maroya Email: n.maroya@cgiar.org
Uganda Conservation Farming Initiative (UCFI)	NCBA/CLUSA	June - August 2015	<ul style="list-style-type: none"> <li>Final Evaluation of the Conservation Farming project in Northern Uganda.</li> </ul>	Jane Podolsky Email: jpodolsky@ncba.coop
Cassava Seed Systems (CSS) Project	NARO- Cassava Seed Systems (CSS) Project	February 2015	<ul style="list-style-type: none"> <li>Training on Fundamentals of M&amp;E for NARO-CSS Project Team</li> </ul>	Dr. Anthony Pariyo Phone: +256 - 772 515618 Email: tkakau@yahoo.co.uk
Feed the Future Value Chain (FTFVC)	USAID/Uganda Learning Contract	November 2014 – August 2015	<ul style="list-style-type: none"> <li>Design of Project MEL Plan for FTFVC</li> </ul>	Ms. May Mwaka, Phone: +256 41 4406 518 Email: mmwaka@usaid.gov
Yam improvement for incomes and food security in West Africa (YIIFSWA) - IITA , Nigeria & Ghana	Bill and Melinda Gates Foundation (BMGF)	June - December 2014	<ul style="list-style-type: none"> <li>Training in M&amp;E</li> <li>Internal Mid-Term Review</li> <li>Support to External Mid -Term Review</li> </ul>	Dr. Regina Kapinga Phone: +1 202 662 8130 Email: regina.kapinga@gatesfoundati



New Cassava Varieties and Clean Seed to Combat CBSD and CMD Project (5CP) – IITA, Tanzania	Bill and Melinda Gates Foundation (BMGF)	August - September 2014	<ul style="list-style-type: none"> <li>• Design of M&amp;E System</li> <li>• Conduct of Internal Midterm</li> <li>• Performance Review</li> </ul>	on.org
Community Action in Cassava Brown Streak Control through Clean Seed (Community Phyto) – IITA, Tanzania	Bill and Melinda Gates Foundation (BMGF)	August - September 2014	<ul style="list-style-type: none"> <li>• Design of M&amp;E System</li> <li>• Conduct of Internal Midterm</li> <li>• Performance Review</li> </ul>	
Keeping Disease-free Sweetpotato Vines Closer to Farmers (Net Tunnel) – LZARDI, Tanzania	Bill and Melinda Gates Foundation (BMGF)	February 2014	<ul style="list-style-type: none"> <li>• M&amp;E Systems design and Strategic Planning</li> <li>• Results Performance Analysis</li> <li>• Automation of the M&amp;E system</li> <li>• Firming up the project results and performance indicators</li> </ul>	Dr. Regina Kapinga Phone: +1 202 662 8130 Email: regina.kapinga@gatesfoundation.org
Health Communications Partnership Project (HCP II)	USAID/Uganda	April 2013 – January 2014	Final Evaluation of the Health Communications Partnerships (HCP) Project	Ms. May Mwaka, Phone: +256 41 4406 518 Email: mmwaka@usaid.gov
Data Quality Assessment	USAID/ Uganda	November 2012 – January 2013	USAID/Uganda Data Quality Assessment, FY 2012	
Promoting Gender Equality and Women's Empowerment	East and Horn of Africa Office (EHARO) – UN Women Regional Office in Nairobi	November 2011	<ul style="list-style-type: none"> <li>• Develop the UN Women's Sub-Regional Strategic Plan (SRSP) for East and Horn of Africa Office (EHARO), the Development Results Framework (DRF), and the Management Results Framework (MRF) and for the Country Offices of Uganda, Kenya, Tanzania, Ethiopia, Ethiopia, Sudan, and South Sudan</li> <li>• Provide direct support for the development of the Strategic Plan for UN-Women – Kenya Country Office</li> </ul>	Elizabeth Lwanga Elizabeth.lwanga@gmail.com +254 729 817 550



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Restoring Livelihoods and Strengthening Value Chains (REVALUE)	USAID/Zimbabwe	October 2009 - May 2011	<ul style="list-style-type: none"> <li>• Conduct Baseline Study</li> <li>• Design M&amp;E System</li> <li>• Conduct Final Study.</li> </ul>	Themos Ntasis Phone: +263 913 492862 Email: tntasis@irdglobal.org
Livelihoods and Enterprises for Agricultural Development (LEAD)	USAID/Uganda	January - May 2011	Project Mid-Term Evaluation	Gaudencia Kenyangi Phone: +256 41 306 001 Email: gkenyangi@usaid.gov
Tanzania Agro-dealers Strengthening Program (TASP)	CNFA/TAGMARK - Tanzania Agricultural Marketing Development Trust	May - July 2010	Final Evaluation of Tanzania Agro-dealers Strengthening Program (TASP)	Josephine Kaiza (Director: CNFA/TAGMARK) Phone: +255-753-876351
Restoring Livelihoods and Strengthening Value Chains (REVALUE)	USAID/Zimbabwe	October 2009 - May 2011	<ul style="list-style-type: none"> <li>• Conduct Baseline Study</li> <li>• Design M&amp;E System</li> <li>• Conduct Final Study.</li> </ul>	Themos Ntasis Phone: +263 913 492862 Email: tntasis@irdglobal.org
Conflict Early Warning and Response Mechanism (CEWARN) in Uganda, Kenya, Ethiopia, Djibouti, Somalia and Sudan	USAID/East Africa/ Regional Conflict Management and Governance (RCMG)	July 2008 - January 2009	Evaluation of Inter-Governmental Authority on Development (IGAD)	Emily Kronic, (Nairobi/EA/RCMG) Email: ekronic@usaid.gov
Protection of rights and access to development opportunities for conflict-affected children and adolescents in Northern Uganda	International Rescue Committee/UNICEF	July 2008 – January 2009	End of project evaluation of “Protection of rights and access to development opportunities for conflict-affected children and adolescents in Northern Uganda”	Samuel Obina sam.obina@uganda.theirc.org Phone: +256- 772-478307

## I. COMPANY OVERVIEW

Date and Country of incorporation	i-TEC was incorporated on 20th day of December 2007, Kampala, Uganda.
Summary of Corporate Structure and Business Area	<p>i-TEC's focus areas include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Design of M&amp;E systems/ management information systems.</li> <li>• Performance monitoring.</li> <li>• Data-quality assessments.</li> <li>• Capacity building in M&amp;E</li> <li>• Midterm, final, and impact evaluations.</li> <li>• Special studies such as baseline studies.</li> <li>• Data Collection</li> <li>• Organizational capacity assessments.</li> </ul>
Number of Staff Employed	i-TEC employs 10 permanent Staff and also have a vast pool of specialized senior and junior associates in the Africa Region.
Profile of Staff Employed	i-TEC staff are from diverse Fields not Limited to; Nutrition, Public Health (WASH) , Education, Agriculture, Gender Equality, Human Rights, Social Inclusion, Health (Maternal Health, HIV/AIDS, Malaria), Democracy and Governance, etc.
Corporate Directions and Experience	<p>i-TEC aims to provide unique consulting services and technical assistance regarding performance monitoring and evaluation in the technical areas such as: health and nutrition, education, gender, democracy and governance, Human rights, economic growth, food security, natural resource management.</p> <p>i-TEC is dedicated to delivering the best possible product within budget and time requirements based on our core values of commitment, integrity, confidentiality and by utilizing local partnerships. Additional information can be garnered from <a href="http://www.evaltrain.com">www.evaltrain.com</a></p> <p>i-TEC has experience conducting Evaluations (Midterm, Final and impact), Special Studies (Baselines), Results Based Management Assessments, Capacity Building (Training in M&amp;E), Data Quality Assessments (DQAs) and Design of M&amp;E Systems/Management Information Systems.</p>
Location of offices or agents relevant to UNICEF	<p><b>Head Office</b></p> <p>Lugogo House, Block B, 3rd Floor  Plot 42, Lugogo Bypass  P.O. Box 918  Kampala – Uganda</p>
Country Experience	i-TEC has worked in different countries like Uganda, Tanzania, Kenya, Ethiopia, Sudan, South Sudan, Malawi, Zambia, Zimbabwe, Ghana, Nigeria, Democratic Republic of Congo (DRC), Rwanda and Nicaragua.

# ANNEXES

## Annex 1: : i-TEC EXCELLENCE IN EVALUATION



### Encouraging Excellence in Evaluation



To gather and showcase some of the best evaluation reports completed in recent years, the Office of Learning, Evaluation and Research in the Bureau for Policy, Planning and Learning (PPL/ER) asked USAID staff to submit high-quality reports completed between January 2009 and August 2011. Thirty-three reports were received and five have been selected for future briefings with the Administrator (click on a cover to go to that report). These five evaluations were selected because they presented a detailed description of robust methodology used for data collection and analysis, findings that were linked to quality evidence, and a well-written and documented presentation of the results. USAID staff are encouraged to continue to send their best reports to [evaluation@usaid.gov](mailto:evaluation@usaid.gov) and they will be reviewed on a rolling basis. As a reminder, all evaluation reports are required to be submitted to the [Development Experience Clearinghouse](#) within three months of completion.

*USAID's Evaluation Policy, released in January 2011, sets ambitious new standards for the quality of evaluations and the transparent sharing of their findings. Evaluations serve two major purposes at USAID: ensuring our accountability to stakeholders as stewards of taxpayer dollars, and encouraging learning from*

i-TEC's work on the LEAD Project Mid-Term Evaluation was recognized globally among the top 5 quality evaluations in 2012 by USAID-Washington

#### Annex 2: i-TEC List of 'How-to' Series

1. How to: Write Winning Proposals
2. How to: Design an M&E System
3. How to: Build a Results Framework
4. How to: Formulate Performance Indicators
5. How to: Conduct a Baseline & Establish Baseline Values
6. How to: Set Performance Targets
7. How to: Conduct Data Quality Assessment (DQA)
8. How to: Conduct a Mid-term Evaluation
9. How to: Conduct a Final Evaluation
10. How to: Conduct an Impact Evaluation, with a focus on Randomized Control Trials (RCTs)
11. How to: Enhance Utilization of M&E Findings
12. How to: Conduct a Cost Benefit Analysis (CBA) and Cost Effective Analysis (CEA).



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