



i-TEC APPROACH TO CONDUCTING PROGRAM & PROJECT EVALUATIONS

WHAT IS EVALUATION?

- Evaluation is the systematic collection of information about the characteristics and outcomes of projects or activities in order to make judgments, improve effectiveness, and/or inform decisions about current and future programming.

THE EVALUATION PROCESS

STEP 1: Develop an Evaluation Design

- When i-TEC receives an evaluation statement of work from a client, i-TEC will help the client firm up the evaluation questions they wish to have answered.
- i-TEC selects a methodological approach based on the evaluation questions, which could be either qualitative or quantitative or both.
- These entail Key Informant Interviews (KIIs); Focus Group Discussions (FGDs); Survey of Beneficiaries and Implementers; and stakeholders analysis and observations

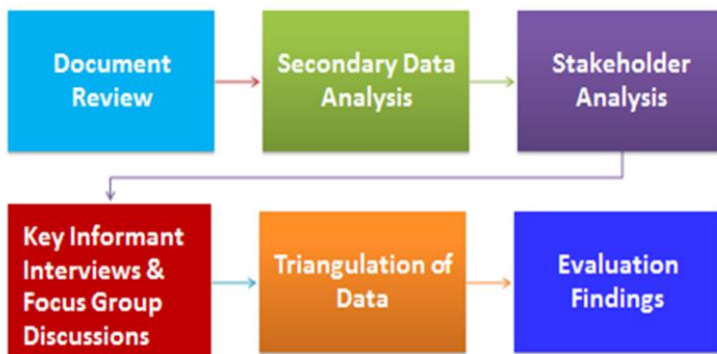
- i-TEC generally uses a mixed-methods approach, which includes but is not limited to the following
 - i. Rapid appraisals
 - ii. Participatory workshops
 - iii. Sample surveys
 - iv. Case studies as the best means to answer the evaluation questions subject to time and resource constraints.
- If sample surveys are to be carried out, sampling techniques (such as random, systematic, cluster, stratified or multistage sampling) are applied to determine the appropriate sample size.
- For Impact evaluations, i-TEC always identifies a control group right from the baseline stage as a counterfactual to compare with the intervention group.
(See i-TEC brochure on the design of Impact Evaluations for Randomized Control Trials)

STEP 2: Develop an Evaluation Plan

- i-TEC develops a detailed evaluation plan describing how the evaluation questions will be answered. The plan always includes details of
 - i. How often data will be collected,
 - ii. What data collection activities will be employed, and
 - iii. What methods of data analysis techniques will be applied.

The plan can also include draft research instruments, a work schedule, and details for the team composition and size, all depending on the methodological approach and the nature of project being evaluated.

i-TEC Review Process:



STEP 3: Team Selection

- i-TEC deploys a multidisciplinary team to conduct evaluations in various sectors such as economic growth, value chain, health, nutrition, agriculture, education, governance, humanitarian assistance, etc.

STEP 4: Conduct Data Collection and Analysis

- i-TEC follows a systematic procedure to analyze and collect qualitative or quantitative data to ensure that credibility is maximized and bias is minimized.
- The raw data collected is checked and analyzed for highly unlikely responses and biases before it is analyzed with statistical packages such as SPSS, EViews, and STATA.

STEP 5: Prepare an Evaluation Report

• Draft evaluation report

Upon completion of the data analysis, i-TEC appropriately documents the results in a draft report, summarizing the key findings in response to each evaluation question and outlines any lessons learned and recommendations.

• Presentation of findings to the client

i-TEC then conducts a debriefing session with a client on the key findings from the evaluation and responds to any questions asked or comments made.

• Final Draft Report

Finally, i-TEC incorporates the comments received from the client into the draft report before submitting as a final report. i-TEC's formal evaluation report submission typically has the following:

- i. Executive summary
- ii. Main report
- iii. Annexes that consist of summary data
- iv. Files of the raw data collected

SOME OF i-TEC'S EVALUATION EXPERIENCE

- End of Project Evaluation of the Uganda Conservation Farming Initiative (USDA funded) – NCBA/CLUSA



- Internal Midterm Review for the Yam improvement for incomes and food security in West Africa (IITA–Nigeria & Ghana)



- Final Evaluation of the Health Communications Partnership Project (HCP II) – USAID/Uganda



- Midterm evaluation of the Livelihoods and Enterprises for Agricultural Development (LEAD) – USAID/UGANDA¹



- End of Project evaluation of The Tanzania Agro-dealer Strengthening Program (TASP)



CONTACT INFORMATION

i-Train and Evaluate Center (i-TEC)
Lugogo House, 3rd Floor, Block B
Plot 42 Lugogo Bypass,
P.O. Box 918, Kampala, Uganda
Tel: 256- 772-193860 / 256-789-802043
Email: info@evaltrain.com
Website: www.evaltrain.com

¹ i-TEC's work on the LEAD Project Midterm Evaluation was recognized globally among the top five quality evaluations in 2012 by USAID/Washington