



## Annex 7.7

### International evaluation quality standards (DAC Evaluation Standards)

How can an evaluation be judged that it was carried out professionally? How can an evaluation be assessed formally? The Development Assistance Committee of the OECD has developed quality standards for that purpose<sup>19</sup>.

#### 1. Rationale, purpose and objectives of an evaluation

	ToR	Report
<b>1.1 The rationale of the evaluation</b> Describes <u>why</u> and <u>for whom</u> the evaluation is undertaken and why it is undertaken at a particular point in time.	X	X
<b>1.2 The purpose of the evaluation</b> The evaluation purpose is in line with the learning and accountability function of evaluations. For example the evaluation's purpose may be to: <ul style="list-style-type: none"> <li>- Contribute to improving an aid policy, procedure or technique</li> <li>- Consider a continuation or discontinuation of a project/programme</li> <li>- Account for aid expenditures to stakeholders and tax payers</li> </ul>	X	X
<b>1.3 The objectives of the evaluation</b> The objectives of the evaluation, specify what the evaluation aims to achieve. For example: <ul style="list-style-type: none"> <li>- To ascertain results (output, outcome, impact) and assess the effectiveness, efficiency and relevance of a specific development intervention;</li> <li>- To provide findings, conclusions and recommendations with respect to a specific policy, programme etc.</li> </ul>	X	X

#### 2. Evaluation scope

	ToR	Bericht
<b>2.1 Scope of the evaluation</b> The scope of the evaluation is clearly defined by specifying the issues covered, funds actually spent, the time period, types of interventions, geographical coverage, target groups, as well as other elements of the development intervention addressed in the evaluation.	X	X
<b>2.2 Intervention logic and findings</b> The evaluation report briefly describes and <u>assesses</u> the intervention logic and distinguishes between findings at the different levels: inputs, activities, outcomes and impacts. The report also provides a brief overall assessment of the intervention logic.		X
<b>2.3 Evaluation criteria</b> The evaluation report applies the five DAC criteria for evaluating development assistance: relevance, efficiency, effectiveness, impact and sustainability. The criteria applied for the given evaluation are defined in unambiguous terms. If a particular criterion is not applied this is explained in the evaluation report, as are any additional criteria applied.		X

<sup>19</sup> OECD DAC Evaluation Network. DAC Evaluation Quality Standards. March 2006.



	ToR	Report
<p><b>2.4 Evaluation questions</b> The questions asked, as well as any revisions to the original questions, are documented in the report for readers to be able to assess whether the evaluation team has sufficiently assessed them.</p>		X

**3. Context**

	ToR	Report
<p><b>3.1 The development and policy context</b> The evaluation report provides a description of the policy context relevant to the development intervention, the development agency's and partners' policy documents, objectives and strategies. The development context may refer to: regional and national economy and levels of development. The policy context may refer to: Poverty reduction strategies, gender equality, environmental protection and human rights.</p>		X
<p><b>3.2 The institutional context</b> The evaluation report provides a description of the institutional environment and stakeholder involvement relevant to the development intervention, so that their influence can be identified and assessed.</p>		X
<p><b>3.3 The socio-political context</b> The evaluation report describes the socio-political context within which the intervention takes place, and its influence on the outcome and impact of the development intervention.</p>		X
<p><b>3.4 Implementation arrangements</b> The evaluation report describes the organisational arrangements established for implementation of the development intervention, including the roles of donors and partners.</p>		X

**4. Evaluation methodology**

	ToR	Report
<p><b>4.1 Explanation of the methodology used</b> The evaluation report describes and explains the evaluation method and process and discusses validity and reliability. It acknowledges any constraints encountered and their impact on the evaluation, including their impact on the independence of the evaluation. It details the methods and techniques used for data and information collection and processing. The choices are justified and limitations and shortcomings are explained.</p>		X



	ToR	Report
<b>4.2 Assessment of results</b> Methods for assessment of results are specified. Attribution and contributing/confounding factors should be addressed. If indicators are used as a basis for results assessment these should be SMART (specific, measurable, attainable, relevant and time bound).		X
<b>4.3 Relevant stakeholders consulted</b> Relevant stakeholders are involved in the evaluation process to identify issues and provide input for the evaluation. Both donors and partners are consulted. The evaluation report indicates the stakeholders consulted, the criteria for their selection and describes stakeholders' participation. If less than the full range of stakeholders was consulted, the methods and reasons for selection of particular stakeholders are described.		X
<b>4.4 Sampling</b> The evaluation report explains the selection of any sample. Limitations regarding the representativeness of the evaluation sample are identified.		X
<b>4.5 Evaluation team</b> The composition of evaluation teams should possess a mix of evaluative skills and thematic knowledge, be gender balanced, and include professionals from the countries or regions concerned.	X	X

## 5. Information sources

	ToR	Report
<b>5.1 Transparency of information sources</b> The evaluation report describes the sources of information used (documentation, respondents, literature etc.) in sufficient detail, so that the adequacy of the information can be assessed. Complete lists of interviewees and documents consulted are included, to the extent that this does not conflict with the privacy and confidentiality of participants.		X
<b>5.2 Reliability and accuracy of information sources</b> The evaluation cross-validates and critically assesses the information sources used and the validity of the data using a variety of methods and sources of information.		X

## 6. Independence

	ToR	Report
<b>6.1 Independence of evaluators vis-à-vis stakeholders</b> The evaluation report indicates the degree of independence of the evaluators from the policy, operations and management function of the commissioning agent, implementers and beneficiaries. Possible conflicts of interest are addressed openly and honestly.		X
<b>6.2 Free and open evaluation process</b> The evaluation team is able to work freely and without interference. It is assured of cooperation and access to all relevant information. The evaluation report indicates any obstruction which may have impacted on the process of evaluation.		X



**7. Evaluation ethics**

	ToR	Report
<p><b>7.1 Evaluation conducted in a professional and ethical manner</b>                      The evaluation process shows sensitivity to gender, beliefs, manners and customs of all stakeholders and is undertaken with integrity and honesty. The rights and welfare of participants in the evaluation are protected. Anonymity and confidentiality of individual informants should be protected when requested and/or as required by law.</p>	-	X
<p><b>7.2 Acknowledgement of disagreements within the evaluation team</b>                      Evaluation team members should have the opportunity to dissociate themselves from particular judgements and recommendations. Any unresolved differences of opinion within the team should be acknowledged in the report.</p>		X

**8. Quality assurance**

	ToR	Report
<p><b>8.1 Incorporation of stakeholders' comments</b>                      Stakeholders are given the opportunity to comment on findings, conclusions, recommendations and lessons learned. The evaluation report reflects these comments and acknowledges any substantive disagreements. In disputes about facts that can be verified, the evaluators should investigate and change the draft where necessary. In the case of opinion or interpretation, stakeholders' comments should be reproduced verbatim, such as in an annex, to the extent that this does not conflict with the rights and welfare of participants.</p>	-	X
<p><b>8.2 Quality control</b>                      Quality control is exercised throughout the evaluation process. Depending on the evaluation's scope and complexity, quality control is carried out either internally or through an external body, peer review, or reference group. Quality controls adhere to the principle of independence of the evaluator.</p>	-	-

**9. Relevance of the evaluation results**

	ToR	Report
<p><b>9.1 Formulation of evaluation findings</b>                      The evaluation findings are relevant to the object being evaluated and the purpose of the evaluation. The results should follow clearly from the evaluation questions and analysis of data, showing a clear line of evidence to support the conclusions. Any discrepancies between the planned and actual implementation of the object being evaluated are explained.</p>		X
<p><b>9.2 Evaluation implemented within the allotted time and budget</b>                      The evaluation is conducted and results are made available in a timely manner in relation to the purpose of the evaluation. Un- envisaged changes to timeframe and budget are explained in the report. Any discrepancies between the planned and actual implementation and products of the evaluation are explained.</p>		X
	ToR	Report
<p><b>9.3 Recommendations and lessons learned</b>                      Recommendations and lessons learned are relevant, targeted to the intended users and actionable within the responsibilities of the users. Recommendations are actionable proposals and lessons</p>		X



learned are generalizations of conclusions applicable for wider use.		
<b>9.4 Use of evaluation</b> Evaluation requires an explicit acknowledgement and response from management regarding intended follow-up to the evaluation results. Management will ensure the systematic dissemination, storage and management of the output from the evaluation to ensure easy accessibility and to maximise the benefits of the evaluation's findings.	-	-

## 10. Completeness

	ToR	Report
<b>10.1 Evaluation questions answered by conclusions</b> The evaluation report answers all the questions and information needs detailed in the scope of the evaluation. Where this is not possible, reasons and explanations are provided.		X
<b>10.2 Clarity of analysis</b> The analysis is structured with a logical flow. Data and information are presented, analysed and interpreted systematically. Findings and conclusions are clearly identified and flow logically from the analysis of the data and information. Underlying assumptions are made explicit and taken into account.		X
<b>10.3 Distinction between conclusions, recommendations and lessons learned</b> Evaluation reports must distinguish clearly between findings, conclusions and recommendations. The evaluation presents conclusions, recommendations and lessons learned separately and with a clear logical distinction between them. Conclusions are substantiated by findings and analysis. Recommendations and lessons learned follow logically from the conclusions.		X
<b>10.5 Clarity and representativeness of the summary</b> The evaluation report contains an executive summary. The summary provides an overview of the report, highlighting the main conclusions, recommendations and lessons learned.		X