

Schedule for Foundations for Evaluation

The course provides an introduction to evaluation and its practical use for the systematic review of programmes, policies and initiative- at small-scale and large. It is aimed at participants who are new to evaluation or looking to refresh their understanding of evaluation options and practice. It provides an entry-level course for SRAs more specialist courses on: *Impact Evaluation (Advanced)*, *Theory-based Evaluation (Advanced)* and *Research and Evaluation Project Management (Introductory)*. By the end of the workshop, participants will:

- Understand the role of evaluation to decision making in publicly funded or grant-aided programmes and initiatives
- Understand the importance of managing expectations and setting realistic objectives of evaluation
- Be aware of the key ideas, different types of evaluation and their uses
- Be able to understand how to make appropriate choices of evidence needs and methodologies to meet those expectations
- Be aware of how to address ethical consideration in evaluation design.

By the end of the course, participants will have a broad understanding of the importance of evaluation and be able to make informed decisions for specification, design and conduct on which types of evaluation are best applied to different types of programmes, projects and activities.

Course schedule: The course is organised in a one-day intensive Zoom format as below.

PART 1: Modules 1-3	
09.30 – 10.00	Course introduction: <ul style="list-style-type: none"> • Welcome; briefing • Participant roundtable
10.00 – 10.40	Module 1: <ul style="list-style-type: none"> • What is evaluation? • How is it different from research and monitoring? How complimentary? • What can it do for you?
10.40 – 11.15	Module 2: <ul style="list-style-type: none"> • Scoping and purposing evaluation – what are the preliminary’s to design • Managing for realistic expectations of an evaluation • Introduction to ROTUR (expectations management tool)
11.15-30	SHORT BREAK
11.30 – 12.00(15)	Exercise 1: 1 st group exercise for 30 mins, and feedback for 15 mins
11.15- 11.30	1st plenary discussion: Who is best placed to conduct evaluation – internal vs external?
12.30– 13.15	Module 3: <ul style="list-style-type: none"> • Evaluation purpose and choosing the ‘right’ evaluation type. • What choices in ‘types’ of evaluation; what best fits where? • Demystifying evaluation jargon • Q&A
13.15 – 14.00	LUNCH BREAK

PART 2: MODULES 3-6	
14.00 – 14.40	Module 4: <ul style="list-style-type: none"> • Pathways and principles of good practice in evaluation design • Proportionality in design
14.40- 14.55	2nd Plenary discussion: What are the challenges to working collaboratively on evaluation; who with, when and how?
14.55- 15.30	Exercise 2: 1 st group exercise for 25 mins, and feedback for 10 mins
15.30- 15.45	Short break
15.45 – 16.15	Module 5: <ul style="list-style-type: none"> • Determining evaluation information needs • Sourcing the evidence; ‘quant’ vs ‘quali’ and mixed mode approaches • Building credibility in analysis and interpretation
16.15 – 16.40	Module 6: <ul style="list-style-type: none"> • Ethical considerations
16.40 – 16.45	Recap and further information <ul style="list-style-type: none"> • Evaluation success building blocks • Resources and further information
	CLOSE OF COURSE

The course will be supported by: i) an exercise pack providing a briefing on the scenario’s to be used in the two breakout group exercises; and ii) A resource pack containing five ‘take away’ resources for:

- Resource A; ROTUR guide to managing for realistic expectations of evaluation
- Resource B: A guide to evaluation types
- Resource C: Jargon Buster
- Resource D: Case study of an Information Matrix
- Resource E: The 8-step gap analysis approach to determining and sourcing evaluation evidence needs.

The exercise pack and resource pack will be provided as MS. Word documents which can be downloaded together with the course ‘sides’ and a guide on how to make the best of the Zoom access through a single url link for the source from SRA.