BASIC PMP EVALUATION PLAN: Data Entry Instructions

Information about each evaluation that required to be included in a PMP (per ADS 201.3.2.16) are in **bold.**

Last Update	Enter the date of the Update. The Evaluation Plan should be updated following the Evaluation Registry Update
Strategy, project, activity to be evaluated	Enter what is to be evaluated. Evaluations may focus on individual activities, projects, strategies, or even cross-cutting issues. If multiple projects, activities, or strategies are to be included in the evaluation, include the name of each one that will be included. If it is an activity-level evaluation, include the project name.
Evaluation purpose and expected Use	Describe specific ways the evaluation findings will be used to inform decisions or fill knowledge gaps.
Evaluation type: Impact or Performance	Enter what type of evaluation is planned. There are two types of evaluations. **Impact evaluations** are based on models of cause and effect and that requires a credible and rigorously defined counterfactual to control for factors other than the intervention that might account for the observed change. Impact evaluations measure the change in a development outcome that is attributable to a defined intervention. **Performance evaluations** encompass a broad range of evaluation methods. They often incorporate before-after comparisons but generally lack a rigorously defined counterfactual. Performance evaluations may focus on what a particular project or program has achieved (at any point during or after implementation); how it was implemented; how it was perceived and valued; and other questions that are pertinent to design, management, and operational decision making.
Possible evaluation questions	Enter any key questions that have been identified thus far. These questions may come from the R/CDCS, a Project Design Document, or other evaluation planning documentation if such planning is already underway. Only include the 1-5 key questions.
External or Internal	Identify the evaluation to be conducted as external or internal. External evaluations are those evaluations in which the evaluation team is led by an expert from outside USAID who has no fiduciary relationship with the implementing partner. Internal evaluations are those evaluations in which the evaluation team is led by a USAID staff member or the evaluation is commissioned by an implementing partner concerning their own project or activity.
Fulfills an evaluation requirement?	Enter one or more of the following options: "Yes - one evaluation per project". The evaluation to be conducted meets the ADS 201.3.5.13 Requirement 1 that each Mission and Washington OU that manages program funds and designs and implements projects as described in 201.3.3 must conduct at least one evaluation per project. "Yes – pilot". The evaluation to be conducted meets the ADS 201.3.5.13 Requirement 2 that all pilot projects or innovative interventions require evaluations. An evaluation completed under this requirement may also count toward Requirement 1. "Yes - whole-of-project". The evaluation to be conducted meets the ADS 201.3.5.13 Requirement 3 that each Mission must conduct at least one "whole-of-project" performance evaluation within their CDCS timeframe. "No". The evaluation to be conducted is not being conducted to meet an evaluation requirement.
Estimated Evaluation Budget	This is the direct estimated cost associated with the evaluation, such as hiring a consultant or utilizing a contractor. For awards that cover multiple evaluations, enter the budget or estimated budget for this evaluation alone. Enter the amount in whole U.S. dollars. If the evaluation is an internal evaluation and therefore there are no contract costs, include any travel/translation or other costs incurred, but do not include personnel cost.
Evaluation Start Date	Enter the date that the evaluation contract or grant is expected to be awarded. If the evaluation is part of a multiple evaluation award or is not part of a contract or grant, enter the date that an evaluation Statement of Work (SOW) or design was (or will be) approved. Do not enter the date field work starts.
Evaluation End Date	Enter the date that a FINAL evaluation report (no more edits are expected) is expected to be accepted by the bureau, mission, or office.

BASIC PMP EVALUATION PLAN SUMMARY TABLE

Last Update:

Strategy/project/ activity to be evaluated	Evaluation Purpose and expected Use	Evaluation type: impact (I) or Performance (P)	Possible evaluation questions	External or internal?	Fulfills an evaluation requirement?	Evaluation Budget	Evaluation Start Date	Evaluation End Date

PMP EVALUATION PLAN: Data Entry Instructions

Information about each evaluation that required to be included in a PMP (per ADS 201.3.2.16) are in **bold.**

Information about each evaluation that is required for the Evaluation Registry Module in FACTSInfo are denoted by an *

Last Update	Enter the date of the Update. The Evaluation Plan should be updated following the Evaluation Registry Update
Strategy/project/ activity to be evaluated	Enter what is to be evaluated. Evaluations may focus on individual activities, projects, strategies, or even cross-cutting issues. If multiple projects, activities, or strategies are to be included in the evaluation, include the name of each one that will be included. . If it is an activity-level evaluation, include the project name.
Evaluation Purpose and expected Use*	Describe specific ways the evaluation findings will be used to inform decisions or fill knowledge gaps.
Evaluation type: Impact or Performance*	Enter what type of evaluation is planned. There are two types of evaluations. **Impact evaluations** are based on models of cause and effect and that requires a credible and rigorously defined counterfactual to control for factors other than the intervention that might account for the observed change. Impact evaluations measure the change in a development outcome that is attributable to a defined intervention. **Performance evaluations** Performance evaluations encompass a broad range of evaluation methods. They often incorporate before-after comparisons but generally lack a rigorously defined counterfactual. Performance evaluations may focus on what a particular project or program has achieved (at any point during or after implementation); how it was implemented; how it was perceived and valued; and other questions that are pertinent to design, management, and operational decision making.
Possible evaluation questions	Enter any key questions that have been identified thus far. These questions may come from the R/CDCS, a Project Design Document, or other evaluation planning documentation if such planning is already underway. Only include the 1-5 key questions, not detailed sub-questions.
External or Internal?*	Identify the evaluation to be conducted as internal or external. **External evaluations** are those evaluations in which the evaluation team is led by an expert from outside USAID who has no fiduciary relationship with the implementing partner. **Internal evaluations** are those evaluations in which the evaluation team is led by a USAID staff member or the evaluation is commissioned by an implementing partner concerning their own project or activity. All required evaluations must be external. "Non-required" evaluations may be either external or internal.
Fulfills an evaluation requirement?*	Enter one of the following options: "Yes - one evaluation per project". The evaluation to be conducted meets the ADS 201.3.5.13 Requirement 1 that each Mission and Washington OU that manages program funds and designs and implements projects as described in 201.3.3 must conduct at least one evaluation per project. "Yes – pilot". The evaluation to be conducted to meets the ADS 201.3.5.13 Requirement 2 that all pilot projects or innovative interventions require evaluations. Note that evaluations conducted for this purpose must be an impact evaluation, if feasible. An evaluation completed under this requirement may also count toward Requirement 1. "Yes - whole-of-project". The evaluation to be conducted meets the ADS 201.3.5.13 Requirement 3 that each Mission must conduct at least one "whole-of-project" performance evaluation within their CDCS timeframe. An evaluation completed under this requirement may also count toward Requirement 1. "No" The evaluation to be conducted is not being conducted to meet an evaluation requirement.
Evaluation Budget*	This is the direct estimated cost associated with the evaluation, such as hiring a consultant or utilizing a contractor. For awards that cover multiple evaluations, enter the budget or estimated budget for this evaluation alone. Enter the amount in whole U.S. dollars. If the evaluation is an internal evaluation and therefore there are no contract costs, include any travel/translation or other costs incurred, but do not include personnel cost.
Evaluation Start Date*	Enter the date that the evaluation contract or grant is expected to be awarded. If the evaluation is part of a multiple evaluation award or is not part of a contract or grant, enter the date that an evaluation SOW or design was (or will be) approved. Do not enter the date field work started.
Evaluation End Date*	Enter the date that a FINAL evaluation report (no more edits are expected) is expected to be accepted by the bureau or office.
Contacts (POCs)*	Enter the name of the individual(s) with oversight responsibility for the evaluation (likely the COR/AOR). If multiple POCs are listed, ensure the appropriate contact is marked as the primary POC.
Evaluation Title*	Enter the title for the evaluation. This is not the title of the strategy/project/activity that is to be evaluated, although the title of the strategy/project/activity being evaluated may be part of the evaluation title. If the title changes over the course of the evaluation, update the title to correspond with the title on the final evaluation report.
Joint Evaluation?*	Enter "Yes" if this planned as a Joint Evaluation. If Yes, enter the lead agency, such as State or USAID (i.e., the agency with lead management oversight of the evaluation, not necessarily the agency providing the most funding).
Joint/Collaborating Partner(s)*	Enter any other State or USAID bureaus/offices or other USG or external agencies that are collaborating on the evaluation (e.g., USAID/GH/HIV or State/INL or DOD/PPM). In addition to indicating inter-agency evaluations, the field can be used to indicate joint or collaborative evaluations being implemented together by different bureaus.
Evaluation Status*	Enter "planned," "ongoing," "completed," or "dropped".
Evaluation Contract/Grant Number*	Enter the contract/grant number associated with the evaluation, when it is available. If this is an internal evaluation, simply type "Internal."
Local Solutions*	Enter 'Yes' for Local Solutions to identify expected evaluations of projects or activities that include a Local Solutions component. Enter 'Yes' for Local Solutions when the project or activity evaluated included a component where USAID worked directly with local actors in order to support or develop local capacity, to foster local ownership of development, and/or to achieve technical development results that are more likely to be locally sustained over time. Working directly with local partners includes: any kind of direct funding relationship with a local partner, including grants to local organizations, direct contracts with local partners, and government-to-government (G2G) agreements; public-private partnerships that include a local resource partner and/or a local implementing partner; and direct engagement between USAID staff and local actors (e.g., USAID staff participation or facilitation of policy dialogue, direct mentoring of local partner staff by USAID staff, etc.). Local actors may include government, civil society, the private sector, academia, or other country-based actors within the relevant local system. DO NOT enter 'Yes' for an evaluation because it was procured through a local provider.
Local Expert*	Enter "Yes" to indicate whether any individual indigenous to the country or region of the evaluation and with evaluation or sector expertise are expected to participate on the evaluation team, either as a team member or team leader.
Authoring Organization/Vendor*	Enter the vendor(s) responsible for implementing the evaluation, when available. If the evaluation is expected to be internal and completed without any assistance from an external vendor, please enter "Internal."

PMP EVALUATION PLAN SUMMARY TABLE *(expanded)*

Last Update:

Strategy/project/activity to be evaluated	Evaluation Purpose and expected Use*	Evaluation type: Performance (P) or impact (I)*	Possible evaluation questions	Internal or external?*	Fulfills an evaluation requirement?*	Evaluation Budget*

*Information about each evaluation that is required for the Evaluation Registry Module in FACTSInfo are denoted by an ***

PMP EVALUATION PLAN SUMMARY TABLE *(expanded)*

Evaluation Start Date*	Evaluation End Date*	Contact (POCs)*	Evaluation Title*	Joint Evaluation?*	Joint/ Collaborating Partner(s)*	Evaluation Status*	Evaluation Contract/Grant Number*	Local Solutions*	Local Expert*	Authoring Organization / Vendor