IPDET 2014

MANAGING EVALUATIONS

This highly participatory workshop is aimed both at those who are setting up a new evaluation unit, those who are new to managing evaluation units and have limited prior evaluation management experience or those that are struggling with it all. The instructors, who have both government and NGO background will tailor the workshop to the specific needs of participants, and will cover how we structure, staff and place evaluation units; how we plan and budget for evaluation units; how we involve and deal with managers and governance structures (boards, committees and politicians). It will also give more hands advice on managing evaluation contracts and evaluators, creating good products, how we embed evaluation processes into management cycles and decision-making and most importantly on how to ensure maximum learning and utilization of evaluation findings towards improving quality and impact of programs.

Objectives of the workshop

• Increase your knowledge about managing organizational structures and roles for effective evaluation systems
• Engage in discussion on a range of evaluation management issues
• Provide an opportunity to practice some evaluation management skills
• Share materials and learn from others experiences of managing evaluation

WORKSHOP OUTLINE

Managing Evaluation Systems
1. Effective organizational evaluation systems
2. Options for organizational structures for evaluation systems
3. Issues in managing evaluation systems

Managing Evaluation Processes
4. Stages in the evaluation process
   a. Planning
   b. Commissioning
   c. Implementation
   d. Using evaluations
5. Roles in each stage
6. Strategies for ensuring good quality evaluations

Evaluation Management Challenges
7. Embedding evaluations into management systems
8. Ensuring legitimacy and objectivity
9. Dealing with the politics (internal and external)

What do the experts say?
10. Expert panel presentation and discussion
11. Experiences, issues and ‘take home tips’

The workshop will include presentations, interactive discussions and small group exercises with an expert panel presentation in the final session.