Instruments for evaluation

Evaluation may be done in many ways and using a variety of instruments and methods. Many of these instruments and methods already exist, but nevertheless in order to fit a particular need these methods and instruments (tools) often have to be either newly developed or revised. Still it is an adequate first step to see if instruments are available that match ones needs.

No matter which tool one wishes to choose, the underlying thought will be a kind of list of things one wishes to know. This implies that there will be always a list of questions behind any evaluation activity. In order to find answers to these questions, many options are available.

Description/Rationale:

There are many possible ways to bring effects or results to the surface: questionnaires, interviews, observation, check lists, document analysis….. You cannot use any instrument for any purpose. Some instruments are more suitable for tangible or quantifiable aspects (questionnaires with tick boxes or 1 – 5 scales ….), other instruments are more suitable for interpretative, more personal aspects (interview, observation….). The document attached offers a large list of instruments. Please look at this list to agree the type of instrument that is going to be used and then, establish the content, according to the indicators and to the situation in in the project. In this way the indicator should be made visible (and measurable) through the right questions in a variety of tools such as questionnaires, observation grids, interviews etc.
Through this process you not only created your own evaluation instruments but as a group of partners you will have a better view of concrete results and outcomes.

Self-evaluation activities may be either individual or collective, or a combination of both. They may be responsive (the respondent responds to what is asked), or productive (the people involved produce their own views, comments or explanations of what has happened and how they value it). For self-evaluation as a learning activity, it is recommended to search for a method that is as collective and productive as possible.

Importance/Relevance:

In project work we focus on self-evaluation as a learning process. A culture combining self-evaluation with ownership of processes and outcomes is vital for an evaluation process to have a real chance to make an impact and lead to change.

How can I apply all this in my own project?

The presentation below will help partners see that there is a variety of evaluation instruments. Evaluation can be fun and productive and support several processes in the project.

The document on instruments offers a large number of different instruments to be copied and/or used at key moments in the project. The idea is that the person responsible for the project evaluation adapts these instruments to the direct needs (and specific indicators) of the project.