

Tool 60: Evaluation

Aim of the tool

Joint reflection on what has been achieved, articulate what is still needed, and create commitment to make next steps happen.

When to use it?

The commitment stage, when decisions should be made and actions need to be agreed upon at the end of the event.

How can Evaluation be used?

CDI believes that MSP facilitators should be able to apply various participatory short evaluation methods that help you at the end of a workshop to check if expectations and objectives are met, and what is needed for the next steps. Depending on the process and situation they can decide what the best method would be. (Are people tired at the end of the event? How much time do we have? Can we combine individual and group methods? How will we record what comes out of the evaluation?)

We only refer here to a few short evaluation tools to be applied at the end of a workshop or other MSP event. For more in-depth midterm reviews, end of project/programme evaluations or effect/impact evaluations: please refer to the sites below. These sites also help for thinking through the design of your M&E framework as part of the partnership. This is a key element of any MSP (see Chapter 3).

Short participatory evaluations at the end of an event:

Evaluation wheel (about 30-40 minutes)

Step 1: Form groups and ask each group to come with two topics they like to evaluate. Topics to be evaluated can be anything: results, content, facilitation, material, logistics etc. Make a first round and ask ONLY one topic from each group. If the same topic is mentioned by more than one group then select it and write on a card. Make a second round and ask for any NEW topics that have not been mentioned yet. Select five cards with topics that are mentioned by more than one group of participants

Step 2: Make the evaluation wheel: A big circle on a flipchart with five lines from the middle. Add the five topic cards at the end of the lines. Add scoring at each line: 0 (no results) in the middle; 100% at the circle, 50 % half way. You may add 25% and 75% to help scoring.

Step 3: As a group (so no names!) everybody ticks with a marker her/his score for each of the five topics.

Step 4: Afterwards facilitator shows the results (make a cloud around each group of scores) and asks one representative of the high level and one representative of the low level why he/she scored there. Note these comments.

Living line (about 20 minutes)

Step 1: Make space to create a line where all participants can stand in a line. Put at one side a card with a smiley and “100%”; and at the other extreme a sad looking head with “0%”.

Step 2: Explain that everybody is asked to score for him/herself somewhere on the line.

Step 3: You can put the objectives on the PPT screen and ask for each of them that they position themselves on the line according to their scoring. Each time after scoring a topic conclude on the scoring (“we are standing between X% and Y%”) and ask one representative from the two sides why they are standing there. Note these comments.

If time allows: ask them if they would like to evaluate anything else.

Round of +/- (about 20 minutes)

Step 1: Make a circle of chairs and arrange the flipchart so it is clearly visible for everybody.

Step 2: Ask people individually to reflect on one positive element they have at the end and one recommendation for improvement or other suggestion to improve on for the next event (5 min).

Step 3: Make a round and note in two columns the + and – on a flip chart. If the same issue is mentioned multiple times: add an extra “1” besides that issue.

Step 4: At the end: make a short summary by stating the issues that have been mentioned the most.

Creative representation (about 30 minutes)

Step 1: Make groups of 4-6 people. Ask each group to discuss and summarise the main things they learned and the issues they encountered at the end of the event in max 5 minutes.

Step 2: Each group then looks for materials in the room with which they can use to illustrate the things that they learned, Objects for this demonstration process can be basically anything available in the venue. (10 minutes)

Step 3: After 10 minutes, make a round and each group presents their perspective (about 15 minutes). Make pictures for the report and notes on what the groups share during their presentations.

Learn more

For an introduction to evaluation and designing Monitoring & Evaluation systems:

<http://www.managingforimpact.org/>

For Wageningen University & Research/CDI 2016 Conference on M&E for partnerships:

<http://www.managingforimpact.org/event/conference-partnering-success-how-me-can-strengthen-partnerships-sustainable-development>

For an overview of critical thinking within the evaluation practice: <http://betterevaluation.org/>