

TOP TIPS

FOR CONDUCTING A DEVELOPMENTAL EVALUATION AT USAID

As a funding partner and key stakeholder, the USAID staff involved in a developmental evaluation (DE) play a critical role. By following these tips, USAID staff can help manage barriers and promote enablers that impact the implementation of the DE approach.

1

HELP LAUNCH THE EVALUATION

Help coordinate the acculturation activities and co-develop the DE research questions. Having advocates that support the DE can help prepare teams to engage in a successful DE.

2

PLANT THE SEED OF CHANGE

Be vocal about your willingness to try this new approach. Openness to discussing DE data findings, learning from results, and reflecting on possible adaptations is a key step to being prepared for change.

3

MAKE THE EVALUATOR A PART OF YOUR TEAM

Take active steps to integrate the Developmental Evaluator into your team(s). You can start by including the Developmental Evaluator on team emails, inviting them to meetings, and/or giving them a physical working space near the team.

4

GRANT ACCESS TO THE EVALUATOR

Grant the Developmental Evaluator access to facilities and, when suitable, full-time working status.

5

PAUSE & REFLECT REGULARLY

Schedule recurring meetings or manager briefings to share and discuss data findings throughout the DE. Allow stakeholders ample time and space to participate in activities to pause and reflect on these data to successfully utilize them.

6

TEST DIFFERENT SOLUTIONS

Work with the Developmental Evaluator to test different solutions for how to use DE data to inform program adaptations. Helping to co-prioritize DE findings and recommendations can ensure that your team(s) implement adaptations that make the most sense for them.

7

RE-SIZE DE SCOPE AS NEEDED

Understand that DE priorities and research questions may shift over time. Be prepared to re-size DE scope as needed. You may want to add (or remove) teams from the DE as the scope evolves or give the Developmental Evaluator extra time to de-integrate from the team(s) after the work has concluded.

8

DEFINE ROLES & RESPONSIBILITIES

Develop roles and responsibilities for the Developmental Evaluator at the start of the DE and share these with stakeholders early on. Make sure to allow flexibility for stakeholders to revisit the Developmental Evaluator's role as the evaluation evolves.

