

Evaluation Statement of Work (SOW) Checklist¹

Keyed to USAID ADS 203.3.1.5 (11/2/12) and USAID How-To Note Evaluation Statements of Work

Checklist Elements Keyed to Suggested SOW Outline Sections	Yes	No
Section 1: Activity Description²		
<i>Describe the specific intervention, project/program, or process to be evaluated</i>		
1. Is the SOW clear and specific about what is to be evaluated?		
Section 2: Development Hypothesis and Its Implementation		
<i>Provide a brief background on the development hypothesis and its implementation</i>		
2. Does the SOW state the development hypothesis (or theory of change) for the activity/intervention using clear if-then logic/language in a narrative, Results Framework or Logical Framework format?		
3. Does the SOW describe the implementation status of the activity?		
Section 3: Existing Performance Information Sources		
<i>Identify existing performance information sources, with special attention to monitoring data</i>		
4. Does the SOW identify specific existing performance information sources?		
5. Are indicated documents provided with the SOW or does the SOW specify how and when the documents/data will be provided to the evaluation team?		
6. Does the SOW describe other secondary sources of information that would be useful to the evaluation team?		
Section 4: Evaluation Purpose, Audience and Intended Use		
<i>State the purpose of, audience for, and anticipated use(s) of the evaluation</i>		
7. Is the SOW clear and specific about why, in management terms, the evaluation is being conducted, i.e., what management decisions an evaluation at this time will inform?		
8. Does the SOW indicate who makes up the audience(s) for the evaluation and how they plan to use it?		
Section 5: Evaluation Questions		
<i>Identify a small number of evaluation questions that are relevant to future decisions and answerable with empirical evidence</i>		
9. Does the SOW identify a small number of specific questions to be answered?		
10. Please enter the number of visible question marks you see in the box provided.		
11. Does the SOW indicate the relative priority of each evaluation question?		
Section 6: Gender Disaggregation and Gender Differential Effects		
<i>Identify all evaluation questions for which gender-disaggregated data are expected; also identify questions for which an examination of gender specific or gender differential effects are expected</i>		
12. Does the SOW identify questions for which data is expected to be disaggregated by sex (M/F)?		
13. Does the SOW identify questions for which an examination of gender specific or gender differential effects are expected?		

¹ 11.23.13 version

² The term *activity* is used in this checklist to refer to an activity, project or program that will be evaluated.

Checklist Elements Keyed to Suggested SOW Outline Sections	Yes	No
Section 7: Evaluation Design/Methods		
<i>Identify evaluation method(s) that will generate the highest quality and most credible evidence on each evaluation question, taking time, budget, and other practical considerations into account and specify methods with sufficient detail</i>		
14. Does the SOW recommend specific design/methods for conducting the evaluation?		
15. Does the SOW recommend data collection methods on a question-by-question basis?		
16. Does the SOW state clear requirements for sampling stratification and/or the presence of a sampling plan?		
Section 8: Data Analysis		
<i>Describe how data collected on evaluation questions will be analyzed</i>		
17. Does the SOW recommend specific methods for data analysis?		
18. Does the SOW recommend an analysis method for each evaluation question or type of information?		
Section 9: Strengths and Limitations		
<i>Describe strengths and limitations of the evaluation methods</i>		
19. Does the SOW identify known or anticipated strengths and limitations of methods proposed?		
Section 10: Evaluation Deliverables		
<i>Specify the evaluation deliverable(s) and their timelines and logistics, including requirements for the transfer of data to USAID and expectations concerning evaluation team involvement in the dissemination of evaluation results</i>		
20. Does each deliverable listed specify requirements including a timeline?		
21. Does the SOW explain how deliverables (including data) will be transferred to USAID?		
Section 11: Team Composition		
<i>Clarify expectations about the methodological and subject matter expertise and composition of the evaluation team, including expectations concerning the involvement of local evaluation team members (one team member should be an evaluation specialist)</i>		
22. Does the SOW specify the size of the evaluation team required and qualifications/responsibilities for specific positions?		
23. Is the SOW explicit about requiring that one team member be an evaluation specialist?		
24. Does the SOW describe expectations concerning the involvement of local evaluation team members?		
25. Is the SOW explicit about requiring that team members to provide signed statements about any conflict of interest?		
Section 12: Intended Participation of USAID Staff and Other In County Stakeholders		
<i>Describe intended participation of USAID staff, implementing partners, national counterparts or customer/beneficiaries in the design or conduct of the evaluation</i>		
26. Does the SOW describe who beyond the evaluation team will participate in the evaluation?		
27. Does this section describe how and when these individuals will participate in the evaluation?		
Section 13: Scheduling and Logistics		
<i>Address scheduling, logistics and other support</i>		
28. Is the SOW clear and specific about any dates that need to be reflected in the evaluation team's plan?		
29. Does the SOW indicate whether it will be USAID's responsibility to provide the team with		

Checklist Elements Keyed to Suggested SOW Outline Sections	Yes	No
logistical support or if the team is expected to make its own arrangements?		
Section 14: Reporting Requirements <i>Clarify requirements for reporting and dissemination, including mandatory inclusion of the Appendix 1 of the Mandatory Reference on Evaluation</i>		
30. Does the SOW describe requirements for the draft and final report?		
31. Is the SOW clear about any requirements that will support the dissemination of the evaluation's results?		
32. Does the SOW include a copy of Appendix 1 of the USAID evaluation policy, which describes USAID's criteria for ensuring the quality of an evaluation report, as required by that policy?		
Section 15: Evaluation Budget <i>Include a budget</i>		
33. Is the SOW clear about the total budget or at least the LOE available for the evaluation?		