Project background

The following documents will be consulted to provide background on the project and its implementation before going to the field:

**Mandatory documentation:**
- Project Proposal,
- Final Evaluation, Baseline and Midterm Reports,
- Sustainability ratings (if exists),
- List of Assets/ Infrastructure created,
- Capacities Gained (documented knowledge change used),

**Optional documentation:**
- Monitoring and Results Reports (where relevant, Vulnerability Assessment Mapping),
- If quantitative mixed methods, M&E including sampling and disaggregated data from the final evaluation by project site in disaggregated form
- Exit strategies guidelines used,
- Other documents as per co-creation process?

Documentation will be consulted before and after outcome selection.

Data review

After gathering secondary data from the project, the evaluator and IE should review the following information:

**Data access and retention**
- Is endline (and ideally baseline) data disaggregated?
- Are sampling frames, survey and participant lists retained?
Benchmarking to sustainability and tracing participants and partners

- Were there any planned project efforts to close out or transfer implementation support to another entity during implementation?
- Were there benchmarks or indicators signaling the end of, phasing out of, or reduction of project support?
- Was there follow-up on funding already secured or was the same project implemented elsewhere?
- Reports since the project closed about ongoing activities (operations & maintenance of infrastructure),
- Budgets for operations and maintenance, etc...

Exit and Handover

- Were there lists of project participants and key stakeholders and can they be found ex-post?
- Were new staff put in key positions and would those there now know of the project then as well as intervening changes?
- Who was involved at what level in exit and handing over for continuation?
- Can you find them?