Technical Evaluation Reference Group
ADAPTATION FUND

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 datafrom 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.

Before selection   After selection
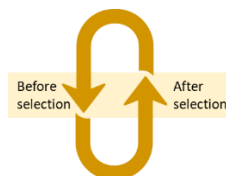
Data review

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?