Evaluation Needs Assessment
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The Evaluation Needs Assessment was created for use with a grantee cohort of twelve organizations, which received grant support and capacity building services for a period of three years.

Directions: Share the tool in advance of an in-person meeting to allow for preparation. Meet to discuss an organization's existing evaluation practice and goals for improvement. Seek mutual agreement of the evaluation capacity provider and grantee regarding how to apply evaluation technical assistance. Once goals are articulated, create an implementation plan that includes goals, deliverables, timeline, and responsibilities.

Evaluation Needs Assessment

1. Has your organization identified a need, a particular area, project, or task that could benefit from evaluation technical assistance to? *If so, please describe.*

   a. Is there a timeline?

   b. What is the approximate amount of staff time you expect to apply?

2. Thinking about your grant agreement, is there a specific project or activity that could benefit from evaluation technical assistance? *If so, please note the project or activity.*

3. Does your organization have an organizational-level logic model, theory of change, or other similar planning document[1]? *If possible, please include a copy of the document.*

    a. If you **have** a document like this, what are the strengths of this document? Its deficiencies?

        i. Do you need assistance to improve this document?

    b. If you **do not have** a document like this, would such a planning document be helpful to you?

4. Does your organization have program-level logic models, theory of changes, or other similar planning documents? *If possible, please include a copy of the document.*

    a. If you **have** a document like this, what are the strengths of this document? Its deficiencies?

        i. Do you need assistance to improve this document?

    b. If you **do not have** a document like this, would such a planning document be helpful to you?

5. Does your organization have an evaluation plan[2]? *If possible, please include a copy of the document.*

    a. If your organization has an evaluation plan, does the evaluation plan include indicators or other measurable statements that can be used to gauge progress?

    b. If you **do not have** a document like this, would such a planning document or assistance with identifying relevant indicators be helpful to you?

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[1] Organizational-level logic models, theories of change, or other similar documents articulate the goals an organization hopes to accomplish, and how the organization expects to accomplish those goals. Some planning documents may be very detailed (including indicators and other forms of measurement), while others may be more general.

[2] An evaluation plan is a tool that sets out strategies for the systematic collection of information to answer questions about an organization or program. For example, whether an organization is moving closer to achieving its mission and goals, or whether a program is achieving its intended outcomes or implementation goals.

6. What is one area of data collection[3] that your organization does well? *If possible, please include examples of data collection instruments.*

   a. What are your organization's strengths related to data collection? Its deficiencies?

7. In your organization, what is an area of data collection that has room for growth?

   a. What would that growth look like?

8. Does your organization have a staff person who is responsible for data collection, evaluation, or assessment? *If so, who is that staff person?*

   a. Is data collection and evaluation this person's primary responsibility?

   b. Approximately what percent of their time is spent on data collection and evaluation?

9. What are the organization's strengths related to analyzing and interpreting data? What are the challenges?

   a. Is there a need for increased data analysis capacity or skills? What would that look like?

10. What are the organization's strengths related to a) communicating evaluation findings to stakeholders; and b) using evaluation findings to improve programs? What are the challenges?

    a. Is there a need for increased reporting capacity or skills? What would that look like?

11. When requested by funders or others, what "results" or "outcomes" does your organization report? *If possible, please include a copy of the document.*

    a. What are the strengths of this document? Its deficiencies?

    b. Is there something you would like to be able to report to funders, but have been unable to do so?

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[3] Data collection is any research procedure, activity, or instrument, that is intended to gather or record the actions, reactions, attitudes, and/or other behaviors of subjects (e.g., program staff, participants, and other stakeholders) in conjunction with a evaluation effort. Data collection may include surveys, questionnaires, feedback forms, interviews, focus groups, case studies, document review, etc.

12. Has an evaluation of your organization been performed (organizational-level or program-level)? *If possible, please include a copy of the document.*

    a. What are the strengths of this document? Its deficiencies?

    b. What was the process for developing this document? What were some of the positive and/or negative aspects of this process?

13. Is there anything else you want us to know about your organization?

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