

Evaluation and learning

Occasionally, there may be cause to perform a more comprehensive evaluation of the working relationship, over and above the regular follow-up and annual reporting. This evaluation can be performed internally or by an independent, external assessor. An evaluation need not be performed at any specific time. It can be carried out while the operation is under way, on conclusion of the operation or several years later.

The Palme Center conducts evaluations for several reasons, but first and foremost to learn from experiences from the operation with a view to improving the international development work.

Evaluations can be carried out on the initiative of any of the partners, of the Palme Center or of Sida, and they are usually conducted with the assistance of an independent, external assessor. The ambition of the Palme Center is for programme managers, together with the member organisations and partner organisations, to be involved in formulating questions, to hold views on the choice of methods and to participate in data collection and analysis. Such participating evaluations are recommended to reinforce learning within the organisations.

The Palme Center has prepared a set of **evaluation instructions** that describe in detail how an evaluation can be conducted. Contact your programme manager for additional information.

One important aspect is to report on the learning you gained from the operation and how this will influence your future work as organisations. Take time in the working groups to reflect on your partnership, transparency, division of responsibility and efficiency during the year.

For example:

- Were there any particular **difficulties** you encountered, and how did you overcome them?
- How has the **communication** between you and the partner organisation functioned during the year?
- Have you maintained open communication and did you take **joint decisions**?
- Is it time to adjust the **division of responsibility** in the working groups?
- How did you work to ensure that **women and other minorities** were given as much opportunity as men during the year?
- How well did you succeed in **communicating information** about the operation, activities and results to your target group and your organisation?
- How did you work to **include the target group and other players** affected in the planning, implementation and evaluation of the operation while the operation was under way?