

EVALUATION TOOLKIT RESOURCES

FREQUENTLY ASKED QUESTIONS

1. What is the Evaluation Toolkit?

The Evaluation Toolkit curates the available information on Evaluation at USAID. It contains the latest guidance, tools, and templates in an intuitive and easy-to-navigate format. Resources will be regularly updated (especially when new guidance is released). In addition, the Toolkit will go through various upgrades. Additional functionality and resources will be added as users provide feedback.

The primary audience for the Toolkit is USAID staff members, but, evaluators, M&E mechanism contractors, and other parties interested in knowing more about how USAID performs and uses evaluations will also find it helpful.

2. How can I navigate through the Toolkit?

The Evaluation Toolkit is navigated through an intuitive user interface. A couple of hints for navigation:

- The Overview tab provides a guide to how to use the Evaluation Toolkit.
- At the top of the page, there are five sections or tabs with information grouped according to thematic area.
- Within each section or tab there is a brief narrative introducing the content of the section.
- Sub-thematic areas are listed on the left-hand side and go more in-depth into specific areas or processes.
- Resources such as Technical Notes, Templates, Checklists or other documents related to the area or process are provided on the right-hand side.
- At the bottom of each Toolkit page are Additional Links, where the user can go in-depth into supplementary references, including webinars, books and other guidance.

When you place the cursor on a resource title, hover text will summarize the purpose of the resource. If you click on the resource, it will open up the Learning Lab resource and provide additional information about the date the resource was published and the link to a PDF of the resource or if it is a template with a link to the Word document.

3. Do I need a USAID Learning Lab account to use the Evaluation Toolkit?

No, you don't need to create an account. The benefit of creating an account is you can upload resources to Learning Lab or comment.

4. How do I find specific resources included in the Evaluation Toolkit?

All of the resources included in the Evaluation Toolkit are a part of USAID's Learning Lab website. While navigating through the Toolkit, just click through to the appropriate section you are interested in and find the link to the resource listed on the right-hand side.

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You can also search for resources in the “search box” on the top right of the website and select the link from among the results.

5. How do I know whether a specific resource is included as part of the Evaluation Toolkit?

There are many resources about Evaluation on Learning Lab. To identify those that are the latest guidance and are USAID Official, start with the Evaluation Toolkit to navigate to these resources.

6. What does “USAID Only” mean?

A few resources and additional links are available only to USAID staff. These are indicated by a designation of “USAID only”.

7. What does “USAID Official” mean?

Please visit the [FAQs](#) for USAID Learning Lab for a full summary of the tags, such as “USAID Official” included in the Toolkit. Most resources linked from the Toolkit are designated as “USAID Official.”

8. What does “Coming Soon” mean?

The Evaluation Toolkit is meant to provide the most up-to-date guidance, tools, and templates for initiating, planning, managing, and learning from evaluations. Some of these resources are in the process of being drafted or updated and are indicated as “Coming Soon”. Once they have been finalized, all of the resources cited will be available online.

9. What is the difference between the e-version and the pdf version of the Toolkit?

Both the e-version and the PDF version of the Evaluation Toolkit contain the same information. The e-version offers the advantage of being able to navigate to the resources and additional links directly from the page. It also links to Word versions of resources that users are expected to edit, such as templates. In the PDF version, these materials are provided after the Toolkit information itself in an offline, printable PDF-only version.

10. How can I get the URL for a specific page in the Evaluation Toolkit?

The URL for the Evaluation Toolkit is usaidearninglab.org/evaluation. If you are in a particular section it will contain this URL. If you would like to share a particular resource with a colleague, each resource page on Learning Lab has a discrete URL.

11. What do I do if I have comments or suggestions?

We welcome your input. If you have any comments or suggestions on the Evaluation Toolkit material, just click “Submit” under “Give Us Your Feedback” in the Overview section.