SUBMITTING A USAID EVALUATION TO THE DEVELOPMENT EXPERIENCE CLEARINGHOUSE

Following the completion of a USAID evaluation report, the Program Office of the Operating Unit responsible for the evaluation must ensure that the final evaluation report is posted on the Development Experience Clearinghouse (DEC) no later than three months after completion. Exceptions to this requirement are granted in only very rare circumstances (see guidance on Exemptions to Public Disclosure of USAID-Funded Evaluations).

It is highly recommended that USAID staff post the evaluation to the DEC rather than relying on a contracted evaluation firm to post the evaluation report to the DEC.

To submit an evaluation to the DEC:
1. Go to https://dec.usaid.gov
2. Click the “Submit” tab in the center of the page.
3. Select “Submit Documents” on the left of the page.
4. Read and follow the guidelines provided. For evaluations with Annexes in multiple files, please submit according to the special guidelines provided.
5. Fill out the form with the information from the document, including Title (as it appears on the title page), Publication Date, and Language. If you have other information about the document, such as a contract number, please fill in the appropriate fields on the form. This helps DEC staff with review and processing.
6. Select the correct “Document Type” from the drop-down menu:
   - “Final Evaluation Report” for end-of-activity/project evaluation reports;
   - “Special evaluation” for mid-term evaluations or any other evaluation reports.
7. Upload the document! (People frequently forget this step.)
8. Don’t forget to click “Save” when you are finished. (People also frequently forget this step.)

After the document has been uploaded, the DEC will create a document page with the information you entered about the evaluation report. Copy the URL from the “View Document” field of this page. Share the URL with mission staff, the evaluation team, implementing partners, and other stakeholders. Also, keep the URL in the Program Office records so that it is readily available for input into the Evaluation Registry during the annual PPR preparation.

Policy Reference
Automated Directives System (ADS) 201.3.5.18 states:

“Evaluation reports, including all Annexes to the report, must be made publicly available by being submitted to the Development Experience Clearinghouse within three months of the evaluation’s conclusion. The evaluation reports will be accessible for use in planning and assessing other programs.”

Exception: In cases where national security considerations and/or proprietary information may be involved, USAID Missions/Offices may request an exception from this requirement. Exception requests should be submitted to the Bureau for Policy, Planning, and Learning, Office of Learning, Evaluation, and Research.”