



## SUBMITTING A USAID EVALUATION TO THE DEVELOPMENT EXPERIENCE CLEARINGHOUSE

### Introduction

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 publicly on the [Development Experience Clearinghouse](#) (DEC) no later than three months after completion.

Exceptions to public disclosure on the DEC, or redactions to an evaluation report, are granted in only very rare circumstances (see guidance on [Limitations to Disclosure and Exemptions to Public Dissemination of USAID Evaluation Reports](#)). Exemption from public disclosure does not mean that the evaluation should not be submitted to the DEC - all evaluation reports must be submitted to the DEC. During the submission process, documents may be specified as "Restricted to USAID staff only."

Because of the possibility of limiting disclosure, 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. An evaluation firm may not employ the specific members of the evaluation team a few years into the future, which limits institutional memory around posted documents. However, if USAID expects the evaluation firm to post the evaluation on the DEC, this requirement should be included in their contract or work plan.

Prior to submitting an evaluation to the DEC:

1. Make necessary redactions (see guidance above).
2. If the OU has stated that the document should be submitted to the DEC but made available to USAID staff only, obtain the necessary waiver (see guidance linked above, and use this [template](#)).

To submit an evaluation to the DEC:

1. Go to <https://dec.usaid.gov>.
2. Click the "Submit" menu and Login.
3. Read and follow the guidelines provided. For evaluations with Annexes in multiple files, please submit according to the special guidelines provided.
4. 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. If your OU has stated that the document should be submitted to the DEC but made available to USAID staff only, check the box "Restricted to USAID Personnel only."
5. Select the correct "Document Type" from the drop-down menu: "Final Evaluation Report" for end-of-activity/project evaluation reports;
6. "Special evaluation" for mid-term evaluations or any other evaluation reports.
7. Upload the document (submitters frequently forget this step),
8. Don't forget to click "Save" when you are finished (submitters also frequently forget this step).

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After the document has been uploaded, the DEC will create a document page with the information you entered about the evaluation report. Copy the Record URI (the DEC's version of a URL) from the "View Document" field of this page. Share the Record URI with Mission staff, the evaluation team, implementing partners, and other stakeholders. Also, keep the record URI 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) 201.3.6.9 states:**

"While all evaluations must have a report that meets the requirements described in [ADS 201mah](#), OUs may request other dissemination products as a means of sharing an evaluation's findings, such as a summary in the form of a PowerPoint or similar presentation. OUs must upload these materials (including slide decks, evaluation summary, learning brief) to the DEC along with the evaluation report and submit the evaluation's data to the DDL. Evaluation reports and other products must also conform to USAID branding requirements (see [ADS 320, Branding and Marking](#)) and comply with Section 508 of the Rehabilitation Act of 1973, as amended (see [ADS 302mak, USAID Implementation of Section 508 of the Rehabilitation Act of 1973](#))."

#### **ADS 201.3.6.10(b) Dissemination of Evaluations states:**

"In exceptional cases, OUs may request an exemption to the requirement to publish the report publicly on the DEC. The Agency's Evaluation Officer will need to concur with any exemption (see [ADS 201mae, Limitations to Disclosure and Exemptions to Public Dissemination of USAID Evaluation Reports](#), and [ADS 201sag, Action Memo Template for Exception to Public Disclosure of USAID-Funded Evaluation](#))."