

Annex 1: Template for Concept Note for Proposed Evaluations for the 2017/18 to 2019/20 National Evaluation Plan

This concept motivates why a particular intervention is a priority for evaluation under the National Evaluation Plan. It is not a plan for the evaluation which will be done later.

Part A: Key contact details

Name of proposed evaluation		Year proposed to be implemented	201_- 201_
Organisation proposing evaluation	<i>Could be suggested by a central government institution but custodian will normally be an implementation department, or possibly a central department if cross-government.</i>		
Department that is custodian (and will implement the improvement plan arising from the evaluation)	<i>Should not be exclusively the responsibility of a state-owned enterprise, If several departments, then list these here, and suggest who would coordinate</i>		
Programme Manager		Title	
Telephone		Email	
M&E person		Title	
Telephone		Email	
Other key departments/agencies involved in the intervention			

Part B: Background to the intervention being focused on

Note this section is **not about the evaluation**, but the **policy/plan/programme** that the evaluation proposes to focus on.

Specific unit of analysis of the evaluation (should be a policy, plan, programme or project)	<i>Eg ECD Policy, X programme, Y project etc</i>
Give some background to the intervention	
Summary description of the intervention	

The problem or opportunity the intervention focuses on	<i>For example the National School Nutrition Programme focuses on disadvantaged learners coming to school without having eaten which undermines their ability to learn</i>		
Objective or outcomes of the intervention (specify which)	<i>These should not be general but should be taken from the original programme plan, policy document etc.</i>		
Key components of the intervention (eg outputs in a logframe or programme plan)	1		
	2		
	3		
	4		
Is there a logframe?	<i>If yes please attach</i>		
Programme document	<i>Please attach the key programme document describing the specific programme or policy to be evaluated, along with its indicators, and theory of change.</i>		
Duration and timing of the intervention	<i>Started (or proposed to start)</i>		<i>Ends</i>

Part C: Motivating for the evaluation of this intervention being considered in the National Evaluation Plan

Why is this evaluation a priority for the National Evaluation Plan? Note the evaluation does not have to score high on all of these.

How is this linked to the 14 outcomes?
<i>Show how this links to specific outputs/suboutputs in the delivery agreement.</i>
How is this linked to the National Development Plan
<i>Be specific of how this links to specific sections and recommendations in the National Development Plan (give page number).</i>
Innovative
<i>Is the intervention innovative (eg testing out a new model of service delivery)? Note this is not a requirement and many interventions that are not innovative still need to be evaluated. Is it important to do an evaluation to learn the lessons which can be applied more widely?</i>

How large is the intervention?			
Budget for intervention (not for	R	Estimated total budget for the	R

the evaluation) for 2014/15 financial year		intervention (over 3 year MTEF period)	Period
Nos of people directly affected or enrolled (eg service users, beneficiaries...)	<i>If this does not directly serve citizens, then it should be a measure of coverage, eg if the proposed evaluation is of whether to lease buildings or to own, then this could be the number of buildings covered.</i>		

Is this an area of substantial public interest?
<i>This is not about whether the intervention is important but if it is very much in the public eye and if so how this is shown. Write here some common sense observations here – evidence will be sought from the number of related complaints to the Presidential Hotline, a measure of concern.</i>
Is the intervention at a critical stage where decisions need to be taken, and when?
<i>Please indicate any key decision points the evaluation needs to feed into eg proposals for expansion, decisions whether to continue. When will these decisions be taken?</i>

Part D: Details on the evaluation proposed

In this section you give some idea on the type of evaluation being proposed, **not the intervention that the evaluation is focusing on**. Note we want to understand what you are trying to get out of the evaluation, but are not expecting you to know what methodology is needed.

Key focus <u>of the evaluation</u>	<i>For example the evaluation may only focus on part of a programme or policy</i>
Type of evaluation	<i>Write here one or more of the options below. Some evaluations can combine these. Look at the Guidelines on the different evaluation types available here: http://www.thepresidency-dpme.gov.za/keyfocusareas/evaluationsSite/Pages/Guidelines.aspx</i>
Diagnostic	<i>Analyses the situation, brings out root causes, considers options. Used prior to design or replanning an intervention</i>
Implementation	<i>Used during implementation to understand how the intervention is working and how it can be strengthened</i>
Cost effectiveness	<i>To understand how cost effective the intervention is – often combined with implementation or impact</i>
Impact	<i>To understand what impact the intervention has had and why. Note this often needs either existing data or to collect data (expensive) on what are the impacts of people impacted by the intervention, and similar people not impacted by the programme. Do you have this data?</i>
Synthesis	<i>Rather than undertaking primary data collection this synthesises data from across a range of existing evaluations.</i>

Suggested purpose of the evaluation	Look at the Guideline on TORs for how to define the purpose – available at http://www.thepresidency-dpme.gov.za/keyfocusareas/evaluationsSite/Pages/Guidelines.aspx
What are the main evaluative questions you will be asking (maximum 5) – use the Guideline on TORs to help you think these through, or the guidelines on specific evaluation types.	
1	
2	
3	
4	
5	

What credible monitoring data or existing evidence can be used, including on background and previous documented performance, or current programme situation. This is very important if you would like to undertake an impact evaluation and you need to answer this in some detail.

If you want to do an impact evaluation do you have data on impact, including existing external databases (StatsSA, NIDS, etc). You should not invest in primary data collection on variables which government is already collecting data on through other means. If little evidence exists then an impact evaluation will be difficult and you may need to undertake an implementation evaluation initially. Alternatively you are likely then to have to collect the data, which may be expensive.

Make some general comments here but then fill in the table below:

Do you have any data on?	Data available	Source/s	Custodian of data	Contact person and email or telephone	Quality/reliability/verifiability of data as well as limitations in terms of data availability, readiness, relevance, timeliness and access pertaining to this evaluation
Impacts on the target population					
Outcomes (eg changes in behaviour or systems)					
Outputs (the things you deliver, eg people trained, groups with					

community gardens with fencing and water)					

Likely duration (months)	<i>Indicate when the evaluation needs to start and when to end</i>
How recently was this intervention evaluated – if not for a long time then it is a higher priority	<i>Date and type of evaluation and what it focused on (attach copy to this submission)</i>
Do you have an estimate for what the evaluation may cost?	<i>If you are not sure discuss with DPME around likely cost.</i>
What budget for the evaluation has been allocated by the department or donors – note this must come from existing budgets	<i>You are expected to at least half-fund the evaluation. DPME may be able to fund all in exceptional circumstances</i>

Part E: Approval by sponsoring department(s)

Name of DG or relevant DDG of custodian department	
Signature	
Name of DG or relevant DDG of partner department	
Signature	
Name of DG or relevant DDG of partner department	
Signature	