

TOOL #3: PARTICIPATION QUESTIONS FOR DESIGN AND DATA COLLECTION

Guidance: This activity should be completed together with the partners and/or affected parties of your program or project.

Evaluation Questions to Guide the Plan

Below please include evaluation questions as identified in the [Thumbnail](#).

1

2

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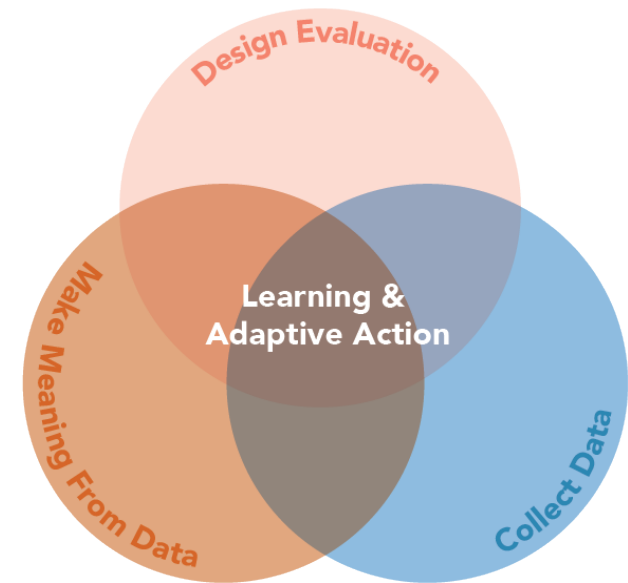


Figure 1. The Evaluation Cycle as a Learning and Adaptive Process

Pre-Program Design Phase

Please complete this worksheet before the program begins. Ideally, the whole evaluation team (see [Thumbnail](#)), including partners, should be present to answer these questions as a group. This section could also be completed by a smaller breakout group or sub-team delegated by the evaluation team. Think ahead to the program and its goals, with reference to the previous year of programming (if there is one, and if relevant) as you provide your responses. Provide your reflections in the responses column and any notes in the note section below. The answers to these questions will inform the design of any baseline/intake surveys, check-ins, and/or interviews of participants. For direct guidance on instrument design (such as what format, etc.), please see the following page.

Pre-Program Design Phase check-in

Responses

What	<p>Example questions (can be revised as needed):</p> <ul style="list-style-type: none"> • What do we want participants to feel and experience at the beginning of the program? • What do we want to know about participants' goals, needs, and strengths coming into the program? • What issues, questions, or concerns could emerge at the planning and/or intake stage that could inform the program's design and approach? (Examples: participants' goals, needs, interests; emerging issues in partner communities; etc.) 	
How	<ul style="list-style-type: none"> • How will collecting these data help us reach the goal(s) of the program? 	
Why	<ul style="list-style-type: none"> • Why should we engage participants at the start of the program? How will doing so strengthen the program? 	
For Whom	<ul style="list-style-type: none"> • Who is directly impacted by these engagements (baseline/intake surveys, etc.)? 	
By Whom	<ul style="list-style-type: none"> • Who gets to inform and decide what these engagements look like? (Example: will participants be able to influence the data collection process itself?) 	

NOTES:

Data Collection Phase

For each data collection instrument, make a copy of this form. These questions can be answered by the evaluation team or any smaller sub-team. Provide your responses in the responses column and any notes in the note section below. Answers to these questions will inform the design of each instrument.

Data collection instrument check-in

Responses

What	<p>Example questions:</p> <ul style="list-style-type: none"> • What should this instrument look and feel like? Surveys or interviews? Individual and/or group meetings? Online or in person? Etc. • What do we want to learn from and/or about program participants using this instrument, so that we can adapt and respond to their needs and/or individual goals? 	
How	<ul style="list-style-type: none"> • How will collecting these data help us reach program goals and objectives? 	
Why	<ul style="list-style-type: none"> • Why should we engage participants at this point in the program? What could emerge that allows us to better support the program and reach program goals or new goals? 	
For Whom	<ul style="list-style-type: none"> • Who benefits from this instrument, and what is expected of them related to this instrument? (time, attendance, etc.) 	
By Whom	<ul style="list-style-type: none"> • Who gets to inform and decide what this instrument looks like? Who is responsible for providing guidance, and who is responsible for data collection and sharing back reflections? 	

NOTES: