**Sample Evaluator Assessment Form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Evaluation plan/approach** | | | | | |
| *1=Strongly Disagree; 2=Disagree; 3=Neutral; 4=Agree; 5=Strongly Agree* | | | | | |
| Proposes models, methods, or designs that support the goals and objectives of the evaluation (e.g., describes approach for including comparison/control group if solicitation specifies an impact evaluation is desired) | **1** | **2** | **3** | **4** | **5** |
| Proposes a comprehensive and cohesive evaluation plan/approach to accomplish the statement of work (i.e., describes a streamlined and efficient approach for how the work will be done) | **1** | **2** | **3** | **4** | **5** |
| Proposes appropriate data collection and analysis strategies, given program characteristics and timeline | **1** | **2** | **3** | **4** | **5** |
| Describes potential challenges to carrying out the proposed evaluation design and provides strategies to address those issues | **1** | **2** | **3** | **4** | **5** |
| Demonstrates an understanding of our AmeriCorps program, including our program’s target population and the broader context in which we operate | **1** | **2** | **3** | **4** | **5** |
| *Reviewer Notes:* | *Section score:* | | | | |
| **Evaluator qualifications** | | | | | |
| Demonstrates appropriate academic preparation and professional qualifications for the type of evaluation to be conducted | **1** | **2** | **3** | **4** | **5** |
| Demonstrates experience conducting similar types of evaluations (i.e. experience evaluating similar programs with the type of evaluation design and methods you wish to employ) | **1** | **2** | **3** | **4** | **5** |
| Has no conflict of interest with our AmeriCorps program (e.g., will not directly benefit in any way from the findings of the evaluation) | **1** | **2** | **3** | **4** | **5** |
| *Reviewer Notes:* | *Section score:* | | | | |
| **Communication style** | | | | | |
| Demonstrates an ability to clearly and concisely communicate evaluation concepts in non-technical language (in written, oral and/or visual form) | **1** | **2** | **3** | **4** | **5** |
| Samples of prior evaluation reports or products are clear, organized, readable, and useful for decision-making. | **1** | **2** | **3** | **4** | **5** |
| *Reviewer Notes:* | *Section score:* | | | | |
| **Project management** | | | | | |
| Demonstrates an ability to effectively lead and manage the evaluation project | **1** | **2** | **3** | **4** | **5** |
| Demonstrates willingness to engage program staff on a regular basis to provide progress updates and gather input and feedback on the direction of their work | **1** | **2** | **3** | **4** | **5** |
| Demonstrates an ability to adhere to a project schedule and conduct work in a timely fashion | **1** | **2** | **3** | **4** | **5** |
| Proposes a reasonable timeline and schedule of deliverables that aligns with the timeline specifications in the solicitation | **1** | **2** | **3** | **4** | **5** |
| **Cost** | | | | | |
| Staffing, materials and supplies, equipment, and travel costs for each major evaluation component are adequate and reasonable | **1** | **2** | **3** | **4** | **5** |
| Amount and distribution of staff hours are adequate and reasonable | **1** | **2** | **3** | **4** | **5** |
| *Reviewer Notes:* | *Section score:* | | | | |
|  | *Overall score:* | | | | |

*Reviewer Notes*

***Describe strengths -***

***Describe weaknesses* -**

***Overall impressions -***