**EXAMPLE HEADINGS FOR AN EVALUATION SPECIFICATION**

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If commissioning an external provider to conduct a research or evaluation project for you, it’s important to be very clear about what you want.

**PROJECT TITLE**

Heading to be used for project.

**SUMMARY**

Briefly summarise who is commissioning the work (e.g. your organisation), what is to be evaluated (e.g. Pedestrian training) and the timescales.

**INTRODUCTION**

Provide background to the intervention such as why it is being done and why it is being evaluated.

**RESEARCH OBJECTIVES**

Outline aim and objectives. These will be used to determine the methodological approach suggested.

**METHODOLOGY**

You can be relatively prescriptive about the methodology here if you have a fixed idea about what should be undertaken. For example, *Tenderers are invited to propose a work programme designed to meet the above objectives, requirements and the timetable outlined below.*

Alternatively, you can keep it open for the evaluator to propose. For example, *Tenderers should include a time schedule for the work that identifies the main tasks and key milestones that will be used to monitor and report on progress.*

**ANALYSIS AND REPORTING**

If you require the data collected to be analysed you should specify if there are any particular analyses required e.g. quantitative data by specific age groups. You should also specify what your reporting requirements are e.g. an interim report, main report no more than 40 pages including executive summary and a 4 page standalone summary document.

**TIMETABLE AND PROJECT PLAN**

It is important to be explicit here if you are restricted with time because the intervention must take place within a specific time period or you need the evaluation completed by a certain date. This ensures that expectations with regard to the evaluation can be managed.

**BUDGET, RESOURCE PROFILE AND PAYMENT OF INVOICES**

**QUALITY PLAN AND PERSONNEL**

You may have specific quality assurances that you toned to be followed. You may want to specify the minimum level of expertise and experience that will be brought to the evaluation e.g. experience in evaluating similar interventions.

**DATA PROTECTION**

The data that the project collects will have to be done so in accordance with the Data Protection Act 1998.

Your organisation may have also have their data protection policy that needs to be complied with.

**EVALUATION CRITERIA**

In order to make the assessment of proposals fair you need to be explicit about how they will be evaluated. This could include knowledge and experience of team, rationale and strategy for the work to be carried out, understanding of issues and research objective, project management, quality assurances, total cost, total staff days, allocated staff per task.

You could allocate a certain percentage of the overall assessment marks to specific aspects of the bid, for example:

Expertise 20%

Work plan 30%

Cost 30%

Quality Assurance 10%

Understanding of the research objectives 10%