

**Plan UK: TIMELINE - Year 3 Evaluation and Programme Review
(DFID funded PPA Programme)**

Building Skills for Life:

Empowering Adolescent Girls through Education



	Activities	Responsible	Timeframe
	METHODOLOGY DEVELOPMENT & PREPARATION		
1	Planning UKNO		
	Draft Workplan and share for comments	Plan	16-18 Oct
	Review WP and provide feedback	Plan	21-23 Oct
	Finalise WP	Plan	25-Oct
	Revise High Level Planning document & share for comments	Plan	22-Oct
	Finalise High Level Planning Document	Plan	29-Oct
	Draft UKNO Evaluation Budget	Plan	01-Nov
2	Consultant Engagement (3 UKNO consultants - Global overall; Quantitative, EMIS)		
	Draft ToRs & share for review within UKNO	Plan	16-18 Oct
	Review ToR and provide feedback back to IO	Plan	21-23 Oct
	Finalise ToR	Plan	29-Oct
	Get approval from UKNO Programme Director on consultant hire & Y3E budget	Plan	02-Nov
	Advertise & share ToR	Plan	02 - 12 Nov
	Select UKNO Consultants and sign agreement	Plan	14 - 15/11/2013
3	Methodology		
	Preparation of Inception report (overall methodology, modular approach, mapping - per country, revised workplan)	Global Consultat	18-30 Nov
	1st Draft to be shared with UKNO	Global Consultat	22-Nov
	Feedback from Plan UK to GC	Plan	27-Nov
	Final Inception Report submitted	Global Consultat	30-Nov
	Household (HH) survey		
	Household (HH) survey tool - adjustment	Global and Quantitative Consultant.	18-22 Nov
	HH survey implementation plan developed	Qualitative Consultant	18-22 Nov
	HH survey implementation plan validated & adjusted with COs	Plan	25-29 Nov
	HH survey training materials and data entry templates developed	Qualitative Consultant	25-29 Nov
	Translation of HH survey tools, materials etc	Plan	02 - 06 Dec
	Focus Group Discussions (FGD)		
	FGD questions per country (9) developed	Global Consultant	18-30 Nov
	FGD implementation plan developed	Global Consultant	18-22 Nov

	FGD implementation plan and questions validated & adjusted with COs	Plan	25-30 Nov
	FGD training materials developed	Global Consultant	25-30 Nov
	FGD data entry and analysis templates developed.	Global Consultant	25-30 Nov
	Translation of FGD survey tools, materials etc	Plan	02 - 06 Dec
	Key Informants Interviews (KII)		
	KII questions per country (9) developed	Global Consultant	18-30 Nov
	KII questions	Global Consultant	18-30 Nov
	KII implementation plan developed	Global Consultant	18-30 Nov
	KII implementation plan validated & adjusted with COs		18-30 Nov
	KII training materials developed	Global Consultant	18-30 Nov
	KII data entry and analysis templates developed.	Global Consultant	18-30 Nov
	Translation of KII tools, materials etc	Plan	02 - 06 Dec
	PPA2 - Phase 2 - Baseline Data - Indicator Collection		
	Discuss internally best way to collect data for new indicators	Plan	25-Oct
	Discuss with PSI support on developmnet of methodology and tools	Plan	28-31 Oct
		Plan	1 - 22 Nov
	Develop tools for Phase 2 indicator baseline data collection		
	Phase 2 indicator baseline data collection implementation plan validated & adjusted with COs	Plan	22-30 Nov
	Training materials developed	Plan	22-30 Nov
	Data entry and analysis templates developed.	Plan	22-30 Nov
	Translation of Phase 2 Indicators Baseline tools, materials etc	Plan	02 - 06 Dec
3	EMIS DATA		
	Clean data received from countries	Plan	1-22 Nov
	Review and analyse EMIS data	EMIS Consultant	25-30 Nov
	Develop questions and guidance to follow up with countries based on the global standard formats provided with all data	EMIS Consultant	25-30 Nov
	Work with COs to collect additional data, collect and clean	Plan	01 Dec - 31 Jan
	Analysis and Reporting - (1 page per country and 1 page for overall analysis, 1 page recommendations on future use of EMIS data.)	EMIS Consultant	03 - 10 Feb
4	Country Planning		
	Facilitate feedback from COs on lessons learnt MTE	Plan	25-Oct
	Draft ToR for national consultants & share for review in UKNO	Plan	18-21 Oct
	Review ToR and provide feedback	Plan	30 Oct - 01 Nov
	Finalise ToR	Plan	04-Nov
	Share final versions for in country recruitment	Plan	04-Nov
	Recruitment of national consultants (ads in papers etc)	Plan	04 Nov - 05 Dec
	Interviews of national consultants by CO & LIAM	Plan	TBC with Cos
	Country specific plan drafted. Overview and planning with countries.	Plan	04 - 14 Nov

	CO consultants recruited	Plan	05-Dec
	Training with CO consultants/staff.	UKNO Consultant	09 - 14 Dec
II	DATA COLLECTION & ANALYSIS		
	<u>Quantitative Data</u> collection in Cos	CO Consultant	14 Dec - 30 Jan
	Data entry/recording and cleaning in CO	CO Consultant	1 - 14 feb
	Quantitative data analysis in CO.	Co Consultant	14-28 Feb
	Send quantitative data to UKNO Quantitative Data Consultant	CO Consultant	by 28 Feb
	Feedback provided to each CO on data sets	Quantitative Data Consultant	03 -04 March
	Feedback incorporated in CO	Co Consultant	05 - 07 March
	Finalised CO data sets submitted to Quantitative Data Consultant	Co Consultant	10-Mar
	UKNO Quantitative Data Consultant analyses data and send to Global Consultant	Quantitative Data Consultant	12-Mar
	<u>Qualitative Data</u> collection in Cos	CO Consultant	14 Dec - 30 Jan
	Data entry/recording and cleaning in CO	CO Consultant	03 - 07 Feb
	Qualitative data analysis in CO.	Co Consultant	10-28 Feb
	Send draft reports to Global Consultant	CO Consultant	by 28 Feb
	Feedback provided on each CO report	Global Consultant + PPA team	03 -7 March
	Feedback incorporated in CO report/improved reports submitted	Co Consultant	10 -14 March
	Finalised CO reports submitted to Global consultant	Co Consultant	22-Mar
	Qualitative data analysis per country and aggregated	Global Consultant with national consultants	24 March - 04 April
	Triangulation qualitative and quantitative data per country and aggregated (including consultations with COs and CO consultants)	Global Consultant with national consultants	07-11 April
III	FINAL ANALYSIS, WRITING AND SHARING		
	1st draft overall report sent to PPA UK team	Global Consultant with national consultants	25-Apr
	Feedback on overall report	Plan	01-May
	2nd draft	Global Consultant with national	08-May

	consultants	
2nd feedback on overall and country reports	Plan	14-May
Final overall and country reports	Global Consultant with national consultants	20-May
1st Draft Child Friendly Summary (one per country and one global)	Global Consultant with national consultants	31-May
Feedback on child friendly summary	Plan	10-Jun
2nd Draft Child Friendly Summary (one per country and one global)	Global Consultant with national consultants	15-Jun
Feedback on child friendly summary	Plan	20-Jun
Final Child Friendly Summary (one per country and one global)	Global Consultant with national consultants	30-Jun
Presentation to UKNO - SC, EX, CO staff	Global Consultant	28-May
CO management response letter produced	Plan	15-May
UKNO Management response produced	Plan	30-Jun