



USAID Evaluation Statement of Work Requirements

A Mandatory Reference for ADS Chapter 201

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An evaluation Statement of Work (SOW) provides the framework for an evaluation and communicates the evaluation questions. An evaluation SOW is needed to implement evaluations through external entities and also serves to guide internal evaluations with modifications as appropriate.

A well-written evaluation SOW must:

1. Identify the evaluation as an impact or performance evaluation per the definitions in [ADS 201](#).
2. Describe the specific strategy, project, activity, or intervention to be evaluated, including appropriate award numbers, award dates, funding levels, and implementing partners.
3. Provide a brief background on the country and/or sector context; specific problem or opportunity the intervention addresses; and the development hypothesis, theory of change, or simply how the intervention addresses the problem.
4. Identify existing and relevant strategy, project, or activity documents or performance information sources that are available, with special attention to monitoring data.
5. State the purpose of, audience for, and anticipated use(s) of the evaluation.
6. Identify a small number of proposed evaluation questions (1–5 questions are recommended) that are answerable with empirical evidence and relevant to future programmatic decisions or learning.
7. Identify all evaluation questions requiring sex-disaggregated data, the use of gender-sensitive data collection methods, and analysis of differential impacts on males and females.
8. Specify proposed data collection and analysis method(s) or request that prospective evaluators propose data collection and analysis method(s) that will generate the highest quality and most credible evidence on each evaluation question—taking time, budget, and other practical considerations into account.
9. In an impact evaluation, identify questions about measuring the change in specific outcomes attributable to a specific USAID intervention.
10. In an impact evaluation, require specific experimental or quasi-experimental methods or request the prospective evaluators to propose experimental or quasi-experimental methods.

11. Specify the evaluation deliverable(s) and their timelines and logistics including (at minimum):
 - A written design that includes key questions, methods, main features of data collection instruments, and data analysis plan;
 - A draft report;
 - A final report that includes all elements described in [ADS 201mah, USAID Evaluation Report Requirements](#); and
 - Datasets—and supporting documentation such as code books, data dictionaries, scope, and methodology used to collect and analyze the data—to be submitted to the USAID Development Data Library.
12. Clarify requirements for reporting and dissemination.
13. Include the [Criteria to Ensure the Quality of the Evaluation Report](#) to communicate USAID’s quality criteria to evaluators.
14. Clarify expectations about the methodological and subject matter expertise and composition of the evaluation team, including expectations concerning the involvement of local evaluation team members and evaluation specialists.
15. Require evaluation team members to provide a written disclosure of conflicts of interest (COI) and require key personnel to submit their COI disclosure with the proposal.
16. Describe intended participation of USAID staff, implementing partners, national counterparts, or beneficiaries in the design or conduct of the evaluation.
17. Specify the expected period of performance.
18. Address scheduling, logistics, security requirements, and other support.
19. Include illustrative information about level of effort expected.
20. Be accompanied by an independent government cost estimate (if applicable).