**Water School: Methodology for the Evaluation Process**

After successfully completing the pilot project, Water School, it is time to scrupulously evaluate the project in order to detect gaps between goals and results, justify and explain these gaps then propose suggestions to improve future projects. The evaluations concern many angles related to the Water School, notably the organizational, financial and technical aspects. We set a compelling methodology to evaluate these components in-depth based on measurable indicators and concise data collection tools.

* **Evaluation Purpose:** We aim through this evaluation to look back at our preset goals/objectives and compare them with the results then provide recommendations for future initiatives.

1. **Stakeholders Analysis:**

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| --- | --- | --- | --- |
| **Stakeholder Analysis** | **Stakeholder Category** | **Interest of Perspective** | **Role in the evaluation** |
| **Beneficiaries** | Primary | Express their thoughts and feelings about the experience at the water school and give suggestions | Interviewees |
| **School Staff** | Secondary | Give positive or negative feedback about work processes and methodology | Interviewees |
| **Ministry of Education Staff** | Tertiary | Give recommendations for future editions | Interviewees |
| **Dar Si Hmad Staff** | Primary | Reflect on what has been done right and what should have been done differently | Interviewers, Interviewees, Data analyzers/interpreters |
| **Beneficiaries parents** | Tertiary | Inform us on how the kids reflected on their experience at the water school | Interviewees |

1. **Description of What is Being Evaluated**

* **Work Processes:** Time management, Human resources management;
* **Activities:** The content of the activities, the timing of the activities, the format used to deliver content;
* **Impacts:** Project results, knowledge/skills acquired;
* **Budget:** Projected vs. Actual expenses comparison.

1. **Description of How are we evaluating**

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| --- | --- | --- | --- |
| **Evaluation Question** | **Indicator** | **Data Collection Method/Stakeholders** | **Expected Outcome** |
| **Work Processes** | - Average delay time before activities  - Staff sufficiency vs. # beneficiaries and activities  - Project planning duration vs. project implementation: sufficiency | - Surveys with Dar Si Hmad Staff | - Better time management procedures  - Better human resources allocation |
| **Activities** | - % of appreciation for each activity  - Effectiveness of the pedagogical materials used (Scale 1 to 5) | - Surveys with a representative sample of the kids and the school teachers | - Better content for future activities and workshops  - Better pedagogy and tools for knowledge delivery |
| **Impact** | - Knowledge acquired  - Changes in the kids’ behavior | - Short oral examination with a representative sample of the kids  - Survey with Dar Si Hmad staff | - Decisions to strengthen the impact for future participants |
| **Budget** | - Projected vs. Actual Budget comparison | - Budget analysis | - Explain unexpected/expected gaps  - Decisions to reduce possible gaps in the future  - Better accuracy in future project budget planning |

1. **Action Plan**

**4.1- Roles and Responsibilities of the Evaluation Team Members**

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| --- | --- | --- |
| **Individual** | **Title or Role** | **Responsibilities** |
| **Najib Kebir** | **Researcher** | **Data Collection** |
| **Mariam Bahmane** | **Researcher** | **Data Analysis** |
| **Marouane Smaili** | **Superviser** | **Coordinating the process** |
| **Fatima Matousse** | **Researcher** | **Designing research material** |

**4.2- Data Collection Plan**

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| **Evaluation Questions** | **Data Collection Method** | **Person(s) Responsible** | **Due Date** |
| **Work Processes** | **Interviews** | **TBD** | **April 23th** |
| **Activities** | **Survey** | **TBD** | **April 23th** |
| **Impact** | **Surveys, Interview** | **TBD** | **April 23th** |
| **Budget** | **Accounting data** | **Abdallah Elmoutaouif, Marouane Smaili** | **April 30th** |

**4.3- Data Analysis Plan**

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| **Analysis to Be Performed** | **Data to Be Analyzed** | **Person(s) Responsible** | **Due Date** |
| **TBD** | **TBD** | **TBD** | **TBD** |
| **TBD** | **TBD** | **TBD** | **TBD** |

1. **Recommendations**

This section will be dedicated to the suggestions deduced from data analysis. The recommendations will be presented to the team after the previous phase to be scrutinized collectively before it is approved and integrated in Dar Si Hmad’s work processes.