

SAH Evaluation Toolkit Overview

Who is this toolkit for?

This toolkit will help Sponsorship Agreement Holders (SAHs) to plan and implement their own internal community-based evaluation. It is developed by the Centre for Community Based Research in partnership with Mennonite Central Committee and funded by Immigration, Refugees, and Citizenship Canada (IRCC).



Why community-based evaluation?

This toolkit emphasizes a community-based approach to evaluation that places you and your stakeholders in the driver's seat. This means you come up with an evaluation plan that works for you - helping you learn how to do your work better. As you move through the toolkit, notice how it emphasizes the three hallmarks of community-based evaluation: community-driven, participatory, and action-oriented. For more information about community based evaluation, [click here](#).



Phase Four: Acting on Finding:

Develop a strategy with the steering committee for sharing your evaluation findings in an accessible way, and initiate action based on the results



Phase One: Laying the Foundation

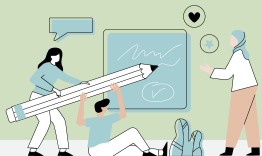
Identify your stakeholders, assumptions about evaluation, evaluation purpose and Theory of Change (i.e. activities and intended outcomes/impact)



Pro-tip: Each phase has a number of "steps" think of these steps as nonlinear; more like the back-and-forth of dance steps...

Phase Three: Information Gathering and analysis:

Gather information ethically, and conduct the analysis and create a summary of the data



Phase Two: Evaluation Planning:

Determine the guiding questions and tools for gathering the information you need with your steering committee and a plan to analyze the information you gather

READY TO DIVE INTO THE TOOLKIT?

The toolkit follows 4 phases and 11 steps. The diagram on the left offers an overview but you can [access the full toolkit here](#).



Want to go even deeper? The Global Refugee Sponsorship Initiative (GRSI) Resource includes M&E resources, and fillable and printable workbooks.

[Click here to access the GRSI Toolkit](#)

Global Refugee Sponsorship Initiative



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PHASE 1

1

IDENTIFY STAKEHOLDERS & ORGANIZE YOUR STEERING COMMITTEE FOUNDATION

Who are these stakeholders and how do we meaningfully involve them throughout the evaluation? There are three categories of stakeholders to consider: people with lived experience, influencers, and sustainers.

PHASE 1

2

IDENTIFY ASSUMPTIONS ABOUT THE EVALUATION

Do stakeholders share the same assumptions and expectations about the meaning and purpose of community based evaluation? It is also important to clarify roles of the steering committee and other stakeholders early on.

PHASE 1

3

HIGHLIGHT THE THEORY OF CHANGE

A theory of change gives a clear statement about what your program intends to do. At minimum it explains what you do (activities) and the expected results of those activities at the individual and community levels (outcomes/impacts).

PHASE 1

4

IDENTIFY THE PURPOSE OF THE EVALUATION

This step will help your group agree on a purpose statement with your steering committee. In community based evaluation, a clear purpose statement brings focus to your evaluation and reflects the interests and common goals of all stakeholders.

PHASE 2

5

DETERMINE THE EVALUATION QUESTIONS

This step will help develop the main evaluation questions that will guide your community based evaluation. Evaluation *questions* are linked to the evaluation *purpose* and are the high-level questions you want answered at the end of your evaluation.

PHASE 2

6

DEVELOP METHODS FOR COLLECTING INFORMATION

In this step you will develop your evaluation methods to collect data that answers your evaluation questions. Evaluation methods can be divided into three types: 1) Quantitative, 2) Qualitative, 3) Arts-based.

PHASE 2

7

DEVELOP AN ANALYSIS PLAN

This step will help you plan how you will analyze your data once it is collected. An analysis plan helps manage data, budget, and timeline. It will also identify any gaps or limitations in your evaluation plan.

PHASE 3

8

GATHER INFORMATION ETHICALLY

This step will help you gather your data according to the plan you made in phase 2 while considering how to do it ethically. Gathering data ethically ensures that the evaluation does not cause harm to individuals or community, but rather maximizes their benefits and considers vulnerability of groups.

PHASE 3

9

ANALYZE & SUMMARIZE INFORMATION

This step will help you analyze and summarize the data you collected in your evaluation. How you analyze your data depends on the type of data you have: qualitative or quantitative.

PHASE 4

10

SHARE LEARNINGS

This step will help you create a reporting plan for your evaluation findings. Evaluation findings can be shared in many ways. It will also help you consider your audience and stakeholders when sharing your learnings for impact.

PHASE 4

11

INITIATE NEW ACTION

New action based on evaluation results, recognizing that this involves more than sharing your learnings. You will need to engage stakeholders and facilitate them to act on what they have learned.

Access the
Toolkit
here.



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