



Formal Standards of Conducting Evaluations

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1. Utility

1.1 Stakeholders Identification

Subjects affected by the evaluation shall be identified and their needs shall be addressed.

1.2 Evaluator Credibility

Persons conducting an evaluation shall be independent and competent, so that the stakeholders accept the evaluation findings.

1.3. Information Selection and Scope

Answers to evaluation questions must be based on unbiased data.

1.4 Findings Interpretation and Recommendations

Perspectives, procedures and values used to interpret the findings shall be carefully described in final reports. If recommendation is a part of the evaluation, it shall be factual, relevant and feasible.

1.5 Report Clarity and Scope

Evaluation reports shall clearly describe the findings of the evaluation including context, purposes and procedures of the intervention. Evaluator shall agree with the client on output scope and form in advance.

1.6. Report Timeliness

Confirmed conclusions shall be presented continuously to the stakeholders, so that they can be used in a timely fashion.

1.7 Evaluation Impact

Evaluation shall be conducted in a ways that encourage their use by stakeholders.

2. Feasibility

2.1 Practical Procedures

The design of evaluation procedures shall reduce the risk of distortion of obtained information.

2.2 Political Viability

Evaluation shall anticipate the different positions of various stakeholders; evaluation shall strive for stakeholder's cooperation so that possible attempts by the stakeholders to distort or misuse the evaluation findings can be averted or counteracted.

2.3 Cost Effectiveness

Evaluation shall be efficient and produce information of sufficient value, so that the costs can be justified.

2.4. Evaluation Team

The team introduced in evaluation proposal shall be maintained throughout the whole course of evaluating the intervention. If any changes in the team are necessary, the client shall be informed in advance and shall be asked for agreement with such changes.

3. Propriety

3.1 Service Orientation

Evaluations shall assist to address and effectively serve the needs of various target groups.

3.2 Formal Contract

Obligations of the contracting parties involved in the evaluation (i.e., in particular, what is to be done, how, by whom and when) shall be agreed to in writing.

3.3 Rights of Human Subjects

Evaluation shall be designed and performed to respect and protect the rights and dignity of human subjects.

3.4 Interpersonal Interaction

Evaluators shall respect human dignity in their interactions with other persons involved in an evaluation, so that participants are not threatened or harmed.

3.5 Completeness and Fairness

Evaluation shall be complete and balanced in its examination and recording of strengths and weaknesses of the program being evaluated, so that strengths can be developed and weaknesses can be identified and eliminated.

3.6 Disclosure of Findings

Stakeholders involved in the evaluation shall ensure that the full set of evaluation findings are made accessible to all entities affected by the evaluation.

3.7 Conflict of Interests

Conflict of interests shall be resolved openly and honestly, so that it does not compromise the evaluators and results of their work.

3.8 Financial Responsibility

Use of financial resources shall reflect sound accountability procedures and be ethically responsible.

4. Accuracy

4.1 Evaluand Documentation

Evaluator shall clearly and accurately describe and document the intervention being evaluated.

4.2 Context Description

Along with actual intervention, context in which such intervention is being evaluated shall also be examined in enough detail.

4.3 Procedures Description

Purposes and procedures of the evaluation shall be monitored and described in enough detail, so that they can be reviewed and repeated.

4.4 Defensible Information Sources

Information sources used in evaluation shall be identified and described, so that the adequacy of the information can be assessed.

4.5. Valid Information

The data collection methods shall ensure that the conclusions and interpretations arrived at is valid for the intended use.

4.6 Reliable Information

The data collection methods shall assure that the information obtained is reliable for the intended use.

4.7 Systematic Information

The information that is obtained, processed and reported in an evaluation shall be systematically reviewed and any errors found shall be corrected.

4.8 Information Analysis

If answers to evaluation questions are based on quantitative or qualitative data then such data shall be analyzed systematically and appropriately.

4.9 Justified Conclusions

The conclusions reached in an evaluation shall be explicitly justified, so that stakeholders can assess and accept them.

4.10 Impartial Reporting

Reporting procedures shall guard against distortion caused by personal feelings or interests of any stakeholder.

4.11 Meta-evaluation

Conducted evaluation shall be evaluated against these and other standards.