

Evaluation Plan

This document shows the evaluation tasks linked to the evaluation framework for the project, with deadlines and responsibilities. This document should be reviewed periodically to ensure that progress is on schedule and to identify what is and isn't working in capturing the monitoring and evaluation data needed, and its analysis and reporting.

Baseline

Evaluation activity	Details	Objectives (O) & Stakeholders (St)	Timescale progress to date	Responsible person	Notes
Meeting key individuals	Interviews and attendance at meetings	n/a St – 2	Sep / Oct 2024 - completed	Sarah & Naomi	Background and familiarisation to inform the development of the evaluation framework
Review of current data held and current processes	Desk based	n/a	Sep / Oct 2024 - completed	Sarah & Naomi	To understand current monitoring and evaluation processes
Development of Theory of Change	Stakeholder discussions, review of current objectives. 1 session with stakeholders	O - All St – 2 + others?	Nov / Dec 2024 on hold	Sarah & Naomi and James	We have reviewed progress to date. This will be developed further in the first quarter 2025.
Evaluation Framework	Including reporting tools, processes etc	O - All St – 2	Dec 2024 drafted & circulated to core team	Sarah & Naomi	We have developed the over-riding framework and evaluation plan with responsibilities and timescales.
CD/CC Reporting Tool		O - All St – 2	Nov 2024 Reworked & Piloted	Naomi, Louise, James, Mary plus all	Excel template ready for piloting in Jan & Feb, further

Evaluation activity	Details	Objectives (O) & Stakeholders (St)	Timescale progress to date	Responsible person	Notes
			Dec 2024 Reworked again & ready to pilot		refinement may be needed (and that's ok!)
Survey for project staff		O - 1a, 1c, 2b, 3a, 3b, 4b St - 2a, 4a?	Jan 2025 Draft in development	Sarah & Naomi	
Leadership survey		O - 1b, 1c, 2a, 2b St - 3b	Dec / Jan 2025 Survey live	Sarah & Naomi (and Marie)	
One Community baseline	Mapping priorities and consultation methods	O - 1a, 1b, 1c, 2b, 2c, 4a, 4b St - 4b	Jan / Feb 2025	James (in liaison with Sarah & Naomi)	For discussion January 2025
One Northern Devon partnership baseline	Survey to members in each partnership with CD CCs	O - 1a, 1b, 1c, 2b, 4b St - 4c	Tbc	Sarah & Naomi	For discussion January 2025
Monthly list of project tasks and meetings (e.g. CD/CC Network meeting, Corporate Breakfasts, Stakeholder meeting etc)		All	Monthly	Marie & Louise, Sammi?	

Commented [NT1]: Changed to 2025

Year 1

Evaluation activity	Details	Objectives & Stakeholders	Timescale	Responsible person	Notes
Monitoring of activity	CD/CC completing templates	O - All St - 2a, 2b	Ongoing	Louise & Dawn; James	CD/CCs each to complete their reports, supported by Dawn & Louise. James to review for monitoring, progress against objectives, learning and identifying potential case studies.
CD/ CC 1:1 line management /support sessions	Current sessions with Dawn / Louise	O – All NS - All St – 2a, 2b	Ongoing – Monthly	Dawn / Louise	
Feedback forms – training & activities	Forms for use by CD/CCs when delivering training or activities – feedback on quality and learning	O - 1a, 1b, 1c, 2a, 2b, 2c, 3b, 4b. NS – CDs choose St – 1a, 1b, 3a		CD/ CCs	CD/CCs to use current processes. These will be discussed & revised in Feb/March. CD/CCs to save in evidence folders. James to analyse & report.
Feedback forms – 1:1 development	Forms for use by CD/CCs with individuals being supported – feedback on their own ‘empowerment’ and learning	O – all NS – CDs choose St – 1a, 1b, 3a, 4f		CD/CCs & James	CD/CCs to use current processes. These will be discussed & revised in Feb/March. CD/CCs to save in evidence folders James to analyse & report.
Financial monitoring	Ensuring spend is in line with budgets	n/a St – 2b	On-going. Quarterly updates available	Marie	

Evaluation activity	Details	Objectives & Stakeholders	Timescale	Responsible person	Notes
Reflective practice workshops	Monthly workshop sessions with CD/CCs	O – All NS - All St - 2a, 2b	Ongoing – monthly	Louise & James	Louise & James leading to facilitate and capture learning. Sarah & Naomi will support with development of process /questions for sessions if needed. James to capture learning.
Case Studies	Reflective interviews and development of in-depth case studies	O – All NS- All St - 2a, 2b	1 or 2 per month	James (with individual CD /CCs)	Sarah & Naomi will support with structure & feedback on first few.
One Northern Devon Strategic Partnership	Observation	O - 1a, 1b, 1c, 2b, 4b St – 4c	Ongoing – at each meeting	James	Attendance to identify where learning from the CD work is being raised & understand how the VCSE sector is viewed
Meeting with lottery officer	Based on report drafted	St - 2a, 2b	February 2025	Marie	Marie to ensure all relevant information is available & co-ordinate. Sarah to attend.
Lottery – midpoint report	Using template from lottery	St - 2a, 2b	End March 2025	Marie & James	Marie to ensure all relevant information is available & co-ordinate. James to pull together the report.
Survey for project staff		O - 1a, 1c, 2b, 3a, 3b, 4b NS - All St – 2a	July / Aug 2025	Sarah & Naomi	All project staff to complete survey.
VCSE Leadership Hub survey		O - 1b, 1c, 2a, 2b NS - Choose St – 3b	July / Aug 2025	Sarah, Naomi & Marie	

Evaluation activity	Details	Objectives & Stakeholders	Timescale	Responsible person	Notes
One Community - update	Changes to priorities and consultation methods	O - 1a, 1b, 1c, 2b, 2c, 4b NS - Choose St – 4b	July / Aug 2025	James	Update to baseline.
Survey - One Community partnership	Survey to members in each partnership with CD/CCs	O - 1a, 1b, 1c , 2b, 2c, 4a, 4b NS - Choose St – 4b	July / Aug 2025	Sarah & Naomi	Includes comparison with baseline.
External evaluation	Some tasks listed separately above – others will be added. Eg interviews, workshops etc	O - All – particularly to plug any gaps. NS - All St – tbc	July to Sep 2025	Sarah & Naomi	The external evaluation will fill gaps in the evidence and deep dive in specific areas – this will be discussed with the team prior to undertaking the work. Report will be provided for end of year deadline.
Lottery – end of year report		O – All NS - All St - 2a, 2b	September 2025	Marie and James	Marie to ensure all relevant information is available & co-ordinate. James to pull together the report. Naomi & Sarah to advise.

NB this doesn't include wider NDVS work linked to this project. This needs further discussion with Marie.

Produced by Research your Way and Clarity CIC – December 2024

Evaluation tools and reporting templates for use day-to-day

Tool	Use
CD/CC Activities Reporting Template (in Excel)	To be used in 1:1 Line Manager support sessions and saved to shared Google Drive for review by James
CD/CC Evidence Folders	To be used by CD/CCs to save their outcomes evidence on Google Drive for review by James
Summary Reporting Template of CD/CC Activities	For Louise & Dawn (following further discussion and piloting of CD reporting form)
Reflective Practice Recording Template for CDs, Louise, Dawn & James monthly in-person workshops	Recording reflective practice in the workshops focused on each project objective, KPIs and what success looks like for the project.
Feedback forms – training & activities	Consider templates to be provided for use by CD/CCs for consistency
Feedback forms – 1:1 development	Consider templates to be provided for use by CD/CCs for consistency
Case Study Reporting	Key questions & reporting template – Sarah & Naomi to develop with James
One Northern Devon Strategic partnership	Survey to be designed by Sarah & Naomi
Evaluation Reporting for Lottery Reports	Key questions & reporting template – Sarah & Naomi to develop with James
Survey for project staff	Survey to be designed by Sarah & Naomi
VCSE Leadership Hub survey	Survey designed by Sarah & Naomi
One Communities – baseline and update	Guidance to be provided by Sarah & Naomi
Survey - One Communities partnership	Survey designed by Sarah & Naomi
Other External evaluation	All tools designed by Sarah & Naomi

Year 2

Similar to Year 1 – key points to be added once Year 1 activity has been reviewed.