

## Checklist for Hiring an External Evaluator

When hiring an external evaluator, look for the following skills and experience.

- Has formal education or training in evaluation plus previous experience conducting evaluation for a variety of organizations.
- Is skilled in both quantitative, qualitative, and mixed methods methodologies.
- Has basic knowledge of the context area and target population, along with technical and/or theoretical expertise and practical experience in the program area.
- Has knowledge of, and is able and willing to adopt different evaluation approaches such as developmental, participatory, empowerment, etc.
- Is skilled in gender and equity approaches, cultural humility, interpersonal communications, data visualization and reporting, evaluation training/coaching and capacity-building.
- Has other “soft” evaluation skills such as group facilitation, conflict resolution, flexibility, and problem-solving.
- Has a personal style and approach that fit with the program to be evaluated, type of evaluation, and evaluator’s role.
- Is able to articulate their own values and philosophical and methodological orientations about evaluation, which in turn match those of the organization.
- Has concrete ideas on how to facilitate eventual use of the findings.
- Can provide references from previous evaluation clients, and in particular the utility of the evaluations they have produced.

- Is willing to work alongside program staff in conducting the evaluation, if and when required.
- Is able and willing to build the skills, knowledge, and abilities of staff and other partners through evaluation training, mentoring, and coaching.
- Has an ability and willingness to effectively communicate with collaborators and targeted users of evaluation.
- Has a demonstrated ability to work within project budgets and meet deadlines.

Adapted from:

- Baker, A. & Bruner, B. (no date). *Supporting good evaluation*. Bruner Foundation. Retrieved from: [http://www.evaluativethinking.org/docs/2010\\_docs/SUPPORTING%20GOOD%20EVALUATION.BRUNER%20FDN.pdf](http://www.evaluativethinking.org/docs/2010_docs/SUPPORTING%20GOOD%20EVALUATION.BRUNER%20FDN.pdf)
- International Development Research Centre. (2004). *Selecting and managing an evaluation consulting team*. Evaluation Guideline #8. Retrieved from: <http://web.idrc.ca/uploads/user-S/108550007718Guideline.pdf>
- Kellogg Foundation. (2010). *Evaluation Handbook*. Retrieved from: <http://www.wkkf.org/resource-directory/resource/2010/w-k-kellogg-foundation-evaluation-handbook>.
- Patton, M. Q. (1997). *Utilization-Focused Evaluation*. Thousand Oaks, CA: Sage Publications.