



# OUTCOME EVALUATION GUIDELINE

## DPME EVALUATION GUIDELINE 2.2.28



### PURPOSE

To provide practical guidance to government departments, provinces, municipalities, and public entities on how to plan and conduct Outcome Evaluations

Reference: National Evaluation Policy Framework (NEPF, 2025)



### WHAT IS MEANT BY OUTCOME EVALUATION?

A systematic evaluation of how well an intervention achieved its intended outcomes and contributed to change in the target population or system. Focuses on results such as changes in behaviour, practices, systems, or conditions. Answers: “So what difference did the intervention make?” Can be formative (mid-term) or summative (end-term).

### PURPOSE AND GOALS OF AN OUTCOME EVALUATION

- Measure effectiveness and determine if outcomes are achieved.
- Enhance programme improvement through evidence-based insights.
- Support accountability, decision-making and learning.
- Generate credible evidence for policy and funding decisions.
- Contribute to knowledge generation on what works, why, and for whom.

### IDEAL CONDITIONS FOR CONDUCTING OUTCOME EVALUATIONS

An outcome evaluation should only proceed when:

- A clear Theory of Change (ToC) and logical framework exist.
- Reliable baseline and monitoring data are available.
- Outcomes and indicators are measurable.
- Implementation is stable and stakeholders are supportive.
- Sufficient budget, expertise, and time are secured.

### WHO UNDERTAKES OUTCOME EVALUATIONS

Type	Description	Key Strengths
Internal	Conducted internally By the institution’s staff	Builds ownership and use of results
External	Independent evaluator	Ensures objectivity and rigour
Hybrid	Combines both of the above	Mixes contextual knowledge and independence

All evaluations must be guided by an Evaluation Steering Committee for oversight and ethical compliance.

## EVALUATION PROCESS AND KEY QUESTIONS

- Align evaluation with the ToC and intervention purpose.
- Use quantitative and qualitative data for triangulation.

### Key questions:

- What changes occurred because of the programme?
- Were the intended outcomes achieved?
- What factors enabled or hindered success?
- Are the outcomes sustainable over time?

## BUDGET & DURATION

1

Allocate 0.1–5% of the programme budget for evaluation.

2

Rapid evaluations: 6- 12 weeks.

3

Full evaluations: 6–12 months (depending on the approach, this may vary).

4

Include costs for data collection, experts, logistics, and capacity building.



## ETHICS AND SAFEGUARDING EVALUANDS

Ensure informed consent, voluntary participation, anonymity, confidentiality, and protection of vulnerable groups. Follow DPME and United Nations Evaluation Group (UNEG) ethical standards and always maintain honesty, integrity, and respect.

## USING EVALUATION RESULTS

Findings must guide decisions to:

- Continue, scale, modify, or discontinue programmes.
- Address gaps and improve implementation.
- Integrate lessons into policy strategy or operational plans.
- Share evidence with stakeholders for accountability and learning.

## QUALITY ASSURANCE

- Build peer review into design, throughout all the evaluation stages until the final reporting stages.
- Apply DPME Peer Review Guideline and Evaluation Quality Assessment Framework (EQAF).
- Ensure processes are credible, transparent, and useful.

*Note: Please refer to the full guideline for more details.*